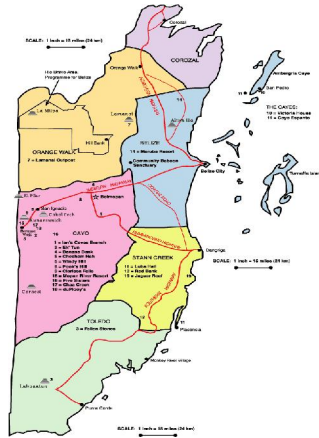


THE CONSTITUTION



Revised Edition 1993

PUBLIC SERVICE UNION OF BELIZE
CONSTITUTION

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THE PUBLIC SERVICE UNION OF BELIZE

1.0 *Brief History*

The Public Service Union has its roots way back in 1922, when a group of alert, efficient and progressive civil servants inaugurated the Civil Service Association.

The Union is proud of those alert people who were able to look around them and realize that in unity there is strength and that for them to meet the colonial masters on any subject in respect to their conditions of service, they had to unite. Today, the Union can boast of being the second oldest in the Caribbean.

Not much was accomplished during those early years, but a change was made in 1963 when the Civil Service Association, encouraged by its Caribbean counterparts, took on the cloak of a full-fledged trade union. The Union became the Public Officers Union. The scope of industrial relations was broadened but business was carried out on almost the same level as before.

In 1968, the Public Service Joint Staff Relations Council was formally set up. To date, this council continues to be the negotiating forum between the Government and its employees.

In 1980, the Public Offices Union introduced changes in its representational structure and offered itself as a body capable of representing all workers who gave public service and not only civil servants. Thus the name of the union was changed to the Public Service Union of Belize.

The Union has strengthened its affiliations to regional and extra-regional bodies. In August of 1991, the Union assumed the presidency of the Caribbean Public Services Association for a period of one year.

2.0 *Worker Representation*

Today, besides making representation to Heads of Departments and Permanent Secretaries and also the Public Services Commission concerning workers grievances, the Public Service Union sits and participates on several committees to ensure that the worker's voice is heard on all matters concerning his/her employment.

The following is a brief description of these committees:-

(a) *Joint Staff Relations Council*

The functions of this council is to meet regularly and discuss such matters as conditions of service, increase of wages and generally to consider matters which would improve the efficiency and productivity of the public service.

The council is composed of ten members. Five members of the official side are appointed by Government and the other persons are nominated by the Public Service Union as staff side. The Chairman is a member of the official side while a representative of staff side (usually the union president) is the Vice-Chairman.

(b) *Accounts and Administrative Post Panel*

This body makes recommendations to the Public Services Commission on transfers and promotions of officers in the administrative and accounting grades.

(c) *Human Resources Development Committee*

Formerly called the Personnel Development Committee, this body has the all embracing task of formulating training policy and strategy for the entire public service and the coordination, monitoring and implementation of those policies.

(d) *Government Housing Loans Board*

The Government Housing Loans Board is a body set up by Government for the issuing of housing loans to eligible public officers. The Union has a representative on this committee.

3.0 *Affiliations*

The public service is affiliated locally to the National Trade Union Congress of Belize, which is made up seven other local unions. The Public Service Union was instrumental in forming the congress in 1966.

On the regional level, the Public Service Union is affiliated to the Caribbean Public Services Association. The Union is also affiliated to the Caribbean Congress of Labour through the Trade Union Congress of Belize.

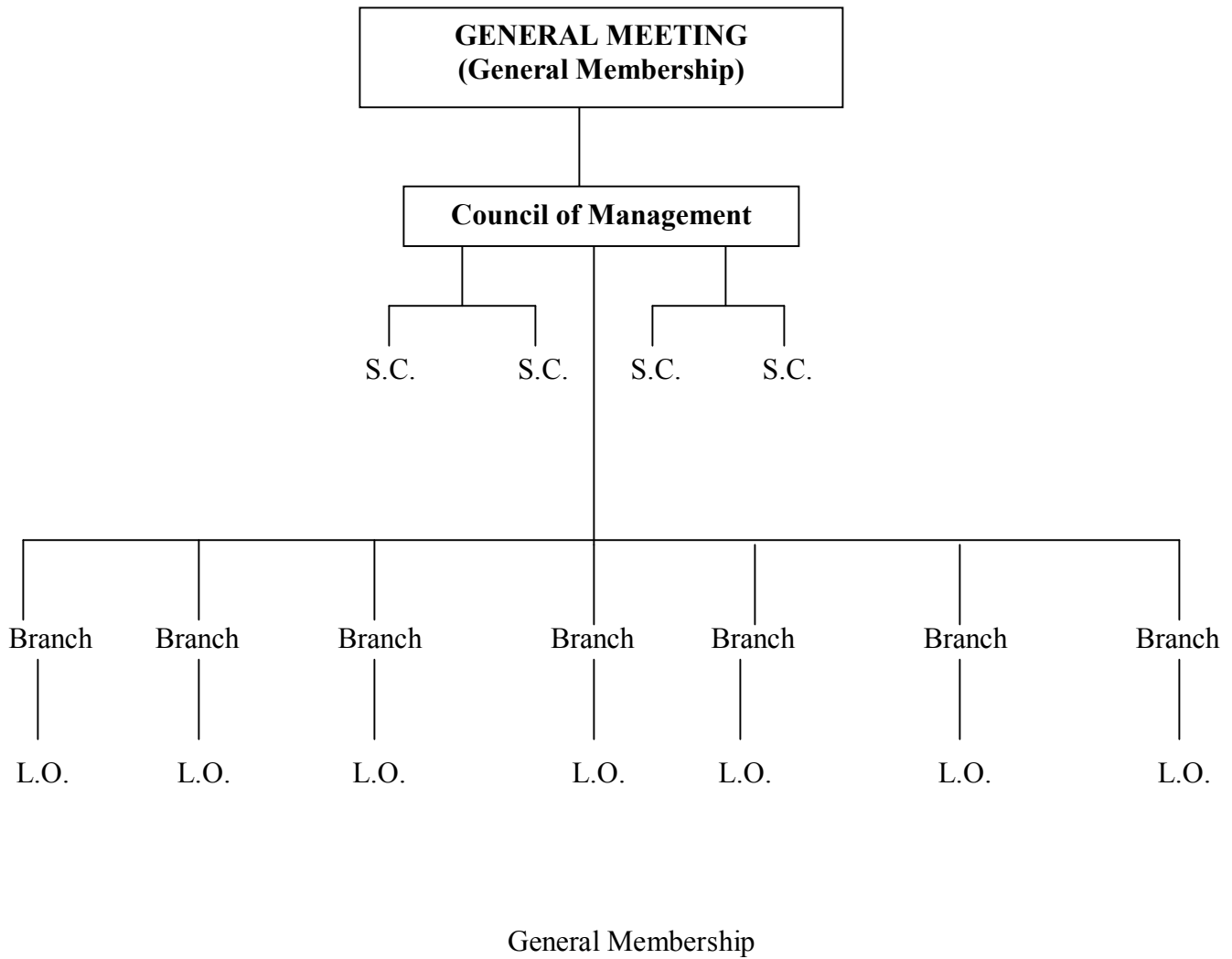
Internationally, the Union is affiliated to the Public Services International, the Postal Telecommunications International and the International Confederation of Free Trade Unions.

4.0 *Forward*

Aside from the traditional involvement of the Union in collective bargaining and workers representation, other faucets of communal projects and commercial undertakings are being explored and undertaken by the Union. It is hoped that these projects would serve public service and at the same time instill the spirit of involvement and participation which we so much need.

The Union will therefore offer to its members an expanded service which will include the provision of group medical insurances, housing and cooperative and ventures. QUO VADIS-PSU into the 21st century!

5.0 Organizational Structure of the Public Service Union of Belize



Note: S.C. means Standing or Special Committee (see clause 24)
L.O. means Liaison Officer

PUBLIC SERVICE UNION OF BELIZE
CONSTITUTION

DEFINITIONS

1. In this constitution the following words shall have the respective meanings assigned to them
 - (1) ‘member’ means a member of the Public Service Union
 - (2) ‘officer’ means a member of the Council of Management of the Public Service Union
 - (3) ‘Branch’ means a recognized branch of the Public Service Union

TITLE

2. The name of the union shall be the “**THE PUBLIC SERVICE UNION OF BELIZE**” hereinafter referred to as the “**UNION**”

REGISTERED OFFICE

3. The registered office of the Union shall be:
 - (1) such place as may be decided on by the Council of Management from time to time. The members shall be informed of any such decision within ten days by bulletin or circular.
 - (2) the place of meeting of the Union for transaction of its business shall be that determined by the Council of Management from time to time.

OBJECTS

4. The objects of the Union shall be:
 - (1) to ensure the complete organization in the Union of all persons employed by the Government of Belize or any of its Statutory Bodies in a Civil capacity and such other persons as are described in Article (5) of this constitution;
 - (2) to promote and protect the interest and welfare of its members including the obtaining and maintaining of just and proper rates of remuneration, hours of work and other conditions of employment;
 - (3) to promote goodwill and harmony throughout the Public Service;
 - (4) to uplift the status of the Public Service of Belize, the improvement and maintenance of efficiency in the service and contentment among members of the Union;

- (5) to regulate an effective bargaining body to negotiate on behalf of its members;
- (6) to regulate by amicable means wherever possible, the relations between and Government/Management or between members and members;
- (7) to promote mutual respect and goodwill amongst the various branches and districts in the Public Service of Belize, and to encourage loyalty and cooperation in the best interest of the Public Servants and the Public;
- (8) to provide Trade Union Benefits for members;
- (9) to promote the general improvement of Public Service;
- (10) to promote legislation in the interest of its members;
- (11) to further (financially or otherwise) the work or purpose of any Association or body having for its object the promotion of the interest of Government employees or Trade Unionism;
- (12) to establish, carry-on, or participate (financially or otherwise), in the business of publishing any journal, book, pamphlet or publication or any undertakings (Industrial Business or otherwise) in the interest of and with the main purpose of furthering the interest of the Union.
- (13) To establish, participate in, or hold shares in cooperative ventures or companies in the interest of and with the main purpose of furthering the interest of its members.

MEMBERSHIP

- 5. 1.) Membership of the Union shall be open to:
 - (a) any member of the Public Service;
 - (b) any person who has been a member of, and has retired from the public service;
 - (c) employees of Municipal Bodies;
 - (d) employees of Statutory Bodies;
 - (e) employees of any firm or company which has taken a public service formerly performed by Government;
- (2) A candidate for admission shall be recognized as member only after acceptance by Membership Committee.
- (3) Every candidate for admission shall pay an entrance fee to be determined from time to time by the Council of Management, and shall pay the monthly subscription thereafter.
- (4) Persons upon being admitted shall be deemed to agree to abide by the constitution of the Union in every respect. If in the opinion of the Council of Management, a member fails to abide by the constitution at any time, that person shall be liable to disciplinary action.

SUBSCRIPTION

6. (1) Subscription shall be such as is determined from time to time by approval of a general meeting;
- (2) Subscription and other contributions due to the Union may be paid to the Union by deduction from salary paysheet or in such other manner as the Union may from time to time decide;
- (3) A member whose subscription is three months in arrears or who has not paid a levy within two months of its declaration shall cease to be a member of the Union and his or her name shall be removed from the roll of members;
- (4) A person who ceases to be a member of the Union by reason of arrears of subscription or of levy may be re-admitted to membership at the discretion of the Council;
- (5) Application for re-admission shall be made in writing to the Secretary General.

MANAGEMENT OF UNION AND ELECTION OF OFFICERS

7. (1) The Management of the Union shall, subject to orders and directions of the general membership, be vested in the Council of Management, hereinafter referred to as the "Council" which shall comprise all elected members, save and except the Auditors and Trustees.
- (2) The Council of Management shall be comprised of the following officers:
 - President
 - First Vice President
 - Second Vice President
 - Secretary General
 - Assistant Secretary General
 - Treasurer
 - Councilors (4)
 - Chairperson of Branches
- (3) Except for the Chairperson of Branches, who shall be elected annually at a branch Annual Meeting, election of other officers of the Union shall be in accordance with the rota system set out in Article 35 of this constitution.

PRESIDENT

8. (1) The President shall be elected by membership vote once every two years. The President shall be eligible for re-election, provided that no member shall hold the office of President for more than two consecutive terms.
- (2) The President shall preside at all General Meetings, Special General Meetings and Meeting of Council of Management and shall have an original and casting vote. The President shall sign the minutes of each meeting. In conjunction with the Vice President, General

Secretary and Treasurer, the President shall superintend the general administration of the affairs of the Union.

FIRST VICE PRESIDENT

9. (1) The First Vice President shall be elected by membership vote once every two years. The First Vice President shall be eligible for re-election.
- (2) The First Vice President shall be the chairman of the Public Relations Committee of the Union and shall assist the President in his or her duties.
- (3) In the absence of the President the First Vice President shall act for him or her and at such times will be vested with all the powers conferred on the President by this constitution and subject to the same limitation.

SECOND VICE PRESIDENT

10. (1) The Second Vice President shall be elected by membership vote every two years. The Second Vice President shall be eligible for re-election.
- (2) The Second Vice President shall be chairperson of the Membership Committee of the Union and shall perform such other duties assigned to him or her by the President with the consent of the Council.
- (3) In the absence of the President and First Vice President or in the absence of First Vice President the Second Vice President shall perform the duties of President or First Vice President and at such times shall be vested with all the powers conferred on the President or First Vice President as the case may be and be subjected to the same limitations.

SECRETARY GENERAL

11. (1) The Secretary General shall be elected once every two years by membership vote. The Secretary General shall be eligible for re-election.
- (2) The Secretary General shall conduct the business of the Union in accordance with this constitution, and shall carry out the instructions of the Council of Management.
- (3) The Secretary General shall keep a record of the minutes and shall have the right to speak and to vote. The Secretary General shall keep up-to-date Register of the members of the Union.
- (4) The Secretary General shall prepare the Report for the Annual General Meeting.

ASSISTANT SECRETARY GENERAL

12. (1) The Assistant Secretary General shall be elected once every two years by the membership vote and shall be eligible for re-election.
- (2) The Assistant Secretary General shall assist the Secretary General in conducting the business of the Union and shall be assigned such responsibilities as the Secretary General

may decide with the consent of the Council.

- (3) In the absence of the Secretary General the Assistant Secretary General shall act for him or her and at such times shall be vested with all the powers conferred on the Secretary General by the constitution and subject to the same limitation.
- (4) The Assistant Secretary General shall have the right to speak and vote at all meetings of the Council.
- (5) The Assistant Secretary General shall be responsible for Research Section of the Union.

TREASURER

13. (1) The Treasurer shall be elected once every two years. The Treasurer shall be eligible for re-election.
- (2) The Treasurer shall attend the meetings of the Union and shall:
 - (a) receive all monies paid to the Union and shall within 48 hours lodge such monies with the Bankers of the Union in the name of the Union.
 - (b) keep the account of the Union and present a financial statement of the receipts and expenditure for the preceding month at the next meeting of the Council.

The financial statement must include:

- (a) The Financial commitment of the Union;
 - (b) The amount of money due and owing to the Union;
 - (c) The amount of money paid towards those commitment in the preceding month.
 - (d) The amount of money standing to the credit of each fund.
 - (e) The amount of liquid cash available for spending.
- (3) The Treasurer shall:-
 - (a) At least one month before the date fixed for Annual General Meeting of the Union present to the Council a report for the preceding financial year, an income and expenditure account and a balance sheet as at the end of such year.
 - (b) Prepare and submit a draft budget to the Council in time for consideration before the Annual General Meeting of the Union.
 - (c) Submit for audit when required the accounts, books, and vouchers of the Union and present the audited accounts to the following Annual General Meeting.
 - (d) Make all disbursement on behalf of the Union including withdrawals from the Union's bank account on the joint signatures of himself or herself and the President, or a Vice President or any other person so designated by the Council

COUNCILORS

14. Four Councilors shall be elected from among the members every two years at the Annual General Meeting and shall serve for two years.

CHAIRPERSON OF BRANCHES

15. (1) The chairperson of a Branch shall be a member of the Council of Management for the period in which he holds the office of chairperson.
- (2) If a chairperson is unable to attend a meeting of the Council of Management he or she shall, after consultation with the Branch Executive, appoint an alternate to attend the meeting.

AUDITORS

16. (1) The Auditors, who shall not be members of the Council, shall audit the accounts of the Union once a year, and at such other times as the Council may request, and shall render a report to the Council immediately after each audit.
- (2) The books and Accounts of the Union shall be submitted to the Appointed Auditor for inspection and Audit within one month after the close of the financial year.
- (3) A copy of the Auditor's Report shall be laid before the Council and shall be exhibited in a conspicuous place in the Registered Office of the Union.

TRUSTEES

17. (1) The Trustees shall be members but not officers of the Council of Management of the Union and shall be elected at the Annual General Meeting and shall hold office at the pleasure of the Union.
- (2) The Trustees for the time being shall have vested in them all the immovable property of the Union and shall deal with such property as the Council may direct.
- (3) A Trustee may be removed from Office at any time by the Council on the grounds of the Union and shall deal with such property as the Council may direct.
- (4) In the event of the post of a Trustee falling vacant, the office shall be filled temporarily by the Council until the next Annual general Meeting excepts as provided under article 17 (3) of this constitution.

POWERS OF COUNCIL OF MANAGEMENT

18. (1) The Council of Management may fine any member or officer of the Union who has been found to have been guilty of conduct prejudicial to the interest of the Union, a sum not exceeding one year's subscription or may suspend or expel such member or officer from the Union. A vote by not less than two-thirds of the members of the Council of

Management in a meeting assembled shall be sufficient to fine, suspend or expel any member or officer of the Union.

- (2) The Council shall have the power at any time to fine, suspend or expel any member of the Council, if in its opinion any such member has refused to comply with any ruling of the Council or has been guilty of conduct calculated to bring the Union into disrepute.
- (3) If any member of the Council absents himself from three consecutive meetings of the Council without satisfactory reasons or arrangements made in accordance with article 15 (2) of this constitution, his post shall be deemed vacant and the vacancy shall be filled by the Council until the Annual General Meeting.
- (4) In the event of a post on the Council otherwise falling vacant as defined in article 22 (2) of this constitution, it shall be filled by the Council until the Annual General Meeting.
- (5) The Council shall have power to call a Special General Meeting at any time.
- (6) The Council shall have power to recognize or to refuse recognition of a branch if its application for recognition is not in accordance with this constitution or in its opinion, the constitution of such a branch would not be in the interest of the Union as a whole.
- (7) The Council shall have power by a vote of not less than two thirds of its members present at a council meeting to dissolve a branch previously recognized by it or to suspend a branch for an indefinite period.
- (8) The Council shall have power to hire, terminate the services of, or accept the resignation of administrative staff of the Union to fix such salary and conditions of service as it deems fit for the proper execution of the work of the Union.
- (9) The Council shall have power to make, to repeal, alter or suspend bylaws or arrangements for the good management of the Union.

COUNCIL TO INTERPRET CONSTITUTION

19. The Council shall be the sole authority for the interpretation of this constitution and may give ruling on any matter or matters on which the constitution is silent.

APPEAL AGAINST COUNCIL

20. Any member, officer or branch aggrieved by the actions or decisions of the Council of Management in the exercise of its powers contained under article 18 of this constitution may appeal to a General Meeting.

COUNCIL OF MANAGEMENT MEETINGS

21. (1) The Council of Management shall meet at least once in every month.
- (2) A special meeting of the Council shall be held:

- (a) at the direction of the President or, in the event of the absence of the President at the direction of a Vice President or
 - (b) on the requisition in writing of a majority of members of Council.
- (3) A Special Meeting of the Council shall deal only with those matters of which the special meeting is being called.
 - (4) Notice in writing of a meeting of the Council (not being a special meeting) together with a copy of the agenda for such a meeting, shall be forwarded by the Secretary General to each member of the Council not later than 3 days before the date fixed for such meeting.
 - (5) The chair at a meeting of the Council shall be taken by the President or in the absence of the President by the First Vice President or Second Vice President.
 - (6) Nine members shall form a quorum at all meetings of the Council of Management. If after thirty minutes from the time appointed for the meeting at least nine members are not present the meeting may commence with the members present as an adjourned meeting.
 - (7) Decisions of an adjourned meeting shall be implemented either:
 - (a) upon ratification of a subsequent meeting of the council or
 - (b) upon ratification of a subsequent adjourned meeting provided that the combination of members present at both the initial adjourned meeting and the subsequent adjourned meeting constitute a quorum.
 - (8) Voting shall be by show of hands, but if a poll is demanded by majority or council members present then by ballot.

GENERAL MEMBERSHIP MEETINGS

- 22. (1) The Annual General Meeting of the Union shall be held not later than the 31st day of May in every year. At such meeting the Council shall submit a general report on the working of the Union during the past year. Such report shall include the audited report of the Union's account as referred to in clause 16 (1) of this constitution.
- (2) Except for the chairperson of branches who shall be elected annually at a Branch Annual Meeting, election of other officers of the union shall be held at the Annual General Meeting of the union to fill posts falling vacant at the date of the Annual General Meeting or to fill posts otherwise falling vacant.

In this constitution the terms "post falling vacant at the date of the Annual General Meeting" refers to those posts declared vacant by the Council on the basis of the rota system as set out in article 35 of this constitution. The terms "post otherwise falling vacant" refers to those posts deemed to be vacant as a result of the death or resignation or

illness of an officer or as a result of disciplinary action taken against an officer by a General Membership Meeting or the Council in exercise of its powers contained under article 18 of this constitution.

In the case of election to a post otherwise falling vacant the duration of office of any officer elected shall be held no later than 31st day of August of that year.

- (3) If for any reason the Annual General Meeting of the union is not held on or before the 31st day of May, it shall be held no later than the 31st day of August of that year.
- (4) If the Annual General Meeting is still not held by 31st day of August in any year, then 60% of the union's membership comprising representation of the majority of branches may convene the Annual General Meeting.
- (5) Until the Annual General Meeting is held, the Council of Management shall continue to function and exercise its functions.
- (6) A General Meeting shall be called at least twice each year i.e. at least on General Meeting in addition to the Annual General Meeting.
- (7) Notwithstanding the provisions of article 18 (5) of this constitution, five financial members from each Branch of the Union may request the Council to summon a special meeting of the Union to discuss any matter needing attention and such special general meeting shall be held within fourteen days of the receipt of such request.
- (8) No question shall be discussed at any special general meeting except that for which the meeting was specially convened.
- (9) At all General Meetings, thirty members shall form a quorum. If after thirty minutes from the time appointed for such meeting, at least thirty members are not present, the meeting shall be adjourned until a later date when the members present shall constitute a quorum.
- (10) At least seven days notice shall be given of the date of any General Meeting.

VOTING AT GENERAL MEETINGS

23. (1) Voting shall be by show of hands but if a poll is demanded by at least seven members, then by ballot.

STANDING COMMITTEES

24. (1) The Council at its first meeting after election shall appoint the following standing committees:
 - (a) Grievance Committee
 - (b) Public Relations Committee
 - (c) Membership Committee
 - (d) Education Committee
 - (e) Social and Cultural Committee

FUNCTION OF STANDING COMMITTEES

25. (1) *Grievance Committee*

- (a) The Grievance Committee shall expeditiously process all grievances submitted to the Union by the membership.
- (b) They shall report at every meeting of Council on their activity, and shall have the right to seek such advice as they may consider necessary in the execution of their functions, provided always that approval of the Council is first obtained in all matters involving the expenditure of funds of the Union.

(2) *Public Relations Committee*

The Public relations Committee of the Union shall be responsible for maintaining a favourable image of the Union and the Public Service before the Public, and shall be solely responsible for the dissemination of all information to be released for the consumption of the membership and the Public.

(3) *Membership Committee*

- (a) The Membership Committee shall be responsible for the organization of members into the Union and in conjunction with the Social and Cultural Committee shall be responsible for maintaining the highest possible morale amongst the membership of the Union and the Public Service generally.
- (b) They shall meet as often as possible and shall render monthly reports to the Council.

(4) *Education and Training Committee*

- (a) The Education and Training Committee shall be responsible for the draft and execution of the Education Programme of the Union to be approved by the Council.
- (b) They shall execute the programme by the way of meetings, classes, and other educational means as they may consider fit.
- (c) They shall in conjunction with the Public Relations Committee disseminate such Educational material as they may consider necessary.

(5) *Social and Cultural Committee*

The Social and Cultural Committee of the Union shall be responsible for the social and cultural advancement of the members of the Union, and in so doing shall organize such efforts that will utilize the existing facilities of the Union to bring the membership closer together in the spirit of comradeship.

CONVENOR OF COMMITTEES

26. The President shall be the Convenor of the Grievance Committee and the convenor of the other Committees shall be specified in article 9 (2) and article 10 (2) of this constitution save and except those of the Social and Cultural committees and the Education and Training which shall be elected from among members of the Council.

REMUNERATION OF OFFICERS

27. (1) Honoraria to officers of the Union shall be provided annually from the funds of the Union and the quantum of the honoraria shall be fixed by the Council of Management or the General Meeting.
- (2) Nowhere in these rules should it be interpreted that the Council is precluded from remunerating officers of the Council who are called upon to assume full-time service with the Union.

APPLICATION OF FUNDS

28. All monies received on account of entrance fees, subscription, contributions, levies, sale of Constitution Books, interest on investments or other-wise shall be applied in carrying out the objects of the Union and in paying the expenses of management in accordance with this constitution.

INVESTMENT OF FUNDS

29. The funds of the Union which are not required for current expenses shall, on the direction of Council, be invested by and in the name of the Union for the time being in such Public Stock, Government Bonds, or other securities or in any Bank operating in the Country, or in the purchase of Lands or the erection or alteration of offices or other building therein, or in any investment which the Trustees are by law authorized to make.

FINANCIAL YEAR

30. The financial year shall be from 1st April to 31st March of the following year.

MEMBERSHIP BENEFITS

31. (1) *Legal Assistance*
- (a) The Council of Management shall have the power to provide legal advice and legal assistance for any member.

- (b) Legal advice or legal assistance referred to in this constitution shall be confined to any matter which is connected with the members employment provided the Council is satisfied that the case is one on which it is advisable that legal advice or assistance shall be taken.

(2) *Death Benefits*

- (a) The Council or the Union shall have the power to provide a death benefit payable to the dependent of any member of the Union, who has been a financial member for a period of not less than 360 days.
- (b) The amount payable for such benefit shall not exceed two hundred dollars or such other sum as may be determined by the Council from time to time.

(3) *Scholarship*

A scholarship programme for children of financial members shall be instituted by Union to be known as the Public Service Union Scholarship Fund.

BRANCHES

32. (1) Subject to the approval of council, members of the Union who reside in each of the district of Corozal, Orange Walk, Stann Creek, Toledo, Belize City and the City of Belmopan may constitute themselves into branches of the Union; provided that no branch shall be set up with a membership of less than eleven.
- (2) Immediately a branch is set up it shall apply to the Secretary General of the union for recognition as such and the Secretary General shall cause its application to be laid before the next meeting of the Council for consideration.
 - (3) Each application for recognition shall be made on the prescribed form set in the Schedule of the Constitution and shall be accompanied by a list of members of the branch.
 - (4) The name of each branch shall show clearly that it is a branch of the Union e.g. the Toledo Branch of the Public Service Union of Belize
 - (5) A member of a branch is ipso facto a member of the Union. A member of a branch dissolved or suspended in accordance with article 18 (7) of this constitution shall unless he specifically states his intention to withdraw, continue as a member of the Union and shall be entitled to the personal benefits of membership.
 - (6) A branch shall not correspond or negotiate directly with Government/Management on any matter but shall always act through the Council of Management.
 - (7) The Annual Meeting of the branch shall be as arranged by the branch but shall not conflict with the Annual General Meeting of the Union and shall be held before the 1st day of March in each year. The election of officers of a branch shall be on a

yearly basis at the annual meeting. At such meeting the branch executive shall report on the activities of the branch for the preceding year.

- (8) The result of the elections of branch officers shall be forwarded to the Secretary General of the Union within seven days of such elections.
- (9) The branch shall be managed by a branch committee which shall consist of Chairperson, Vice Chairperson, Secretary/Treasurer and not more than three Councilors.
- (10) The branches shall be so organized that at the workplace or in each department or section, liaison officers are to be appointed or elected by the branch committee. The liaison officer's primary role shall be to represent the union at the workplace and he/she shall be responsible for reporting member grievances to the branch committee or the branch chairperson. Liaison officers shall hold office at the pleasure of the union.
- (11) Four members shall form a quorum at all meetings of the Committee, which shall be held at least once a quarter during the year.
- (12) The Chairperson, or in his or her absence, the Vice Chairperson shall have power to call a special meeting of the branch at any time.
- (13) Five financial members of a branch may request a special meeting of the branch to discuss any matter needing attention and such special meeting shall be held within ten days of the receipt of such request.
- (14) Five financial members of a district branch shall form a quorum at any meeting of the branch.
- (15) The chairperson of the branch shall
 - (a) preside over all meetings and sign all minutes;
 - (b) have the right to inspect all books and papers of the branch;
 - (c) supervise the workings of the branch and its officers;
 - (d) submit a quarterly report of the activities of the branch to the Council of Management.
- (16) The Vice Chairperson of the branch shall in the absence of the Chairperson have the same power and perform the same functions of the Chairperson.
- (17) The Secretary/Treasurer of a branch shall:
 - (a) keep a roll of the members of the branch;
 - (b) take the minutes of the proceedings of all meetings and enter the same in the book kept for that purpose;

- (c) summon all meetings, on the direction of the Chairperson;
 - (d) conduct the correspondence of the branch;
 - (e) collect fees for the members of his branch in such a manner as the Council may direct.
- (18) All fees collected by a branch shall be paid into the account of the Union. However, the Council shall refund to branch one third of the fees collected.
- (19) A detailed account of all cash receipts and payments shall be kept by the Secretary/Treasurer and shall be scrutinized from time to time by the Chairperson.
- (20) Should an office to which election is made by the branch fall vacant, the branch committee may, at its discretion, appoint a temporary holder of the office until the Annual Meeting.
- (21) A person who ceases to be a member of the Union shall not continue as a member of any branch.
- (22) A branch shall have power to draft its constitution and by-laws for its proper working. Provided that the constitution shall be in harmony with the constitution of the Union and shall within a month of adoption, be submitted to the Council for approval.
- (23) Should there be any unresolved dispute as to the interpretation of any section of this constitution among the members of a branch; the dispute shall be submitted to the Council of Management for ruling. The ruling of the Council shall in all cases be final.
- (24) A branch shall be dissolved with the consent of two thirds of its members obtained by a ballot vote.

ALTERATION OF CONSTITUTION

33. This constitution may be added to, amend or revoked by a two-thirds majority vote of the membership present at a special general meeting.

DISSOLUTION

34. (1) The Union shall not be dissolved except with the consent of five-sixth of the members of the Union by ballot 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 of the Union disposed of as decided at a General Meeting.

ELECTION ROTA SYSTEM

35.	POST	AGM ELECTION DATE
	President	1993 and every 2 years after
	First Vice President	1994 and every 2 years after
	Second Vice President	1993 and every 2 years after
	Secretary General	1993 and every 2 years after
	Assistant Secretary General	1994 and every 2 years after
	Treasurer	one elected in 1993 and every 2 years after
	4 Councilors	three elected in 1994 and every 2 years after

DATE OF AMENDMENT TO CONSTITUTION

36. The amendments to this constitution were made at a Special General Meeting of the Union held on 22nd January 1993.