THE NATIONAL UNION OF JOURNALISTS PENINSULAR MALAYSIA

RULES AND CONSTITUTION & ADDITIONAL RULES - UNION BENEVOLENT FUND

KESATUAN KEBANGSAAN WARTAWAN SEMENANJUNG MALAYSIA

PERATURAN TAMBAHAN TABUNG KEBAJIKAN KESATUAN

Registration No: 321

RULES AND CONSTITUTION OF
THE NATIONAL UNION OF JOURNALISTS PENINSULAR MALAYSIA
(KESATUAN KEBANGSAAN WARTAWAN, SEMENANJUNG MALAYSIA)

RULE 1: NAME AND REGISTERED OFFICE

1. The trade union formed under these Rules shall be known as **The National Union of Journalists, Peninsular Malaysia**. **(Kesatuan Kebangsaan Wartawan, Semenanjung Malaysia.)** (hereinafter referred to as the Union).

2. The registered office and place of meeting shall be at **30-B, Jalan Padang Belia, Brickfields 50470 Kuala Lumpur** or any other place determined by the Executive Council. **353/8/2026(1)**

RULE 2: OBJECTS

1 The objects of the Union shall be:-

(a) To secure the complete organisation of all working and professional journalists, whose place of work is in the States of Peninsular Malaysia, and to promote the industrial, social and intellectual interests of its members.

(b) To defend the freedom of the Press, to deal with the professional conduct of its members and to maintain high ethical standards in journalism.

(2) To obtain and maintain for its members just and proper rates of remuneration, security of employment and reasonable hours and conditions of work, and to provide advice and assistance accordingly.

(3) To regulate relations between employer and employee, between member and member, and between members and other workers and to endeavour to adjust any difference between them by amicable and conciliatory means.

(4) To further, financially or otherwise, the work or purpose of any lawful association or body having for its objects the promotion of the interests of labour, trade unions and trade unionists, subject to the provisions of Section 50 of the Trade Unions Ordinance, 1959.

(5) To promote the material, social and educational welfare of the members in any lawful manner which a delegates conference or the Executive Council may deem expedient.

(6) To provide, if decided upon by the Executive Council, legal assistance to members in connection with their employment.

(7) To provide, if decided upon by the Executive Council, such benefits as victimisation pay and dispute pay.

(8) To promote legislation affecting the interests of the members in particular or trade unionists in general.

(9) To undertake, if decided upon by a delegates conference, the editing, printing, publication and circulation of any journal, magazine, news sheet or other printed literature for the advancement of the objects of the Union or the promotion of the interests of its members.

(10) To establish, if decided upon by a delegates conference, a benefit Fund and to draw up rules governing such Fund. These rules shall not become operative until they are registered by the Registrar of Trade Unions.

(11) Generally to do any of the things that a trade union is permitted to do by law.

These objects shall be promoted in accordance with these Rules and the Trade Unions Ordinance, 1959.

RULE 3: MEMBERSHIP

1. (a) Membership of the Union shall be open to all working and professional journalists above the age of 18, whose place of work is in the States of Peninsular Malaysia, provided that no journalist employed by the government shall be admitted to membership except as an Associate Member.

For the purpose of these Rules, working and professional journalists also includes photographers or creative artists engaged in newspaper, magazine or news agency work, BROADCASTING AND DIGITAL MEDIA who are members of journalistic staff AS WELL AS CONTRACT WORKERS and who are wholly OR PARTIALLY dependent on their journalistic work, provided always that they are not persons who are proprietors or directors or exercise the powers of employers in the appointment and dismissal of journalists. **353/8/2026(1)**

(b) Membership of the Union shall also be open to all working and professional journalists who are employed by radio, television, foreign governments, film organisations, commercial firms, **news-portals, satellite televisions** and other similar establishments that are accredited by the Ministry of Communications and Multimedia and whose place of work is in the States of Peninsular Malaysia. **353/4/2015(1)**

2. (a) Associate Membership shall be open to all working and professional journalists who have the power of employers in the appointment and dismissal of journalists.ASSOCIATE MEMBERSHIP SHALL ALSO BE OPEN TO ALL FOREIGN JOURNALISTS/CORRESPONDENTS, PRESS ATTACHÈ, WHOSE PLACE OF WORK IS IN THE STATES OF PENINSULAR MALAYSIA and journalists employed on a part time basis by the organisations and establishments set out in I (a) and I (b) above. **353/8/2026(1)**

(b) Associate Membership shall also be open to working and professional journalists employed by the government.

(c) Associate members shall not be eligible to hold office in the Union, or vote at any meeting.

3. A person who is under the age of twenty-one shall not be an officer or a Trustee of the Union.

4. Application for membership shall be made on a form prescribed by the Union and shall be forwarded to the Branch Secretary or in the case of an ONLINE APPLICATION THROUGH THE UNION'S WEBSITE to the General Secretary, who shall submit it to the Executive Council for approval. The Executive Council may, at its discretion, reject any application without assigning any reason therefor. **353/8/2026(1)**

5. Every applicant whose application has been approved by the Executive Council shall, upon payment of the prescribed entrance fee and first monthly subscription, be registered in the Membership Register as a member and supplied with a copy of the Rules of the Union free of charge.

6. Any person who, subsequent to his/HER* becoming a member, ceases to be engaged or employed as specified in Rule 3(l) shall thereupon cease to be a member of the Union and his name shall be removed from the Membership Register.

*AND WHEREVER APPLICABLE IN THE RULE BOOK

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RULE 4: SUBSCRIPTIONS AND ARREARS

1. The subscriptions payable shall be as follows: - **353/6/2024(1)**

Entrance fee	…	RM20.00
Monthly Subscription for members	...	RM15.00
For Associate members	...	RM10.00

Any increase in the above rates shall be decided by secret ballot in accordance with Rule 25.

2. All monthly subscriptions shall be payable on the first working day of each month.

3. Any member whose subscription is three months in arrears shall there-upon cease to be a member of the Union and forfeit all interests in the Union and his name shall be deleted from the Membership Register.

4. Any person whose membership has terminated on account of arrears may apply for re-admission as a new member in accordance with Rule 3.

5. The Executive Council shall have the power to fix reduced rates of subscription for members, or to exempt members temporarily from paying subscriptions and levies (if any), in case of unemployment, sickness, or other genuine hardship.

RULE 5: RESIGNATION

Any member who wishes to resign from the Union shall give at least one week's notice in writing to the Branch Secretary or in the case of Associate members to the General Secretary and shall pay up all dues.

RULE 6: RIGHTS OF MEMBERS

Except as otherwise provided in the Rules, all members of the Union shall have equal rights in the Union.

RULE 7: DUTIES OF MEMBERS

1. It shall be the duty of each member to see that his subscriptions are paid regularly and that official receipts for them are obtained.

The responsibility for keeping payments of subscriptions up to date shall rest with the members and not any officer of the Union.

2. It shall be the duty of a member to notify the branch secretary as soon as possible of any change of address or place of employment.

3. Any member who attends a Union meeting or uses the Union premises must behave in an orderly manner, otherwise he may be instructed to leave by any responsible officer of the Union.

4. No document or circular concerning the Union shall be issued by any member unless such document or circular has been approved by the Executive Council and no member shall divulge the business or affairs of the Union to any non-member other organisation, or the MEDIA without such approval. **353/8/2026(1)**

5. No member of the Union shall be a member of any other trade union except with the permission of the Executive Council.

RULE 8: CONSTITUTION AND GOVERNMENT

1. The supreme authority of the Union and of the Branches shall be vested in the delegates' conferences and in Branch general meetings respectively except in respect of matters on which decisions shall be taken only by secret ballot in accordance with Rule 25.

2. Subject to the foregoing provision, the Union shall be governed by the Executive Council and the Branches shall be governed by Branch Committee.

RULE 9: TRIENNIAL DELEGATES' CONFERENCE

1. The Triennial Delegates' Conference of the Union shall be held as soon as possible after 30th June and not later than 30th September each three years. The date, the time, and the place for the conference shall be decided by the Executive
Council.

2. The Triennial Delegates' Conference shall consist of delegates elected by Branches and of members of the Executive Council.

3. Delegates shall be elected by secret ballot each three years at the Triennial General Meetings of the respective Branches.

Each Branch shall be entitled to elect two delegates for the first **20** members or part thereof, and one additional delegate for every **25** members over and above the first **20** members, provided that the total number of delegates shall not exceed **10** for any one Branch. "Members" shall mean members who are eligible to vote at the time of electing delegates.

4. No member of the Executive Council shall be elected as a delegate.

5. Only delegates shall be eligible to vote at a delegates conference, but the chairman of a delegates' conference shall have a casting vote. The conference may frame Standing Orders governing the meeting procedure for all delegates' conference and the manner of voting thereat.

6. A preliminary notice of the Triennial Delegates' Conference stating the date, the time and the place of meeting and calling for motions for discussion at the conference (including motions for amendments of the Rules), nominations for election of members of the Executive Council and names of delegates, shall be sent by the General Secretary to all Branch Secretaries at least 28 days before the date fixed for the conference.

6. Every Branch Secretary shall forward to the General Secretary at least 15 days before the delegates conference the names of delegates elected by his Branch, nominations for the election of members of the Executive Council and motions (if any) for discussion at the conference. All nominations shall be made on a form prescribed by the Union and shall include the following particulars: Title of office being contested, name of candidate, National Registration Identity Card Number, age, address, occupation, Federation Citizenship Certificate Number (where applicable) and the total period for which he has been employed or engaged as specified in Rule 3.1.
No nomination shall be valid unless (a) it is signed by a proposer and a seconder who are members in benefit and (b) it contains the express consent of the candidate to stand for election. All such nomination papers shall be submitted in scaled envelopes and shall only be opened by the General Secretary at the closing time of the nomination in the presence of the scrutineers.

7(A). In the event of chosen delegates being unable to attend the Triennial Delegates Conference due to unforeseen circumstances, the branch committee may appoint a substitute and inform the General Secretary herewith." **353/2/2010(1)-(2)**

8. The General Secretary shall send to the Branch Secretaries at least 7 days before the conference an agenda including motions, copies of reports and accounts (if any), and the required number of ballot papers and envelopes as laid down in Rule 25 for the election of members of the Executive Council and in connection with any other matters to be decided by secret ballot. The Branch Secretaries shall distribute the ballot papers and envelopes to such members of their respective Branches w o are eligible to vote.

9. A quorum shall be considered as having been formed if the delegates present, irrespective of their total number, represent more than half the total number of Branches of the Union.

10. If a quorum is not present one hour after the appointed time, the conference shall be postponed to a date (not exceeding **30** days) to be decided by the Executive Council.

11. If a quorum is not present one hour after the time appointed for the postponed conference, the members present shall have the power to proceed with the business of the day but they shall not have the power to alter the Rules of the Union.

12. The business of the Triennial Delegates Conference shall be to receive reports from the General Secretary, the General Treasurer, and the Executive Council; to consider and determine all matters affecting the welfare of the members and the progress of the union; to appoint Trustees when necessary, Internal Auditors, and Scrutineers; to consider and determine all other matters included on the agenda; and to receive the Scrutineers' report on the ballot taken for the election of the Executive Council.

13. The General Secretary shall forward to all Branch Secretaries a copy of the draft minutes of the Triennial Delegates' Conference as soon as possible after the conclusion of the conference.

RULE 10: EXTRAORDINARY DELEGATES CONFERENCE

1. An Extraordinary Delegates Conference shall be convened

(a) Whenever the Executive Council deems it expedient, or

(b) at the joint request in writing by the Branch committees of two or more Branches representing at least one-fourth of the total membership of the union, stating the object and reason for such conference.

2. An Extraordinary Delegates' Conference requisitioned by Branches shall be held within thirty days of the receipt of such requisition.

3. Notice and agenda for an Extraordinary Delegates' Conference shall be forwarded by the General Secretary to all Branch Secretaries at least seven days before the date fixed for the conference.

4. The provisions of Rule 9 regarding the constitution, the quorum, and the postponement of a Triennial Delegates' Conference shall also apply to an extraordinary delegates conference, but with the proviso that if no quorum is present one hour after the time appointed for a postponed Extraordinary Delegates' Conference requisitioned by the Branches, the conference shall be cancelled and no extraordinary delegates conference shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

5. The General Secretary shall forward to all Branch Secretaries a copy of the draft minutes of an Extraordinary Delegates' Conference as soon as possible after the conclusion of the conference.

6. If a Triennial Delegates Conference cannot be held by the date specified in Rule 9 an extraordinary delegates conference shall have the power to perform any or all of the functions that are normally performed by a Triennial Delegates' Conference.

RULE 11: OFFICERS AND EMPLOYEES

1. An officer of the Union shall mean any member of the Executive Council or any Branch Committee of the Union, but shall not include an Auditor.

2. No person shall be elected or act as an officer of the Union if: -

(a) he is not a member of the Union; or

(b) he is under twenty-one years of age; or

(c) he is not a citizen of Malaysia; or

(d) deleted **353/2/2010(1)-(2)**

(e) he has been a member of the executive of any trade union the registration of which has been cancelled under the provision of paragraph (iv) or paragraph (vi) or sub-section (1)(b) of section 15 of the Trade Union Ordinance, 1959, or of the Enactment repealed by section 79; or

(f) he has been convicted by any court of law of criminal breach of trust, extortion or intimidation, or of any offence which in the opinion of the Registrar of Trade Unions renders him unfit to be an officer of a trade union; or

(g) he is an officer or employee of a political party.

3. Subject to the approval of a delegates conference, the Executive Council shall have the power to employ persons as it deems necessary: Provided that no such employee shall be an officer of the Union (unless he is exempted under the provisions of section 30 of the Trade Unions Ordinance) or shall act in such a manner as to make it appear that he has been entrusted with the management of the affairs of the union. Provided further that no person shall be thus employed if--

(a) he is not a citizen of Malaysia; or

(b) he has been convicted by any court of Law of a criminal offence and has not received a free pardon in respect thereof and such conviction in the opinion of the Registrar of Trade Unions renders him unfit to be employed by a trade union; or

(c) he is an officer or an employee of any other trade union; or

(d) he is an officer or employee of a political party.

RULE 12: EXECUTIVE COUNCIL

1. The government of the union and the conduct of its business, including trade disputes, in the period between Triennial Delegates Conferences shall be vested in an Executive Council.

2. The Executive Council shall be composed of :-

One President Two Vice-Presidents One General Secretary Two Deputy General Secretaries One General Treasurer One Deputy General Treasurer	Who shall be termed **"Principal Officers of the Union"** and who shall be elected Triennially by secret ballot by the whole membership, subject to the provision below, and

353/2/2010(1)-(2)

One Representative from each Branch in the following order of procedure: Branch Secretary, Branch Chairman, Branch Treasurer, Branch Committee members; Branch committee members according to the number of votes they received in the last election. No Principal Officer of the Union shall hold office as Branch Representative. Provided that if any candidate for office is unopposed and his nomination has been made in the manner prescribed in Rule 9.7, he shall be deemed to be automatically elected and his name shall be excluded from the ballot paper for the election of officers. Members of the Executive Council shall hold office from one Triennial delegates conference to another. Whenever a change of officers takes place the outgoing officer or Executive Council shall, within one week, hand over to the incoming officer or Executive Council all records pertaining to his or their office.

3. The Executive Council shall meet at least once in three months, and one half of its total number shall form a quorum. Minutes of Executive Council meeting shall be confirmed at the next business meeting of the council.

4. Executive Council meetings shall be convened by the General Secretary, under the direction or with the approval of the President. Five clear days' notice of meeting shall be given. Requests for meetings by other members of the Executive Council shall be made in writing and addressed to the General Secretary.

5. When any matter requiring the immediate decision of the Executive Council or of the delegates arises and it is not possible or convenient to convene an emergency Executive Council meeting or a Delegates Conference, the General Secretary may, with the approval of the President, obtain a decision by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Council or of the Delegates is deemed to have been obtained:

(a) The issue and proposed action must be clearly set' out in the circular and copies of the circular must be forwarded to all members of the Executive Council or the Delegates, as the case may be;

(b) At least one-half of the members of the Executive Council or one half of the delegates, as the case may be, must indicate in writing whether they are in favour or against the proposal; and

(c) The decision must be by a majority of those who have thus indicated.

6. A decision obtained by circular shall be reported by the General Secretary to the next Executive Council meeting or Delegates Conference and recorded in the minutes thereof.

7. Any member of the Executive Council-who fails to attend three consecutive meetings of the Council shall be disqualified from holding office unless he is able to give a satisfactory explanation to the Executive Council.

8. In the event of the death, resignation or disqualification of an officer or a Delegate or an Internal Auditor or a Scrutineer, the candidate who received the next highest number of votes at the previous election for the post, provided that the number of votes he secured is not less than one-third of the total number of votes cast for that post, shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept office, the Executive Council or the Branch Committee as the case may be, shall have the power to appoint any other member to fill the vacancy.

9. Subject to the Rules of the Union and the provisions of the Trade Unions Ordinance, 1959, the Executive Council may exercise all such powers and perform all such acts as it deems necessary for promoting the interests of the Union and attaining its objects.

10. The Executive Council shall protect the funds of the Union against extravagance and misappropriation. It shall instruct the General Secretary or any other officer to prosecute any officer, employee, or member for misappropriation or with holding any money or property belonging to the Union.

11. The Executive Council shall give instructions to the General Secretary and other officers of the Union for the conduct of the affairs of the Union. It may, subject to the provisions of Rule 11, paragraph 3, employ such persons at it deems necessary to carry out **353/2/2010(1)-(2)** the day-to- day administration of the Union and fix their remuneration. It may suspend or dismiss any officer or member of the staff for neglect of duty, dishonesty, **353/2/2010(1)-(2)** incompetence, refusal to carry out the decisions of the Executive Council, or for any other reason which it deems good and sufficient in the interest of the Union.

12. It shall give instructions to the Trustees regarding the investment of the Funds of the Union.

13. The Executive Council may suspend from benefit, or expel from membership or prohibit from holding any office, any member who in its judgment is guilty of attempt to injure the Union or of action contrary to the Rules of the Union or who makes or in any way associates himself with any defamatory, scurrilous or abusive attack on the Union, its officers or the policy of the Union. The order of suspension, expulsion or prohibition shall state clearly the nature of and the grounds for such suspension, expulsion or prohibition. It shall also, where applicable, specify the period for which it shall be effective and the conditions under which it may be withdrawn. Members who have been so suspended expelled or debarred shall, however, have the right of appeal under Rule 26.

14. Between Triennial Delegates Conferences, the Executive Council shall interpret the Rules and, when necessary, determine any point of which the Rules are silent.

15. Except where a secret ballot of the membership is required, the decisions of the Executive Council shall be binding on all members of the Union unless and until countermanded by a resolution of a delegates' conference.

RULE 13: DUTIES OF PRINCIPAL OFFICERS

1. The **President** shall during his term of office preside at all delegates conferences and all meetings of the Executive Council and shall be responsible for the proper conduct of all such meetings. He shall have a casting vote, and he shall sign the minutes of each meeting at the time they are approved. He shall in conjunction with the General Secretary and the Treasurer, sign all cheques on behalf of the Union, superintend the general administration of the affairs of the Union, and endeavour to secure the observance of the Rules by all concerned.

2. The **Vice-president** who received the higher number of votes or (in the event of a non- election, the Executive Council shall decide) shall in the absence of the President act for and have the powers vested in the President. **353/2/2010(1)-(2)**

3. The **General Secretary** shall conduct the business of the Union in accordance with the Rules and shall carry out the instructions of the delegates conference and of the Executive Council. He shall supervise the work of any staff engaged by the Union. He shall be responsible for conducting all correspondence and keeping all books, documents and papers belonging to his office in such form and manner as the Executive Council may direct. He shall attend all meetings and record the proceedings. He shall prepare, or cause to be prepared, the report to the Triennial Delegates Conference. He shall prepare, or cause to be prepared, the annual returns and all other documents required by the Registrar of Trade Unions and shall forward these to him by the prescribed dates. He shall keep a membership register containing the names and the addresses of all the members, their membership numbers, and the dates on which they joined the Union. In conjunction with the President and the Treasurer, he shall sign all cheques on behalf of the Union.

4. The **Deputy General Secretaries** shall assist the General Secretary in all administrative work of the Union and the Deputy General Secretary who received the higher number of votes shall act in the absence of the General Secretary.

5. The **General Treasurer** shall be responsible for all moneys received and paid by him on behalf of the Union and for the proper keeping and posting of books of account as required under the **Trade Unions Regulations,** 1959.

He shall issue an official receipt for each and every sum of money received by him and no other Officer or employee of the Union at the head office shall receive money or issue receipts without the specific authority of the President given in writing on each and every occasion. He shall be responsible for the safe custody of all books of account and subsidiary documents at the head office and shall not remove them from the official place of business without the specific authority of the President given in writing on each and every occasion. He shall prepare a statement of accounts for each business meeting of the Executive Council and for the Triennial Delegates Conference. He shall in conjunction with the President and the General Secretary, sign all cheques on behalf of the Union.

6. The **Deputy General Treasurer** shall assist the **General Treasurer** in the proper keeping of books of account of the Union and shall act for him in his absence.

RULE 14: TRUSTEES

1. Three Trustees, who must be over 21 years of age and who must not be a Secretary or Treasurer of the Union, shall be appointed at the first Triennial Delegates Conference and shall hold office during the pleasure of the Union. They shall have vested in them all the real and personal estate whatsoever belonging to the Union and shall deal with it in such manner as the

Executive Council may direct. **353/2/2010(1)-(2)**

2. The trustees shall not sell, withdraw or transfer any of the property of the Union without the consent and authority of the Executive Council conveyed in writing by the General Secretary and the General Treasurer.

3. A Trustee may be removed from office by the Executive Council on the ground that, owing to ill health, unsound mind, absence from the country or any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a Trustee before a Triennial Delegates Conference, the Executive Council shall appoint a replacement. **353/2/2010(1)-(2)**

4. Triennial Delegates Conference may appoint as sole trustee for the union a trust company as defined in the Trust Companies Ordinance, 1949, or any written law governing trust companies in Peninsular Malaysia and, in the event of such appointment, references to "trustees" in the Rule shall be interpreted as references to a trust company so appointed.

RULE 15: INTERNAL AUDITORS

1. Two Internal Auditors, who must not be members of the Executive Council, shall be elected by show of hands at the Triennial Delegates Conference. They shall audit the accounts of the Union at the end of each quarter and submit a report to the General Secretary who shall forward a copy of the report to every member of the Executive Council within fourteen days.

2. The books and accounts of the Union shall be audited by two Internal Auditors acting together, and they shall have free access to all books and documents necessary for the completion of their audit.

3. Any member of the Union may complain in writing to the Internal auditors of any financial irregularity which has come to his knowledge.

15(4). In the event of the death, resignation or removal of an auditor before a Triennial Delegates Conference, the Executive Council shall appoint a replacement.
353/2/2010(1)-(2)

RULE 16: GENERAL AUDIT

1. The general accounts of the Union shall be audited by a qualified Accountant or other fit and proper person approved by the Registrar of Trade Unions and shall be verified by statutory declaration. The audit shall commence as soon as possible after the close of the financial year, i.e. 31st. March, and shall be completed before 31st May. The auditor shall have free access to all books and documents necessary for the completion of the audit.

2. The auditor's report shall be presented to the Triennial Delegates' Conference and a copy of this report shall be sent to every member of the Union before the Triennial Delegates Conference.

RULE 17: SCRUTINEERS

17(1) A panel of THREE Scrutineers, who shall not be serving officers or candidates for posts of officers of the Union shall be elected by show of hands at the triennial delegates conference to certify the ballot returns forwarded by the Branch Secretaries and submit to the Executive Council a signed statement of the final results of the ballot in forms of return prescribed in the Trade Unions Regulations, 1959. **353/2/2010(1)-(2) 353/8/2026(1)**

17(2) In the event of the death, resignation or removal of a Scrutineer before a Triennial Delegates Conference, the Executive Council shall appoint a replacement. **353/2/2010(1)-(2)**

RULE 18: SALARIES AND OTHER PAYMENTS

1. The salaries of full-time officers shall be determined as and when necessary by the Triennial Delegates Conference or by the Branch Triennial General Meeting, as the case may be.

2. Officers whose duties call for part-time service on behalf of the Union may be paid an honorarium. The amount to be paid shall be determined by the Triennial Delegates Conference or the Branch Triennial General Meeting, as the case may be.

3. Officers and other representatives of the Union may, on the approval of the Executive Council or of the Branch Committee, be paid for any loss of working time and all reasonable expenses incurred in the transaction of the union business. They shall submit to the Executive Council or the Branch Committee a statement of expenses which shall, when practicable, be supported by receipted bills or other evidence of payment. The maximum scale of allowances and expenses payable under this paragraph shall be prescribed from time to time by a delegates conference or Branch general meeting and the Executive Council or the Branch Committee shall not approve any payment which exceeds the prescribed scale.

RULE 19: FUNDS AND ACCOUNTS

1. The funds of the Union may be expended on any or all of the following objects:-

(a) The payment of salaries, allowances and expenses to officers and employees of the union.

(b) The payment of costs and expenses of 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 thereof is a party, when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of Union as such or any right 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 thereof and assistance in the furtherance of trade disputes on behalf of any other registered trade union or any member thereof.

(e) The compensation of a member for loss arising out of trade disputes.

(f) Allowances to members or their dependents on account of death, old, age, sickness, accidents or unemployment of such members.

(g) The payment of affiliation fees to a federation of trade unions, trade union council and trade union coordinating or advisory body registered under any written law within Peninsular Malaysia and such other associations or organisations established outside Peninsular Malaysia as may from time to time be approved by the Minister of Human Resources **353/2/2010(1)-(2)**

(h) The payment:-

(i) of all train fares, other essential transport expenses, cost of board and lodging, supported by vouchers, or of such amounts as are laid down by the Union,

(ii) of the amount of actual wages lost by representatives of the Union attending

Meetings connected with or related to the promotion of industrial relations;

(iii) of expenditure for the purpose of the establishment or maintenance of any lawful trade union coordinating or advisory bodies.

(i) The editing, printing, publication and circulation of any journal, magazine, news sheet or other printed literature published by the Union for the advancement of its objects or the promotion of the interests of the members in accordance with its registered objects and rules.

(J) The payment of affiliation fees to cultural and educational associations registered under any written law within Peninsular Malaysia and such other associations or organisations established outside Peninsular Malaysia as may from time to time be approved by the Minister of Human Resources. **353/2/2010(1)-(2)**

(k) The conduct of social, sporting, educational and charitable activities of the members.

(1) The erection of buildings for the purpose of the business of the Union.

2. The funds of the Union shall not be applied either directly or indirectly in payment of the whole or part of any fine or penalty, imposed upon any person by sentence or order of a court.

3. All moneys which belong to the Union and which are not required for approved current expenses shall be deposited by the General Treasurer, or the Branch Treasurer, as the case may be, within seven days of the receipt in a bank approved by the Executive Council. The bank account shall be in the name of the Union and particulars of the bank account shall be forwarded to the Registrar of Trade Unions.

4. All cheques or withdrawal notices on the Union's account shall be signed jointly by the President (or in his absence the Vice President), the General Secretary (or in his absence the Deputy General Secretary who acts for him), and the General Treasurer. In the absence of the General Treasurer, the Executive Council shall appoint one of its members to sign in his place. Branch accounts shall be operated in accordance with Rule 32.

5. The General Treasurer may hold a Petty Cash not exceeding fifty ringgit at any one time. No single expenditure exceeding twenty-five ringgit at any one time shall be incurred without the prior sanction of the Executive Council. The General Treasurer shall prepare an annual budget for approval at the Triennial Delegates Conference and all expenditure incurred by the Union shall be within the limits imposed by the budget. The budget may be revised from time to time with the prior approval of the delegates obtained at a delegates conference or by circular.

6. All property of the Union shall be vested in the joint name of the Trustees. Such funds of the Union as are not required for the day to day Administration of the Union may : -

(a) be utilised to purchase or take upon lease for the purposes of the Union any land or building and, subject to any written law or other law which may be applicable, the Union may sell, exchange, charge or lease any such land or building which may be so purchased;

(b) be invested in any securities or in any loans to any company in accordance with any law relating to trustees;

(c) be deposited in the Bank Simpanan Nasional or any bank incorporated in Malaysia or any finance company which is a subsidiary company of such bank; or

(d) with the prior written approval of the Minister of Human Resources and subject to such conditions as he may impose, be invested:

(i) in any registered cooperative society; or

(ii) in any commercial, industrial or agricultural undertaking or banking enterprise, which is incorporated and operating in Malaysia.

All purchases and investments under this Rule shall have the prior sanction of a delegates conference and shall be made in the joint name of the Trustees who shall hold them in trust for the members of the Union.

7. The General Treasurer shall enter or cause to be entered in the accounts of the Union a record of all receipts by and payments out of the funds of the Union and shall, upon resigning or vacating his office or employment and on or before the 1st day of July in every year and at any other time at which he may be required to do by the Executive Council or by a resolution of the delegates of the Union at a delegates' conference or by the Registrar of Trade Unions, render to the Union and its members or to the Registrar of Trade Unions, as the case may be, a just and true account of all moneys received and paid by him during the period which has elapsed since the date of his assuming office, or if he has previously rendered an account, since the last date upon which he rendered such account, and of the balance remaining in his hands, at the time of rendering such account and of all bonds, securities or other property of the Union entrusted to his custody or under his control.

8. The form of account shall be as prescribed by the Trade Unions Regulations, 1959. The account shall be verified by statutory declaration, and the Union shall cause the account to be audited by some fit and proper person approved by the Registrar of Trade Unions. After the account has been audited, the General Treasurer shall forthwith hand over to the Trustees of the Union, if required by them to do so, such balance as appears to be due from him, and also, if so required, all bonds, securities, effects, books, papers and property of the Union in his hand or custody or otherwise under his control.

RULE 20: INSPECTION OF BOOKS AND ACCOUNTS

Any person having an interest in the funds of the Union may, after having given due notice inspect all the books and accounts of the Union and the names of the members at any reasonable time at any place where such records are kept. **353/2/2010(1)-(2)**

RULE 21: LEVIES

1. The Executive Council may, after a resolution has been passed by secret ballot in accordance with Rule 25, impose a levy upon all members of the Union, and all members (with the exception of those who have been exempted by the Executive Council as provided in Rule 4 paragraph 5) shall be required to pay such levy.

2. If any member fails to pay a levy within six weeks of its imposition, or such longer period as may be specified in the resolution, the amount shall be treated as arrears of Union monthly subscription and the member shall be liable to disqualification under Rule 4.'

RULE 22: TRADE DISPUTES

1. Should any member desire steps to be taken in connection with his conditions of employment or any other matter, he shall notify the Branch Secretary, wherever practicable in writing of his complaint, and the Branch Secretary shall immediately report the facts of the matter to the Branch committee. Where the member's complaint is verbal, the Branch Secretary shall reduce it to writing and shall submit a copy of it with his report. The Branch Committee shall then decide whether the matter can be dealt with on a branch level or whether it should be referred to the Executive Council.

2. Should any trade dispute arise, the members concerned shall bring the matter to the attention of the Branch Secretary, who shall immediately report the facts of the matter to the Branch Committee. The Branch Committee may deal with the dispute if it is expedient to do so, or refer the matter to the Executive Council. In either case, the Branch Committee shall keep the Executive Council fully informed as to the progress of the dispute.

3. No industrial action shall take place unless (a) the sanction of the Executive Council or the Branch Committee has been given; (b) at least two-thirds of the members affected and entitled to

vote have voted by secret ballot in favour of the proposed action; and (c) the result of the ballot has been notified to the Registrar of Trade Unions in the form prescribed in the Trade Unions Regulations, 1959. The Executive Council or Branch Committee, as the case may be, shall not support any strike, financially or otherwise, unless a secret ballot is taken and the required majority of votes in favour is obtained.

4. Any ballot taken for the purpose of industrial action shall contain a resolution specifying clearly the nature of the proposed industrial action and the causes for such industrial action, and such ballot shall be valid only for a period of six months reckoned from the date when the ballot is taken.

5. Any group of members who takes any form of industrial action in contravention of the Trade Unions Ordinance, 1959, or the rules of the Union shall cease to be members of the Union and thereafter such members shall not be eligible from becoming members of a trade union unless approved by the Registrar of Trade Unions.

RULE 23: EDUCATIONAL WORK

The Union may educate its members through meetings and classes. Also, it may publish literature and take such other action as will promote their industrial, cultural and social knowledge, subject to the statutory provisions relating to the expenditure of trade union funds for the time being in force.

RULE 24: RULES AND ALTERATION

1. Any alteration of the Rules which result in increasing the liability of the members to contribute or in decreasing the benefits to which members are entitled shall be made only if approved by secret ballot vote of the members. Subject to this provision, the Rules may be altered by a delegates conference convened in accordance with Rule 9 or Rule 10, or by secret ballot.

2. Every alteration of the Rules shall take effect from t date of registration by the Registrar of Trade Unions, unless some later date is specified in the Rules.

3. A copy printed in romanised Malay or English of the Rules for the time being in force shall be prominently exhibited in such place as it may easily be read at the registered office of the Union and shall be furnished by the General Secretary to any person on demand on payment of a sum not exceeding one
ringgit.

RULE 25: SECRET BALLOT

1. Decisions on the following matters shall be taken by a secret ballot of all the members of the Union or by the members concerned (where so provided), subject to the proviso that members who have not attained the age of 18 shall not be entitled to vote on matters listed as items (c), (d), (e) and (h) below:-

(a) Election of Officers of the Union- (other than Trustees) in accordance with Rule 12 and Rule 29;

(b) Election of delegates to the Triennial and the extraordinary delegates conferences of the Union in accordance with Rule 9, or delegates to a federation of trade unions;

(c) All matters relating to strikes in accordance with Rule 22, paragraph 3,

(d) The imposition of a levy;

(e) Amendment of the Union rules where such amendment results in increasing the liability of the members to contribute or in decreasing the benefits to which members are entitled;

(f) Amalgamation with another trade union or transference of engagements to another trade union;

(g) Joining or forming a federation of trade unions,

(h) Dissolution of the Union.

2. For the taking of a secret ballot the procedure set out in the Appendix to these Rules shall be complied with.

RULE 26: DISPUTES

1. Every dispute between:-

(a) a member or person claiming through a member or under the Rules, on the one part, and the Union or any Branch thereof or an officer thereof, on the other part; or

(b) any person aggrieved who has ceased to be a member of the Union or any person claiming through such person aggrieved, on the one part, and the Union or any Branch thereof or an officer thereof, on the other part; or

(c) the Union and an officer of the Union; or

(d) any two or more Branches of the Union and any officers thereof respectively; shall be decided by reference to arbitration:

Provided always that in a dispute connected with

(a) the election of officers of the Union; or

(b) the accounts and the funds of the Union, or

(c) the non-compliance with any Rule of the Union;

the parties to the dispute may, by consent jointly, refer the dispute to the Registrar of Trade Unions whose decision shall be final and conclusive.

2. A permanent panel of not less than five arbitrators, none of whom directly or indirectly having an interest in the funds of the Union, shall be appointed by the first Triennial Delegates' Conference, and any vacancy or vacancies shall be filled at a subsequent delegates' conference.

3. The complaining party to a dispute or a person appointed by him shall draw three names from the panel of arbitrators by lot in the usual manner and three arbitrators whose names are first drawn shall decide the dispute.

4. In this rule, the expression "dispute" includes any dispute arising on the question whether a member or person aggrieved is entitled to be or continue to be a member or to be reinstated as a member but, save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between him and the Union or an officer thereof, which arose while he was a member or arises out of his previous relation as a member of the Union.

5. There shall be a right of appeal to the Triennial Delegates' Conference whose decision shall be binding and conclusive.

RULE 27: DISSOLUTION

1. The Union shall not be voluntarily dissolved except with the consent obtained by ballot of at least seventy-five per cent (75%) of the members entitled to vote.

2. In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds shall be disposed of in such manner as may be decided upon by the members by secret ballot.

RULE 28: ESTABLISHMENT AND DISSOLUTION OF BRANCHES

1. The Executive Council may establish a Branch in any area wherein there are at least fifteen (15) members.

2. The Executive Council may dissolve a Branch:-

(a) if for a consecutive period of six months the number of Branch members is below fifteen (15). or

(b) if the Branch refuses to abide by the Rules of the Union or the decision of the delegates' conference or the Executive Council, or if it is, in the opinion of the Executive Council, guilty of conduct detrimental to the Union.

3. A decision to dissolve a Branch shall be by a majority vote at a meeting of the Executive Council provided that before a decision is taken to dissolve a Branch on the ground stated in paragraph 2(b) above, the Branch concerned shall be given 30 days' notice and an opportunity to answer the allegations.

4. In the event of a Branch being ordered to dissolve for reason stated in paragraph 2(a) above, the Executive Council shall transfer the remaining members to the nearest Branch. In the event of a Branch being ordered to dissolve for reason stated in paragraph 2(b) above, the members shall cease to be members of Union and shall forfeit all interests in the Union.

5. The order of dissolution shall be signed by the General Secretary. On receipt of such order, the Branch shall cease to function except for the purpose of winding up.

6. Any Branch aggrieved by an order of dissolution may by notice in writing to the General Secretary within thirty (30) days of the receipt of the order lodge an appeal to the Triennial Delegates' Conference. Notwithstanding such appeal, the order of dissolution shall be operative until set aside, but in such circumstances the Executive Council may appoint from among its members a caretaker committee to deal with the affairs of the Branch pending the hearing of the appeal. No branch shall be represented by any solicitor or by any person who is not a member on the date of the order of dissolution.

7. It shall be the responsibility of the Chairman, the Secretary and the Treasurer of such Branch to deliver to the General Secretary all books, records, money and other property in the possession of the Branch, together with a statement of the accounts of the Branch from the date of the last submission of accounts to the date of the order of dissolution.

RULE 29: BRANCH COMMITTEE

1. A Branch Committee shall consist of a Branch Chairman, a Vice-Chairman, a Branch Secretary, a Branch Assistant Secretary, Branch Treasurer and six (6) committee members. **353/2/2010(1)-(2)**

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2. Branch Delegates and members of a Branch Committee shall be elected each three years by secret ballot and the results of the ballot shall be announced at the Triennial General Meeting of the Branch. If any candidate is unopposed and his nomination has been made in the manner prescribed in Rule 30.3., he shall be deemed to be automatically elected and his name shall be excluded from the ballot for election of Branch officers and Delegates. The first Branch Committee and Branch Delegates shall be elected by secret ballot within three months after the establishment of the Branch and until such election a Protem Branch Committee elected by show of hands at the General Meeting inaugurating the Branch shall manage its affairs. Members of the Branch Committee shall hold office from one Triennial General Meeting to another: Provided that if at an Extraordinary General Meeting a "no confidence" motion against the Branch Committee is passed by two-thirds majority, the Branch Committee shall immediately begin to function on a caretaker basis and shall within one month of the Extraordinary General Meeting, cause a fresh election of officers to be Conducted by secret ballot. Officers elected in this manner shall hold office until the next **Triennial** General Meeting. Whenever a change of officers takes place, the outgoing officer

or Branch Committee shall, within one week, hand over to the incoming officer or Branch Committee all records pertaining to his or their office.

3. The duties of a Branch Committee shall be to manage the affairs of the Branch in accordance with the Rules of the Union and the instructions of the Executive Council. It shall meet at least once a quarter, and one-half of its number shall form the quorum. The Branch Secretary shall forward a copy of the Minutes of each meeting to the General Secretary not later than fourteen (14) days after the meeting.

4. The **Branch Chairman** shall during his term of office preside at all general meetings of the Branch Committee and all meetings of the Branch and shall be responsible for the proper conduct of such meeting. He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Branch Secretary and the Branch Treasurer, operate the bank account of the Branch in accordance with Rule 32 and superintend the general administration of the affairs of the Branch.

4 (A) The Vice-Chairman in the absence of the Branch Chairman shall act for and have the powers vested in the Branch Chairman.

5. The **Branch Secretary** shall conduct the business of the Branch in accordance with the Rules of the Union and shall carry out the instructions of the Executive Council and the Branch Committee. He shall be responsible for conducting all branch correspondence and keeping all books, documents and papers belonging to his office in such form and manner as the Executive Council or the Branch Committee may direct. He shall keep or cause to be kept a register of the names and addresses of members of the Branch and inform the General Secretary at the end of each quarter of any changes therein. He shall convene general meetings of the Branch or meetings of the Branch Committee under the direction or with the approval of the Branch Chairman and shall record the proceedings as such meeting.

He shall, in conjunction with the Branch Chairman and the Branch Treasurer, operate the bank account of the branch.

5(A) The Branch Assistant Secretary shall assist the Branch Secretary in the administrative work of the Branch and shall act for him in his absence.

6. The **Branch Treasurer** shall be responsible for all moneys received and paid by him on behalf of the Union and for the proper keeping and posting to books of account as required under the Trade Unions Regulations, 1959. He shall issue an official receipt for each and every sum of money received by him and no other officer or employee of the Union at the Branch shall receive money or issue receipts without the specific authority of the Branch Chairman given in writing on each and every occasion. He shall be responsible for the safe custody of all books of account and subsidiary documents at the Branch office and shall not remove them from the official place of business without the specific authority of the Union President given in writing on each and every occasion. He shall, in conjunction with the Branch Chairman and Branch Secretary, operate the bank account of the Branch. He shall be personally responsible for all moneys and other property of the Union which pass through his hands.

RULE 30: BRANCH GENERAL MEETINGS

1. A Branch Triennial General Meeting shall be held as soon as possible after 31st. March and not later than 30th June each three years. The date, the time and the place for the meeting shall be decided by the Branch Committee.

2. A preliminary notice of the Triennial General Meeting stating the date, the time and the place of meeting and calling for motions for discussion at the meeting and nominations for election of principal officers referred to in Rule

12.2., Branch delegates and members of the Branch Committee, shall be sent by the Branch Secretary to all members at least twenty-eight (28) days before the date fixed for the meeting.

3. Nominations for the election of principal officers referred to in Rule 12.2.1 Branch officers and delegates and motions for discussion at the meeting shall be sent by members to the Branch Secretary at least fourteen (14) days before the Branch Triennial General Meeting.

All nominations shall be made on a form prescribed by the Union and shall include the following particulars: title of office being contested, name of candidate, National Registration Identity Card Number, age, address, occupation, Federal Citizenship Certificate Number and the total period he has been employed or engaged as specified in Rule 3.1. The nomination form shall be signed by a proposer and a seconder, who shall be members in benefit, and shall contain the express consent of the candidate to stand for election. All such nomination papers shall be submitted in sealed envelopes, and in the case of election of Branch Officers and Delegates, the nomination papers shall only be opened by the Branch Secretary at the closing time of the nomination in the presence of the Scrutineers.

4. The Branch Secretary shall send to all members of the Branch at least seven (7) days before the meeting an agenda including motions, copies of reports and accounts and the required number of ballot papers and envelopes for the election of Branch Delegates and members of the Branch Committee.

5. One-fourth of the total number of members who are eligible to vote shall form the quorum for a Branch Triennial General Meeting.

6. If a quorum is not present one hour after the appointed time, the meeting shall be postponed to a date not exceeding seven (7) days to be decided by the Branch Committee.

7. If a quorum is not present one hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day.

8. The business of a Branch Triennial General Meeting shall be to review the work of the Branch during the past two years, to pass resolutions for discussion at the Triennial Delegates Conference, to elect a Branch Committee and delegates to the Triennial Delegates Conference and to consider and determine all matters included on the agenda. The meeting shall also appoint two Branch Internal Auditors.

9. A Branch Extraordinary General Meeting shall be convened: -

(i) on the instruction of the Executive Council; or

(ii) whenever the Branch Committee deems expedient; or

(iii) at the joint request in writing by at least one-fourth of the total number of members stating the objects and reasons for the meeting.

10. A general meeting requisitioned by members shall be convened at a date within fourteen (14) days of the receipt of the requisition.

11. Notice and agenda for a Branch Extraordinary General Meeting shall be forwarded by the Branch Secretary to all members at least seven (7) days before the meeting.

12. The provisions regarding the quorum and the postponement of a Branch Triennial General Meeting shall also apply to a Branch Extraordinary General Meeting, but with the proviso that if no quorum is present one hour after the time appointed for a postponed Extraordinary General Meeting requisitioned by members, the meeting shall be cancelled and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

RULE 31: BRANCH SCRUTINEERS

1. A permanent panel of THREE Branch Scrutineers, who shall not be serving officers or candidates for posts of officers of the Union shall be elected by show of hands at the first Branch Triennial General Meeting to supervise all secret balloting at Branch level. A Scrutineer shall hold office at the pleasure of the Union and may be replaced at any Branch general meeting.

353/8/2026(1)

2. At least two Scrutineers shall be present when a ballot is being taken. They shall see that the procedure set out in the Appendix to these Rules is strictly adhered to and shall certify the ballot results. **353/2/2010(1)-(2)**

31(2). In the event of the death, resignation or removal of a Scrutineer before a Triennial General Meeting, the Branch Committee shall appoint a replacement. **353/2/2010(1)-(2)**

RULE 32: BRANCH FUNDS AND ACCOUNTS

1. All funds accumulated at the Head Office or the Branches of the Union shall be the common asset of the Union.

2. The Executive Council shall decide from time to time the expenses to be incurred by a Branch and the amount to be retained by the Branch as branch funds.

3. Every Branch Treasurer shall forward to the General Secretary before the 14th of each month the subscriptions received by the Branch less approved expenses or approved deductions to be retained as branch funds. The Branch Treasurer shall forward to the General Secretary before the 14th of each month a statement of the income and expenditure of the Branch for the preceding month.

4. All branch funds shall be deposited in the name of the Branch in a bank approved by the Executive Council and the account be operated jointly by the Branch Chairman, the Branch Secretary, and the Branch Treasurer.

The Branch Treasurer shall be allowed a Petty Cash not exceeding twenty-five (25) ringgit at any time, and no expenditure exceeding twenty-five (25) ringgit at any one time shall be incurred by the Branch Treasurer without the prior sanction of the Branch Committee. All moneys which belong to the Union and which do not constitute the Branch Petty Cash shall be deposited by the Branch Treasurer within seven days of receipt in the bank approved by the Executive Council.

RULE 33: BRANCH INTERNAL AUDITORS

1. Two Branch Internal Auditors, who shall not be members of the Branch Committee shall be elected by show of hands at the Branch Triennial General Meeting. They shall audit the accounts of the Branch at the end of every quarter and submit a report to the Branch Secretary who shall forward a copy of the report to every member within fourteen (14) days.

2. The two Branch Internal Auditors shall act together in carrying out the audit and they shall have free access to all books and documents necessary for the purposes of the audit.

3. Any member of the Branch may complain in writing to the Branch Internal Auditors regarding any financial irregularity which has come to his knowledge.

33 (4). In the event of the death, resignation or removal of an auditor before a Triennial General Meeting, the Branch Committee shall appoint a replacement **353/2/2010(1)-(2)**

Appendix

SECRET BALLOT PROCEDURE

1. The Executive Council shall fix the period during which a Union ballot i.e. a ballot of the members of the Union, is to be taken and the Branch Committee shall fix the period during which a purely Branch ballot i.e. a ballot of the members of a branch, is to be taken.

In the case of a Union ballot, the General Secretary shall inform all the Branch Secretaries accordingly and shall forward to them in good time the required number of ballot papers prepared in the form similar to Specimen A & C. In the Case of a Branch ballot, the Branch Secretary shall cause the required number of ballot papers to be prepared in the form similar to Specimen B or C. In the case of ballot paper of Specimen C, each different issue shall be determined by marking the votes separately.

2. The committee of each Branch shall decide the date, the time and the place of voting and shall give all members of the Branch a reasonable opportunity to cast their votes.

3. The Branch Secretary shall issue to each member of his Branch who is entitled to vote a ballot paper bearing the seal of the Branch or the signature of the Branch Secretary, together with an envelope addressed to the Branch Secretary. The ballot paper shall be issued by post or by hand. If they are issued by hand, individual signatures of the recipients shall be obtained as proof of delivery. The envelope shall have the words "Ballot Paper" and the member's Union Membership Number written on it. The ballot paper and envelope must be forwarded to the member with sufficient time for him to return them to the Branch Secretary before the date fixed by the Branch Committee.

4. Members shall have the choice of voting by post or in person. If a member elects to vote by post, he shall return the ballot paper, duly marked, to the Branch Secretary in the manner prescribed in paragraph 9 below; but if he elects to vote in person, he shall cast his vote at the General Meeting in the manner set out below: Provided that if the Branch Committee decided that it would be inexpedient to convene a General Meeting, it shall not be open to a member to vote in person.

5. Every member entitled to vote who is present at the General Meeting and who declares in writing that he has not previously received a ballot paper by post shall receive from the Branch Secretary a ballot paper bearing the seal of the Branch or the signature of the Branch Secretary and an envelope with the words "Ballot Paper" and member's Union Membership Number written on it.

6. The balloting shall be conducted under the supervision of the Branch Scrutineers. At least two Scrutineers must be present throughout the period. Before any ballot box is used for balloting, the Scrutineers shall examine it to ensure that it is empty and they shall then lock and seal it and keep the keys in their custody.

7. The Scrutineers shall be supplied by the Branch Secretary with a fist of the members who have been issued with ballot papers (in person as well as by post), and they shall ensure, by checking the list with the Membership and Subscription Register (a) that only those members who are entitled to vote are or have been given the opportunity to do so; (b) that each member votes only once on a particular issue; (c) that no member who is voting in person has already voted by post and (d) that members are able to vote as they please and without their votes being known to anybody else.

8. When the time for voting in person arrives, each member who has been issued with a ballot paper shall in turn proceed to the room or the portion of the

hall where the ballot box is placed and record his vote by placing a cross or a number of crosses, as the case may be, and no other mark on the ballot paper. Then folding the ballot paper at least in half, and enclosing it in the envelope supplied by the Union, he shall drop it into the ballot box and immediately quit the place of voting.

9. A member who votes by post shall mark his ballot paper in a similar manner and return it, folded at least in half and properly enclosed in the envelope provided for the purpose, to the Branch Secretary to reach him before the date fixed for voting. The Branch Secretary shall deposit all such ballot papers unopened into a closed container provided for that purpose and keep the container safely until the appointed day, when he shall hand it to the Scrutineers. The Scrutineers shall drop the envelope containing the ballot papers into the ballot box.

10. When the last member present who is entitled to vote in person has voted, the Scrutineers, declaring the voting closed, shall open the ballot box, to count the votes in the presence of the least three officers of the branch.

They shall first check the Union Membership Number on each envelope with the list supplied by the Branch Secretary. As each envelope is checked, the membership number shall be deleted in such manner that it cannot again be read and the envelope dropped unopened into a locked box. When all the envelopes have been checked, the scrutineers shall take them out of the box, slit open the envelopes and drop each ballot paper, still folded, into the ballot box.

When this is completed, the Scrutineers shall open the ballot box and count the votes. If in the opinion of any scrutineers a ballot paper is invalid, such ballot paper shall be marked 'Spoilt" and rejected.

11. After all the votes have been counted, the Scrutineers shall prepare a statement in duplicate, of the result of the ballot and hand both copies, duly signed, to the Branch Secretary. The state-ment shall be counter signed by the Branch Chairman and the Branch Secretary and a copy shall be forwarded to the General Secretary. The other copy shall be retained by the Branch Secretary for at least six months.

Specimen"A"

Name of Union: The National Union of Journalists, Peninsular Malaysia.
(Kesatuan Kebangsaan Wartawan, Semenaniung Malaysia)

Regn. No: 321. Address: **30-B, Jalan Padang Belia, Brickfields 50470 Kuala Lumpur.**
Tel: 03-22742867
email: nujmsia@gmail.com
web: nujm.org

BALLOT FORM FOR ELECTION OF PRINCIPAL OFFICERS

How to Record your Votes

1 . You are entitled to record eight votes, i.e. one vote for the President, two votes for the Vice Presidents, one vote for the General Secretary, two votes for the Deputy General Secretaries, one vote for the General Treasurer and one vote for the Deputy General Treasurer.

2. You will record each Vote SECRETLY by placing a cross thus 'X' in the space provided against the names of the candidate for whom you wish to vote. Please note that NO MARK OTHER THAN 'X' must appear on the ballot paper and that you must not cast more than the number specified, otherwise your ballot paper will be rejected as spoilt and your votes will not be taken into account.

3. After having recorded your votes (fold the ballot paper at least in half, (b) enclose it in the envelop provided by the Union and (c) drop it into the ballot box in the voting room. But if you are voting by post, forward the ballot paper, folded at least in half and properly enclosed in the envelope provided, to reach the Branch Secretary not later than..... 20.....

PRESIDENT

No.	Nominees	Vote here for **ONE** only
1.		
2.		

TWO VICE-PRESIDENTS

No.	Nominees	Vote here for **TWO** only
1.		
2.		

GENERAL SECRETARY

No.	Nominees	Vote here for **ONE** only
1.		
2.		

TWO DEPUTY GENERAL SECRETARIES

No.	Nominees	Vote here for **TWO** only
1.		
2.		

GENERAL TREASURER

No.	Nominees	Vote here for **ONE** only
1.		
2.		

DEPUTY GENERAL TREASURER

No.	Nominees	Vote here for **ONE** only
1.		
2.		

Union **Seal** or
General Secretary's Signature

Specimen "B"

Name of Union: The National Union of Journalists, Peninsular Malaysia.
(Kesatuan Kebangsaan Wartawan, Semenanjung Malaysia)

Name of Branch:
Regn. No. of Union: **321**
Address of Branch:

BALLOT FORM FOR ELECTION OF BRANCH OFFICERS AND DELEGATES

How to Record Your Votes

1. You are entitled to record …..votes i.e. one vote each for the Branch Chairman, the Branch Vice Chairman, the Branch Secretary, the Branch Assistant Secretary and the Branch Treasurer and six votes for Branch Committee Members and ... votes for Branch Delegates.

2. You will record each vote SECRETLY by placing a cross thus 'X' in the space provided against the name of the candidate for whom you wish to vote. Please note that No Mark Other Than 'X' must appear on the ballot paper and that you must not cast more votes than the number specified, otherwise your ballot paper will be rejected as spoilt and your votes will not be taken into account.

3. After having recorded your votes, (a) fold the ballot paper at least in half, (b) enclose it in the envelope provided by the Union, and (c) drop it into the ballot box in the voting room. But if you are voting by post, forward the ballot paper, folded at least in half and properly enclosed in the envelope provided, to reach the Branch Secretary not later than ……20 …..…

BRANCH CHAIRMAN

No.	Nominees	Vote here for **ONE** only
1.		
2.		

BRANCH VICE CHAIRMAN

No.	Nominees	Vote here for **ONE** only
1.		
2.		

BRANCH SECRETARY

No.	Nominees	Vote here for **ONE** only
1.		
2.		

BRANCH ASSIST. SECRETARY

No. Nominees	Vote here for **ONE** only
1.	
2.	

BRANCH TREASURER

No. Nominees	Vote here for **ONE** only
1.	
2.	

BRANCH COMMITIEE MEMBERS

No. Nominees	Vote here for **SIX** only
1.	
2.	

BRANCH DELEGATES

No. Nominees	Vote here for …… only
1.	
2.	

Branch Seal or
Secretary's Signature

Specimen "C"

Name of Union: The National Union of Journalists, Peninsular Malaysia.
(Kesatuan Kebangsaan Wartawan Semenanjung Malaysia).

Regn. No: **321** Address: **30-B, Jalan Padang Belia, Brickfields 50470 Kuala Lumpur. Tel: 03 22742867**

BALLOT FORM

How To Record Your Vote:

1. You are entitled to vote either FOR or AGAINST the following motion:-

(HERE STATE MOTION)

2. You will record your vote SECRETLY by placing a cross thus 'X' in the space provided either against the word "FOR" or against the word "AGAINST" as you may decide. Please note that NO MARK OTHER THAN 'X' must appear on this ballot paper, otherwise your ballot paper will be rejected as spoilt and your vote will not be taken into account.

3. After having recorded your vote (a) fold the ballot paper at least in half, (b) enclose it in the envelope provided by the Union, and (c) drop it into the ballot box in the voting room. But if you are voting by post, forward the ballot paper folded at least in half and properly enclosed in the envelope provided, to reach the Branch Secretary not later than..... 20.....

VOTE HERE

FOR	
AGAINST	

Branch Seal or
Secretary's Signature

NATIONAL UNION OF JOURNALISTS PENINSULAR MALAYSIA WELFARE FUND

TABUNG KEBAJIKAN KESATUAN KEBANGSAAN WARTAWAN SEMENANJUNG MALAYSIA

PERATURAN-PERATURAN TAMBAHAN
TABUNG KEBAJIKAN, KESATUAN

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MALAYSIA

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KESATUAN KEBANGSAAN WARTAWAN SEMENANJUNG MALAYSIA

PERATURAN TAMBAHAN TABUNG KEBAJIKAN

KESATUAN: **KESATUAN KEBANGSAAN WARTAWAN SEMENANJUNG MALAYSIA**

1. **NAMA**

Tabung ini hendaklah dinamakan TABUNG KEBAJIKAN KESATUAN KEBANGSAAN WARTAWAN SEMENANJUNG MALAYSIA.

Tabung Kebajikan ini hendaklah disebut selepas ini sebagai "Tabung" dan Kesatuan sebagai "Kesatuan" sahaja.

2. **TUJUAN**

Tabung ini ditubuhkan bagi tujuan-tujuan berikut:-

(i) untuk membolehkan penama ahli atau waris ahli yang sah mendapat bantuan apabila berlaku kematian ahli itu;

(ii) untuk memberikan faedah bersara kepada ahli-ahli;

(iii) untuk memberikan bantuan kepada ahli-ahli semasa ahli-ahli itu sakit;

(iv) untuk memberi bantuan kepada ahli-ahli kesatuan yang diberhentikan kerja dengan sebab kesihatan; dan

(v) untuk memberi bantuan biasiswa kepada anak-anak ahli.

3. **AHLI**

(i) Semua ahli-ahli kesatuan ini dengan sendirinya menjadi ahli Tabung ini.

(ii) Seseorang yang memohon untuk berhenti menjadi ahli kesatuan atau telah menerima faedah pesara dengan sendirinya terhenti dari menjadi ahli Tabung ini. Seseorang ahli yang terhutang yurannya selama tiga bulan atau lebih tidak berhak menerima apa-apa faedah yang ditentukan dalam peraturan-peraturan ini.

(iii) Seseorang pekerja yang terhenti menjadi ahli kesatuan oleh sebab diberhentikan kerja boleh menerus menjadi ahli Tabung ini sebagai ahli Bersekutu dengan bayaran **RM24**. setahun supaya boleh mendapat faedah di bawah Tabung ini.

4. KEWANGAN

(i) Tiap-tiap ahli dikenakan bayaran yuran kebajikan sebanyak **RM2** (**Ringgit Malaysia: DUA**) sebulan menurut Peraturan 4(1), Peraturan-Peraturan Kesatuan. Pungutan ini hendaklah diuntukkan dan dipindahkan kepada Tabung ini tidak lewat dari hari yang keempat belas pada bulan yang berikutnya.

(ii) Semua wang yang dipungut untuk Tabung ini hendaklah digunakan untuk membayar:-

(a) Faedah kematian ahli-ahli;

(b) Faedah bersara ahli-ahli;

(c) Faedah waktu sakit ahli-ahli;

(d) Faedah pemberhentian kerja dengan sebab kesihatan ahli-ahli;

(e) Faedah biasiswa anak-anak ahli.

(iii) Bayaran faedah dan bantuan tersebut dalam Peraturan 4(b) di atas hendaklah dibuat mengikut kadar dan cara-cara sebagaimana yang ditentukan dalam Peraturan Tambahan ini.

(iv) Jika Tabung ini tidak digunakan sepenuhnya dalam sesuatu tahun kewangan, bakinya hendaklah dikekalkan di dalam tabung ini dan dikendalikan dalam satu akaun berasingan.

5. PENTADBIRAN

Tabung ini hendaklah ditadbirkan oleh Majlis Jawatankuasa Agung kesatuan.

6. SIMPANAN BANK

Semua wang tabung ini hendaklah disimpan di dalam bank yang diluluskan oleh Majlis Jawatankuasa Agung, atas nama Tabung Kebajikan, dan kira-kiranya hendaklah diselenggarakan bersama-sama oleh **Presiden, Setiausaha Agung** dan **Bendahari Agung** kesatuan.

7. REKOD-REKOD

(i) Bendahari hendaklah menyediakan dan menyimpan buku kira-kira yang berasingan bagi tabung ini.

(ii) Buku-buku yang berikut hendaklah diselenggarakan oleh Bendahari:-

(a) sebuah Buku Tunai;

(b) sebuan Daftar Penama;

(c) sebuah daftar pemohon-pemohon faedah kematian dan bersara yang menunjukkan nama dan butir-butir pemohon;

(d) sebuah daftar pemohon-pemohon biasiswa dengan menunjukkan nama dan butir-butir berkenaan dengan pemohon-pemohon itu;

(e) sebuah daftar yang menunjukkan tarikh dan segala butir-butir berkenaan dengan biasiswa yang diberikan kepada anak-anak ahli;

(f) sebuah daftar pemberhentian kerja dengan sebab kesihatan;

(g) buku-buku lain yang difikirkan perlu oleh Majlis Jawatankuasa Agung.

(iii) Setiausaha Agung kesatuan hendaklah menyelenggarakan segala surat menyurat berkenaan dengan Tabung ini.

8. PENAMA

Tiap-tiap ahli Tabung ini hendaklah melantik seorang penama. Satu borang penama seperti yang ditentukan oleh Majlis Jawatankuasa Agung hendaklah dipenuhkan oleh tiap-tiap ahli dan dihantarkan kepada Setiausaha Agung melalui Setiausaha Cawangan. Segala pertukaran penama atau pindaan kepada butir-butir berkenaan dengan penama itu hendaklah diberitahu dengan segera kepada Setiausaha Agung melalui Setiausaha Cawangan. Jika tiada penama dilantik, wang faedah itu hendaklah dibayar kepada waris ahli itu yang sah disisi undang-undang.

9. KELAYAKAN MENDAPAT FAEDAH

Tertakluk kepada Peraturan 3(ii) dari Peraturan Tambahan ini faedah-faedah di bawah peraturan-peraturan ini tidaklah boleh dibayar kecuali ahli itu menjadi ahli kesatuan ini dengan tidak putus-putus selama **(sekurang-kurangnya 60 bulan)**. Mana-mana ahli yang telah mendapat faedah bersara tidaklah layak menerima faedah kematian.

10. PEMBAYARAN FAEDAH KEMATIAN AHLI

(i) Apabila mati seseorang ahli kesatuan ini, penama atau waris ahli itu sebagaimana yang ditentukan di bawah Peraturan 8 Peraturan Tambahan ini akan dibayar faedah sebanyak RM1000 (Ringgit Malaysia: **SATU RIBU**). **353/5/2017(1)-(2)**

(ia) Apabila kematian keluarga terdekat seseorang ahli (suami/isteri, anak, ibu, bapa, ibu mertua, bapa mertua), sebagaimana ditentukan di bawah Peraturan 8, Peraturan Tambahan ini akan dibayar faedah sebanyak **RM200** (Ringgit Malaysia: **Dua Ratus**)". **353/4/2018(1)**

(ii) Permohonan untuk faedah kematian hendaklah dibuat dengan seberapa segera setelah berlaku kematian seseorang ahli/keluarga terdekat ahli itu dan pembayaran faedah hendaklah dibuat tidak lewat dari satu bulan setelah permohonan diterima. **353/4/2018(1)**

(iii) Tiap-tiap permohonan hendaklah disokong dengan sijil perakuan mati.

11. PEMBAYARAN FAEDAH BERSARA AHLI-AHLI

(i) Seseorang ahli kesatuan yang berhenti kerja kerana telah mencapai umur bersara sebagaimana yang ditetapkan dalam syarat-syarat perkhidmatannya akan menerima pembayaran faedah bersara sebanyak (**RM1,000**) (Ringgit Malaysia; .**SATU RIBU**). **353/5/2017(1)-(2)** . Jika syarat-syarat perkhidmatannya tidak menetapkan umur bersara, pemberhentian kerjanya itu hendaklah setelah mencapai umur lima puluh lima (55) tahun untuk ahli-ahli lelaki dan lima puluh (50) tahun untuk ahli-ahli perempuan.

(ii) Tiap-tiap permohonan hendaklah disokong dengan surat pengesahan mengenai persaraan ahli itu yang dikeluarkan oleh majikannya.

(iii) Seseorang ahli yang telah menerima faedah bersara tidaklah layak menerima faedah kematian.

12. PEMBAYARAN FAEDAH KEPADA AHLI-AHLI SEMASA DIRAWAT DI WAD HOSPITAL

(i) Seseorang ahli kesatuan yang sakit selain dari sebab keguguran kandungan dan bersalin, dan ianya dirawat di dalam wad mana-mana hospital kerajaan atau swasta akan dibayar faedah sebanyak **RM50.00** (Ringgit Malaysia: **Lima Puluh**) bagi setiap malam **353/5/2017(1)-(2)** ianya dirawat dalam wad berkenaan. Had pembayaran faedah ialah tidak melebihi dari (**RM500.00**) (Ringgit Malaysia: **Lima Ratus**) dalam sesuatu tahun bagi seseorang ahli. **353/5/2017(1)-(2), 353/4/2018(1)**

(ii) Tiap-tiap permohonan hendaklah disokong dengan dokumen pengesahan keluar masuk wad oleh hospital yang berkenaan.

13. PEMBAYARAN FAEDAH PEMBERHENTIAN KERJA AHLI-AHLI DENGAN SEBAB KESIHATAN

(i) Seseorang ahli kesatuan yang diberhentikan kerja oleh majikannya dengan sebab-sebab kesihatan akan dibayar faedah sebanyak (RM1,000) (Ringgit Malaysia: SATU RIBU)

(ii) Tiap-tiap permohonan hendaklah disokong dengan dokumen pengesahan daripada majikan yang diambil adalah menurut cadangan atau sokongan pegawai perubatan di atas kesihatan ahli itu.

(iii) Seseorang ahli kesatuan layak mendapat faedah ini sebanyak sekali sahaja dan jika pernah menerima faedah ini tidaklah layak lagi menerima faedah bersara.

14. PENERIMA BIASISWA

(i) Majlis Jawatankuasa Agung hendaklah mengeluarkan biasiswa pada tiap-tiap tahun kepada anak-anak ahli yang layak. Bilangan biasiswa yang dikeluarkan itu dan nilai tiap-tiap satu biasiswa itu hendaklah ditetapkan oleh Majlis Jawatankuasa Agung menurut timbang bicaranya.

(ii) Biasiswa-biasiswa ini hendaklah dikeluarkan kepada penuntut-penuntut yang lulus peperiksaan **PT3** atau Sijil Pelajaran Malaysia di Sekolah-sekolah Menengah Kebangsaan di Semenanjung Malaysia. Kelayakan untuk mendapat biasiswa ini tertakluk kepada: a) PT3 mendapat 5A ke atas sumbangan **RM200**; b) Sijil Pelajaran Malaysia mendapat 5A ke atas sumbangan RM200 seseorang.

363/5/2017(1)-(2)

14(iia) c) UPSR mendapat 5A ke atas sumbangan RM200.00. **353/4/2018 (2)** Seseorang penuntut layak mendapat faedah hanya sekali bagi sesuatu peperiksaan. **353/5/2017(1)-(2)**

(iii) Biasiswa-biasiswa ini hendaklah dihadiahkan setelah Ahli mengemukakan slip keputusan peperiksaan tersebut kepada Majlis Jawatankuasa Agung NUJM. **353/5/2017(1)-(2)**

(iv) Majlis Jawatankuasa Agung hendaklah membentangkan satu laporan mengenai biasiswa ini kepada Persidangan Perwakilan Tahunan.

(v) Biasiswa ini tidak boleh dikeluarkan kepada seseorang penuntut yang sedang menerima sebarang bantuan, biasiswa atau pemberian dari sumber-sumber lain yang jumlahnya lebih dari RM200.00 setahun.

15. AUDIT

Kira-kira tabung ini hendaklah dibuat dengan cara yang sama mengikut kehendak Peraturan 14 dan Peraturan 15 Undang-Undang tubuh kesatuan.

16 PERKARA-PERKARA YANG TIDAK DINYATAKAN DALAM PERATURAN TAMBAHAN

Keputusan Majlis Jawatankuasa Agung adalah muktamad mengenai perkara-perkara yang tidak dinyatakan dalam Peraturan Tambahan ini melainkan jika dibatalkan oleh Persidangan Perwakilan.

17. PERBELANJAAN PENTADBIRAN

Wang dari Tabung ini hanya boleh digunakan bagi membayar faedah kematian ahli dan keluarga ahli terdekat seperti terkandung di dalam Peraturan 10(ia) **353/4/2018 (2)** faedah ahli yang bersara, faedah ahli yang sakit, pemberhentian kerja dengan sebab kesihatan dan untuk mengeluarkan biasiswa mengikut syarat-syarat yang dinyatakan dalam peraturan tambahan ini. Segala perbelanjaan berhubung dengan pentadbiran Tabung ini hendaklah dibayar dari Tabung Am Kesatuan. **353/4/2018(1)-(2)**

18. PENAMBAHAN DAN PINDAAN PERATURAN TAMBAHAN

Penambahan atau pindaan kepada peraturan tambahan ini tidak boleh dibuat melainkan dengan mengikut Peraturan 24 dari Undang-Undang tubuh kesatuan dan segala tambahan atau pindaan itu tidak boleh dikuatkuasakan sehingga didaftarkan oleh Jabatan Hal Ehwal Kesatuan Sekerja.

19. PEMBUBARAN

Jika Majlis Jawatankuasa Agung berpendapat bahawa disebabkan oleh kedudukan kewangan Tabung ini atau dengan lain-lain sebab Tabung ini tidak boleh lagi diteruskan, maka satu ketetapan bagi pembubarannya akan diambil dengan undi sulit oleh semua ahli yang berhak. Tabung ini tidak boleh dibubarkan dengan sukareka kecuali dengan persetujuan 75% dari ahli-ahli yang berhak mengundi. Apabila Tabung ini dibubarkan, segala tanggungan dan hutangnya hendaklah diselesaikan dan bakinya, jika ada, hendaklah dipindahkan kepada Tabung Am kesatuan.