

# RULES OF THE GUYANA PUBLIC SERVICE UNION

## **RULE 1. TITLE AND OFFICE:**

- (a) The Union shall be called "The Guyana Public Service Union: (hereinafter referred to as the Union).
- (b) The Registered Office of the Union and place of meeting for its business shall be at 160 Regent Street & Shiv Chanderpaul Drive, Georgetown, or such other place as may be decided upon by the General Council of the Union.

## **RULE 2. OBJECTS:**

The objects of the Union shall be:

- (a) **To secure the organisation in the Union of all employees in the Guyana Public Service, Commissions, Authorities, Regional Administrations, Municipalities, workers employed in any service enterprise, workers in general or otherwise specified in Rule 3(a)**
- (b) To maintain and improve the standard and efficiency of the Public Sector, and all other agencies where members are employed.
- (c) To promote mutual respect and goodwill amongst the various branches of the Public Sector in Guyana, and to encourage loyalty and co-operation in the best interest of Public Sector Employees and of the Public.
- (d) **To promote harmonious relations and to represent grievances of members to Government and other employers etc. with the desired intention of amicable agreement, whenever possible.**
- (e) To provide for member and their families trade union benefits.
- (f) **To pursue by all legitimate means possible the enactment of the constitutional right for all workers including the members of the army and police force to enjoy the right to be members of a trade union and to join a trade union of their choice.**
- (g) **To organize all skilled unemployed and jointly pursue with them the achievement of their desire to have gainful employment.**

- (h) To fund and operate any scheme intended to promote the career development and economic welfare of members and their families.
- (i) To acquire or dispose of movable or immovable property.
- (j) To promote legislation in the interests of its members.
- (k) **To further financially or otherwise the work or purpose of any association or national body having as its objects the promotion of the interests of Public Sector Employees and workers in general or trade unionism.**
- (l) To establish or carry on, or participate (financially or other-wise) in the business of the printing or publishing of a general newspaper or newspapers or of any other undertaking, industrial or otherwise, in the interest of, and with the main purpose of furthering the interests of the Union, of Public Sector Employees or of Trade Unionism generally.
- (m) **To have an active role in ensuring the practice and observance of good governance and respect for civil and human rights, civil liberties, fair dealing and equality.**
- (n) **To promote racial harmony, cultural and religious acceptance and tolerance among members and the wider society.**
- (o) Generally to promote the material, social, cultural and educational welfare of the members, and to do such other things that are incidental or conducive to the attainment of the above objects in any lawful manner which a Delegates' Conference of the Union or the General Council of the Union may from time to time deem expedient.
- (p) **To grant refundable assistance to members and make, donations or grants to members, vulnerable persons, public bodies and kindred interest bodies for charitable or benevolent objects.**

**RULE 3. MEMBERSHIP:**

- (a) (i) **Ordinary membership of the Union shall be opened to any person employed in the Public Sector of Guyana which for the purpose of these rules shall include all employees of Government whether central, regional or local, together with those of all Public Boards, Committees, Authorities and Corporations and such other quasi Public Sector Agencies, whose employees the Executive Council of the Union consider as qualifying for membership “or any such**

**other group of service workers that had once qualified for membership in keeping with the above or employed in kindred Organize Unions or such other groups of workers that the General Council may consider it expedient to Organize.” An ordinary member may continue to enjoy that status even if he/she ceases to be employed as long as he/she so desire.**

**(ii) Associate membership shall be open to:**

- (a) any person who was previously an ordinary member of the Union and wishes to continue the relationship by paying a lower rate of subscription.**
- (b) any member of overseas sister organisations serving in Guyana, provided that members of the Union receive reciprocal treatment in that country;**
- (c) and any person who does not qualify under (a) and (b) but who, in the opinion of the Executive Council, is deemed to be worthy of associate membership;**
- (d) an associate member may pay subscription at the rate of 75%, 50% or 25% of the current rate of subscription and shall enjoy proportionate benefit.**

- (iii) (a) Honorary membership may be bestowed by a Biennial Delegates' Conference on the recommendation of the General Council, on members, former members and other persons in the community who have been adjudged worthy.**
- (b) An Honorary Member shall not be required to pay any subscription to the Union, but shall be entitled to the benefits of an Associate Member for the rest of his/her life.**

- (b) Every candidate for admission shall not be less than 16 years of age and on applying for admission shall pay one month's subscription or give an authorisation for deduction of Union Dues. No candidate shall be deemed to be a member of the Union until the first month's subscription has been paid into the Union, either directly or by way of deduction (check-off) from the pay of the candidate. "Provided that persons recruited into the Public Sector after 1st March 1976 in areas falling within the bargaining units of the Guyana Public Service Union, shall automatically become members upon their recruitment, unless they exercise option of not becoming members at the time of their recruitment, where upon they are required to pay to the Union the equivalent of Union Dues as Agency Fees in keeping with the Agency Shop Agreement entered into between the Public Service**

Union and other Agencies and any other future such Agreements which may hereafter be entered into by the Union."

- (c) Persons upon being admitted shall be deemed to agree to abide by the Rules of the Union in every respect. If in the opinion of the Executive Council, a person fails to abide by the Rules at any time, that person shall be liable to forfeit membership.
- (d) **A candidate who had previously been a member of the Union shall, on seeking re-admission, which must be approved by the Executive Council, pay a re-admission fee of one thousand dollars (\$1,000.00) and the current month's subscription, and in addition such other sums as the Executive Council may decide, not exceeding fifteen thousand dollars (\$15,000.00). The membership of such a person shall be from a current date.**
- (e) **The Executive Council may fine any member who has been found to have been guilty of conduct prejudicial to the interest of the Union, a sum not exceeding fifteen thousand dollars (\$15,000.00), or may suspend or expel such member from the Union. A vote by not less than two-thirds of the members of the Executive Council in meeting assembled shall be sufficient to fine, suspend or expel any member of the Union.**
- (f) **A member fined or expelled under Clause (c) or (e) above shall have the right to appeal against the decision of the Executive Council to the General Council and finally to a Delegates' Conference whose decision shall be final and binding.**
- (g) The monthly subscription shall be:
  - (i) **Four percent (4%) of the minimum of Band 1 or the lowest paid ban of the pay structure of the bargaining unit and shall increase pari passu with increases in the minimum of the Band rounded to the nearest five dollars (\$5.00), and shall be implemented with immediate effect by the Executive Council from the approved date of commencement of the new rate of pay unless the General Council of the Union give a stay, which shall not exceed six (6) months.**
  - (ii) Payable on or before the first day of each month.
  - (iii) **It shall be the sole responsibility of each member to ensure that his or her dues are paid to the union see application of membership form (Appendix I).**
  - (iv) **All persons paying less than the approved subscription shall be**

**deemed to be associate members three months from the date that their payments lapse and shall be reinstated to ordinary membership from the date the arrears is paid up in full, such membership shall however be treated as continuous. A member who pays the new rate from a current date without paying arrears shall have their ordinary membership recommence from a current date.**

- (h) An associate member who pays a subscription at a rate lower than that of an ordinary member shall enjoy such reduced benefits as the General Council may from time to time determine.
- (i) Any member who is three (3) months in arrears of subscription shall be deemed an un-financial member, and shall forfeit all rights and privileges of membership and cease to enjoy any trade union benefits.**
- (j) Any member who is six (6) months in arrears shall cease to be a member.**
- (k) Any member who is employed in an agency where the union is recognized shall be obligated to give six (6) months prior notice of his/her intention to resign from the union if he/she on resigning intends to continue to be an employee of that agency.**

**RULE 4. CONSTITUTION AND GOVERNMENT:**

- (a) The supreme authority of the Union shall be vested in the Biennial Delegates' Conference, and subject to that authority the Union shall be governed by a General Council, and between meetings of the General Council by the Executive Council.
- (b) The organizational structure of the Union shall be as follows:
  - 1. Biennial Delegates' Conference
  - 2. General Council
  - 3. Executive Council
  - 4. Regional Council
  - 5. Ministerial/Departmental/Regional Branches
  - 6. Ministerial/Departmental/Regional Sections
- (c) For the Biennial Delegates' Conference, Special Delegates Conference and General Council Meetings, there shall be Standing Orders for the procedure of the meetings which must be sent to Delegates/Representatives with the Agenda of the Meeting.  
A Committee may be appointed from time to time to review the Standing Orders which must have the approval of the majority of the

Delegates/Representatives at the meeting before it becomes operative.

**RULE 5: BIENNIAL DELEGATES' CONFERENCE:**

- (a) The Biennial Delegates' Conference of the Union shall be held at such place as the General Council of the Union, may from time to time determine, in the month of June. Forty-two days' notice of such meeting shall be given by a circular and/or by public advertisement.
- (b) The Delegates' of the Biennial Delegates' Conference shall be members of the Executive Council and ordinary members whose contribution are fully paid up to the month of the Conference, thus being eligible for nomination by the respective Branches or the Executive Council.
- (c) Delegates representative of 50 per cent of the Branches of the Union shall constitute a quorum.
- (d) Each Regional Branch and Ministerial/Departmental Branch of the Union shall be entitled to one delegate for every fifty members or part thereof.

The names of such delegates shall be sent to the General Secretary of the Union at least three weeks before the date of the Biennial Delegates' Conference. The General Secretary, upon receipt of the names of the delegates so submitted, shall enter them in the Register of Delegates for the Conference.

- (e) The Executive Council shall also have the right to nominate members to represent those pockets of membership not covered by Regional or Ministerial/Departmental Branches at any Delegates' Conference of the Union, after consultation with the members **concerned**. **Delegates appointed based on this criteria** shall at no time exceed 25 per cent of the total number of delegates comprising the Conference.
- (f) Voting at meetings on all matters shall be by show hands unless the majority of members present decide otherwise. The President, or in his absence, the Vice Presidents in their turn, or in the absence of the President and Vice Presidents, **any member of the Executive Council** elected by the **delegates** so assembled, shall preside. In the event of a tie, the presiding **delegate** shall have an original and a casting vote.
- (g) The business of the Delegates' Conference shall be conducted in accordance with the procedure as outlined in these rules. In the event the time for holding the meeting has elapsed with the business of the meeting incomplete, the meeting can be adjourned by a majority vote of the members present on the motion of an adjournment which shall spell out the

time, date and state period for **reconvening** the meeting. In the event that the period has not expired, it will require a two thirds majority on a similar motion to enforce an adjournment.

- (h) No member shall be at liberty to speak more than once on the same subject, except with the permission of the presiding member, provided, however, that the mover of any motion shall have the right to reply.
- (i) The Executive Council of the Union shall fix the dates and time over which the business of the Biennial Delegates' Conference shall be conducted and the same shall be stated on the notice convening the meeting.
- (j) **The order of business of the Biennial Delegates' Conference shall include the following:**
  - 1. **Call to order and prayers**
  - 2. **Roll Call of Delegates**
  - 3. **Chairman's Remarks**
  - 4. **Confirmation of minutes of Previous Delegates' Conference(s)**
  - 5. **Matters arising out of Minutes**
  - 6. **Presentation of Reports of Executive Council and Standing Committees**
  - 7. **Discussion on Reports of Executive Council and Standing Committees**
  - 8. **Presentation of Treasurer's Report**
  - 9. **Discussion on Treasurer's Report**
  - 10. **Installation of elected members of the Executive Council**
  - 11. **Resolutions, Motions and Questions**
  - 12. **Election of Trustees**
  - 13. **Any Other Business**
  - 14. **Closure**
- (k) The order of business shall only be changed with the consent of the majority of delegates present, provided there is a quorum, but any new matter not appearing on the order paper must have the consent of two thirds of the members present before it may be entertained.

**RULE 6. BUSINESS OF THE BIENNIAL DELEGATES' CONFERENCE:**

The Business of the Biennial Delegates' Conference shall be to receive reports of the Executive Council, Standing Committees and Treasurer, to review the work of the Union to plan future tasks and to consider all matters on the Agenda of the Biennial Delegates' Conference.

**RULE 7. AGENDA OF THE BIENNIAL DELEGATES' CONFERENCE:**

- (a) Motions and other business for discussion at the Biennial Delegates' Conference shall be sent by Branches to the General Secretary of the Union not later than twenty-one days before the date of the Conference.
- (b) The General Secretary after consultation with the President, shall prepare the Agenda of the Biennial Delegates' Conference which shall contain all motions and other business for discussion of which due notice has been given, and shall forward it to the Delegates not later than fourteen (14) days before the date of the Conference.
- (c) Any member of the Union shall have the right to submit any matter for discussion at the Biennial Delegates' Conference of the Union. Any such matter shall be sent to the General Secretary, and the General Secretary shall place the matter on the Conference Agenda. The member submitting any such matter shall have the right to appoint a delegate present to introduce the matter for discussion.

**RULE 8: SPECIAL DELEGATES' CONFERENCE:**

- (a) The General Council shall have the power to call a Special Delegates' Conference at any time, provided that not less than seven (7) days' notice by circular and/or public advertisement shall be given of such Special Delegates' Conference and of the business to be discussed. The procedure at (c), (f), and (i), of Rule 5 of the Union shall apply.
- (b) The delegates to be summoned shall be those appearing on the Registrar of Delegates at the previous Biennial Delegates' Conference unless previous changes have been made by the Regional or Ministerial Branches, and provided such delegates are financial members.
- (c) Any **twelve** branches may petition on the Executive Council of the Union to summon a Special Delegates' Conference on a request signed by the Chairman and Secretary of each Branch together with copies of the minutes of the meeting of each Branch at which the decision was taken.
- (d) The General Secretary of the Union, upon receipt of such a request shall summon a special meeting of the Executive Council within two weeks to take a decision on whether such a Conference should be summoned.
- (e) The Executive Council, upon the granting of such request, shall determine the date upon which the Conference shall be held, provided at all times that Clauses (a) and (b) are adhered to.



- (f) **Six hundred fully paid up** ordinary members of the Union may request **in writing through their branches in keeping with rule 8 c**, the General Council to call a Special Delegates' Conference to discuss any business, the nature of which must be stated. The General Secretary upon receipt of such a request, shall summon a special meeting of the Executive Council and following the procedure outlined in (d) and (e) above, **determining if such a conference shall be held**, which shall be not later than fourteen days after the date of the **Executive Council meeting if so decided**.
- (g) Should the General Secretary fail to issue the notices to convene a Special Conference within seven (7) days of the **decision taken to do so**. **The delegates** shall have the power to convene a Conference over their signatures, provided that the notices sent to all members of the Executive Council and to all Delegates entitled to take part in the deliberations of the Conference contains the Agenda stating the purpose for which the Conference is convened. The deliberations of and decisions made by such a Conference shall be valid and binding on the members of the General Council and Executive Council of the Union.

**RULE 9. GENERAL COUNCIL:**

- (a) The Government of the Union in the period between Biennial Delegates' Conference and the conduct of the Business of the Union shall be vested in a General Council.
- (b) The General Council shall consist of the Executive Council comprising the President, the First Vice President, the Second Vice President, the Third Vice President, the General Secretary, the Deputy General Secretary, the Principal Assistant Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, Organising Secretary, Assisting Organising Secretary, Economic, Research and Project Officer, the Education Officer, the Assistant Education Officer, and seven General Members, one representative nominated by each Branch hereinafter referred to and one representative of the Women's Advisory Committee **and the Youth Committee**.
- (c) The General Council shall meet twice a year or oftener at the written request of not less than one **six** of its members. One-third of the total number of members shall form a quorum and the meeting shall be presided over by the President, or in his absence, the Vice Presidents in their turn, or in their absence, by any of the **Executive Council Officers** who those present shall elect.
- (d) Voting shall be by show of hands unless otherwise decided by a majority. The presiding member shall in all cases have an original and a casting vote.

- (e) In the event of the death, resignation, dismissal or vacation of his post for any reason by an officer during the period between two Biennial Delegates' Conference, the General Council shall, subject to the provisions of Rule 10, 11, and 12, fill the vacancy temporarily.
- (f) In the event of the death, removal, resignation or vacation of his post for any reason by a General Member of the General Council, the candidate who secured the next highest number of votes in the ballot at the last election, shall fill the vacancy. If there is no such candidate, the vacancy shall be filled by the General Council **on recommendation of the Executive Council.**
- (g) Any vacancy occurring among the Branch representatives on the General Council shall be filled by the appropriate Branch.
- (h) The General Council shall do its best to attain the objects of the Union and shall protect its funds against extravagance or misappropriation. The budget for each financial year shall be approved by the General Council in the previous year. Expenditure approved by the General Council shall not be varied without its approval provided, however, that between meetings of the General Council, the Executive Council may approve any variations not in excess of 20 percent of the total amount approved and such variations shall be reported to General Council for its ratification at the next meeting.
- (i) The General Council shall give instructions to the Executive Council for the proper conduct of the business of the Union. It may appoint such organisers and such clerical staff as it may consider necessary. It may suspend or dismiss any officer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the General Council, or for any other reasons which it deems good and sufficient in the interest of the Union. It shall give instructions to the Trustees regarding the investment of the funds of the Union.
- (j) Copies of the minutes of meetings of the General Council shall be sent to the Secretary of every Branch as soon as practicable.
- (k) Between Biennial Delegates' Conference, the General Council shall interpret the Rules when necessary, and determine any point on which the Rules are silent.
- (l) Any decision of the General Council shall, subject to the overriding authority of a Delegates' Conference, be binding on all members of the Union.

- (m) If any member fails to attend three consecutive meetings of the General Council without reasonable excuse, his seat shall become vacant.
- (n) Any officer, Trustee, member of the General Council or the entire Council may be removed by resolution at a Special Delegates' Conference as provided for in Rule 8, and the meeting shall, in the case of an Officer, Trustee or member of the General Council, forthwith proceed to elect such Officer, Trustee or member of the General Council. In the case of removal of all elected Officers of the General Council. In the case of removal of all elected Officers of the General Council, a Committee of Management shall be elected comprising a Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, together with four Committee Members who shall manage the affairs of the Union until such time as new elections can be held. The elections shall be held within a period of four months of the date of the meeting removing the elected officers of the General Council, provided that the date for the General Elections of Office bearers is more than six months away. This Committee of Management shall perform all the functions required for the General Council in respect of holding the elections and arranging for the Biennial Delegates' Conference as specified by these Rules.
- (o) In the event that the General Elections of Office bearers is under six months away, the Committee of Management shall continue on to such time as the new elections are held, and shall perform all the function required of the General Council in respect of holding the elections and arranging for the Biennial Delegates' Conference as specified by these Rules.

**RULE 10. EXECUTIVE COUNCIL**

- (a) The Executive Council shall manage the affairs of the Union between meetings of the General Council, and shall be empowered to take action on behalf of General Council subject to the ratification of General Council.
- (b) The Executive Council shall comprise the President, the First Vice President, the Second Vice President, the Third Vice President, the General Secretary, the Deputy General Secretary, the Principal Assistant Secretary, the Assistant Secretary, the Education Officer, the Assistant Education Officer, the Treasurer, the Assistant Treasurer, the Organising Secretary, the Assistant Organising Secretary, the Economic, Research and Project Officer and seven General Members all of whom shall be ordinary members of the Union.
- (c) The Executive Council shall meet at least once per month and at such meetings seven members shall constitute a quorum. Notwithstanding the above, the Executive Council may nevertheless go into recess at least twice

per year for a maximum period of two months.

- (d) An Executive Council member who has been absent from more than three consecutive meetings of the Executive Council without the prior permission of the Executive Council or without reasonable cause or excuse shall automatically lose his/her seat on the Executive Council.
- (e) The Executive Council may suspend or expel from its membership any member who has been guilty of acts of dishonesty, serious misconduct or of conduct inimical or prejudicial to the interest of the Union. A vote of not less than two-thirds of the members sufficient to suspend or expel such member of the Executive Council.
- (f) A member who has lost his seat under Clause (d) above, or has been suspended or expelled under Clause (e) above, shall have the right to appeal against the decision of the Executive Council to the General Council and finally to a Delegates' Conference whose decision shall be final and binding.
- (g) Where an officer of the Executive Council has lost his/her seat under Clause (e) above or has resigned, has died or in any way has become in-eligible for membership, such vacant position as exists in the Executive Council in the case of an elected officer, shall be filled temporarily by the General Council acting on the recommendation of the Executive Council from among the serving general member of the Council, or in the case of an appointed officer, such other person as it deems suitably qualified to fill the vacancy.
- (h) Any elected member of the Executive Council who in accordance with the rules is required to act in an appointed position on the Executive Council shall continue to enjoy the right to vote while so doing.
- (i) The President in consultation with the General Secretary and Treasurer may summon a Special Executive Council Meeting to discuss any matter or matters of urgency. Ten members of the Executive Council may petition the President to call a Special Executive Council Meeting stating specifically the matter to be discussed. In both cases five (5) days notice must be given for the meeting.
- (j) The President in consultation with any two members of the Admin Committee may summon an emergency Executive Council Meeting to discuss any matter that in their opinion requires urgent attention. In such cases the meeting may be held in the shortest possible time, provided that all members are given at least twenty- four hours notice.

**RULE 11. OFFICERS AND STAFF:**

(a) **President:**

- (i) The President shall be elected by the ballot vote of members once every four years in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall preside at all Biennial and Special Delegates' Conference, General Council and Executive Council meetings and shall be responsible for the proper conduct of business at all such meetings. He shall sign the minutes of each meeting at the time they are approved.
- (iii) He shall, during his term of office, be the full- time Chief Executive Officer and Official Spokesman of the Union. He shall, assisted by the General Secretary and Treasurer, be responsible for the general administration of the Union and shall carry out the instructions Delegates' Conference, General Council and Executive Council. He shall be Chairman of the Industrial Relations Committee.

(b) **First Vice President:**

- (i) He shall be elected by the ballot vote of members once every four years in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He/she shall be Chairman of the **Finance** Committee of the Union, and shall assist the President in his duties.
- (iii) In the absence of the President he shall act for him and at such times will be vested with all powers conferred on the President by these Rules and subject to the same limitations.

(c) **Second Vice President:**

- (i) He shall be elected by the ballot vote of members once every four years in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He/she shall be Chairman of the **Public Relations** Committee of the Union, and shall perform such other duties assigned to him by the President with the consent of the Executive Council.
- (iii) In the absence of the President and First Vice President he shall perform the duties of President and at such time shall be vested with all the powers conferred on the President and be subject to the same limitations.

(d) **Third Vice President:**

- (i) He shall be elected by the ballot vote of members once every four years in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall **be Chairman of the Membership Committee and** perform such duties as may be assigned to him by the President and/or First Vice and Second Vice Presidents with the consent of the Executive Council.
- (iii) In the absence of the President, First Vice President and Second Vice President, he shall perform the duties of President, and at such times shall be vested with all of the powers conferred on the President and shall be subject to the same limitations.

(e) **General Secretary:**

- (i) The General Secretary shall be a paid full-time officer of the Union. He shall be appointed by the Executive Council subject to ratification by the General Council.
- (ii) He shall assist the President in conducting the business of the Union in accordance with the Rules, and shall carry out the instructions of the Delegates' Conference, the General Council and the Executive Council.
- (iii) He shall initiate action on all motions passed at the Biennial Delegates' Conference and shall make a detailed report on all motions at every meeting of the General Council and every other meeting of the Executive Council.
- (iv) He shall attend all the meetings of the General Council and the Executive Council and shall keep a record of the minutes. He shall have the right to speak but not to vote. He shall keep a register of the members of the Union and an up-to-date register of Delegates.
- (v) He shall prepare the report of the Executive Council for the Biennial Delegates' Conference and such other reports as are required by the General Council and the Executive Council.

(f) **Deputy General Secretary:**

- (i) The Deputy General Secretary shall be elected once every four years by the ballot vote of members in accordance with Rule 30. He shall be eligible for re-election.
- (ii) In the absence of the General Secretary, he shall conduct the business of the Union in accordance with the Rules, and shall carry out instructions of the

Delegates' Conference, the General Council and the Executive Council.

- (iii) He shall attend all meetings of the General Council and the Executive Council and shall assist in keeping a record of the minutes. He shall have the right to speak and to vote. He shall assist the General Secretary in keeping a Register of the members of the Union and an up-to-date Register of Delegates.
- (iv) He shall assist in preparing the Report for the Biennial Delegates' Conference.

(g) **Principal Assistant Secretary:**

- (i) He shall be elected once every four years by the ballot vote of members in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall assist the General Secretary and Deputy General Secretary in the business of the Union, and shall be assigned such responsibilities as the General Secretary and/or Deputy General Secretary may decide with the consent of the Executive Council.
- (iii) In the absence of the General Secretary, Deputy General Secretary and Principal Assistant Secretary, he shall perform the duties of General Secretary, and at such times he shall be vested with all the powers conferred on the General Secretary by these Rules and subject to the same limitations.
- (iv) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak and vote.

(h) **Assistant Secretary:**

- (i) The Assistant Secretary shall be elected once every four years by the ballot vote of members in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall be a permanent member of the Public Relations Committee and shall assist the General Secretary and Deputy General Secretary in their duties. He shall perform such other duties and may be decided upon by the General Secretary with the consent of the Executive Council.  
In the absence of the General Secretary, Deputy General Secretary and Principal Assistant Secretary, he shall perform the duties of General Secretary, and at such times he shall be vested with all the powers conferred on the General Secretary by these Rules and subject to the same limitations.

- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak and vote.

(i) **Education Officer:**

- (i) The Education Officer shall be appointed by the Executive Council, subject to ratification by the General Council.
- (ii) He shall be the Chairman of the Education Committee and shall be responsible to the General Council for the Education Programme of the Union.
- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak but not to vote.

(j) **Assistant Education Officer:**

- (i) The Assistant Education Officer shall be elected once every four years by the ballot vote of members in accordance with Rule 30. He/she shall be eligible for re-election.
- (ii) He shall assist the Education Officer in carrying out the Education Programme of the Union.
- (iii) He shall attend all meeting of the General Council and Executive Council and shall have the right to speak but not to vote.

(k) **Treasurer:**

- (i) The Treasurer shall be a paid full-time officer of the Union. He shall be appointed by the Executive Council subject to ratification by the General Council.
- (ii) He shall be responsible for the financial records and for the monies belonging to the Union. He shall prepare a monthly statement of finance for the information of the President and Executive Council, a quarterly statement for the General Council and yearly statements for the Biennial Delegates' Conference. He shall prepare and Annual Budget and keep full and proper accounts of the funds of the Union.
- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak but not to vote.
- (iv) He shall submit the necessary Financial Statement and books to the Director of Audit, and prepare, an Annual Return in accordance with the Trade Union Act, which he shall transmit, or cause to be transmitted, to



the Registrar of Trade Unions by the prescribed date. Every member of the Union shall be entitled to receive a copy of the Annual Return without payment, on application to the Registered Office of the Union.

- (v) The General Council shall have the power to appoint Sub-Treasurers or authorise the appointment of Sub-Treasurers by the Treasurer. Sub-Treasurers shall account to the Treasurer for all monies received and shall be otherwise subject to the direction of the Treasurer.
- (vi) The Executive Council of the Union may authorise any Branch or Regional Council to open a Bank Account in the name of the Branch or Regional Council and shall authorise the persons recommended by the Branch or Regional Council to sign for the withdrawal of monies held in such Bank Accounts.

In the exercise of financial supervision and control over the Branches or Regional Councils of the Union so authorised, the Treasurer may require such Branches or Regional Councils to make quarterly returns to him/her on the disposition of funds held in their Bank Accounts. The Treasurer may also at any time require the Treasurer of any Branch or Regional Council to produce for his inspection, any Bank Book or other financial record held by the Branch or Regional Council in the name of the Branch or Regional Council.

**(l) Assistant Treasurer:**

- (i) The Assistant Treasurer shall be elected once every four years by ballot vote of members in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall assist the Treasurer in his duties and in his absence act for him.
- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak and vote.

**(m) Organising Secretary:**

- (i) The Organising Secretary shall be elected by the ballot vote of members once every four years in accordance with Rule 30. He shall be eligible for re-election.
- (ii) He shall be Chairman of the Organising Committee and shall be

responsible to the General Council and Executive Council for the organising of new members into the union and the co-ordinating of such activities that may be assigned to the Committee by the General Council or Executive Council.

- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak and vote.

**(n) Assistant Organising Secretary:**

- (i) The Assistant Organising Secretary shall be elected by the ballot vote of members once every four years in accordance with Rule 30.
- (ii) He shall be the recording secretary of the Organising Committee and in the absence of the Organising Secretary shall act for him. He shall attend all meetings of the General Council and Executive Council and shall have the right to speak and vote.

**(o) Economic Research and Project Officer:**

- (i) The Economic Research and Project Officer shall be appointed by the General Council on a recommendation of the Executive Council.
- (ii) He shall be Chairman of the Economic Research and Project Committee of the Union and be responsible to the General Council and Executive Council for such research that may be requested of it by the President or Executive Council of the Union, and the presentation, documentation and implementation of such projects as may be approved by the General Council of the Union.
- (iii) He shall attend all meetings of the General Council and Executive Council and shall have the right to speak but not to vote.

**RULE 12: REMUNERATION/PENSION/GRATUITIES – OFFICERS AND STAFF:**

- (a) Honorarium to Officers and General Members of the Executive Council of the Union, Trustees and Technical Consultants to the Union shall be provided from the funds of the Union and the quantum shall be fixed by the Executive Council subject to the ratification of the General Council of the Union.
- (b) Any officer whose duties involve financial responsibilities shall provide such security as the General Council may require.
- (c) The Executive Council of the Union shall have the right to employ such staff as they deem fit to execute the work of the Union, and shall fix such salaries as are considered remunerative. Nowhere in these rules should it be interpreted that the

General Council of the Union is precluded from remunerating officers of the General Council who are called upon to assume full-time or part-time service with the Union subject to the availability of funds.

- (d) The Executive Council shall determine the level of any pensions and/or gratuities payable to officers and staff on their retirement from the service of the Union.

**RULE 13:           AUDIT:**

- (a) The book and accounts of the Union shall be submitted to an Auditor appointed by the General Council for inspection and audit before the first day of May in each year.
- (b) A copy of the Auditor's Report shall be laid before the Biennial Delegates' Conference and shall be exhibited in a conspicuous place in the Registered Office of the Union.

**RULE 14:           TRUSTEE:**

- (a) Three Trustees, all of whom shall be members but not officers or members of the General Council of the Union, shall be elected at the Biennial Delegates' Conference and shall hold office at the pleasure of the Union.
- (b) The three Trustees for the time being shall have vested in them all the movable and immovable properties of the Union and shall deal with such property as the General Council may direct.
- (c) A Trustee may be removed from office at any time by the General Council on the grounds of ill health, unsoundness of mind, absence from the territory, or other reasons which render him unable or unsuitable to perform the duties of his office.
- (d) In the event of the post of a Trustee falling vacant, the office shall be filled temporarily by the General Council until the next Biennial Delegates' Conference, except as provided for elsewhere in these Rules.
- (e) One of the Trustees, in conjunction with such officer or officers as may be determined by resolution of the General Council, from time to time, shall sign cheques for withdrawals from banks on behalf of the Union.

**RULE 15:           APPLICATION FOR FUNDS:**

All monies received on account of entrance fees, subscriptions, contributions levies, sale of Rule Books, interest on investments or otherwise shall be applied in

carrying out the objects of the Union, and in paying the expenses of management in accordance with these Rules.

**RULE 16: INVESTMENT OF FUNDS:**

The funds of the Union which are not required for current expenses shall, on the direction of the General Council, be invested by and in the name of the Trustees for the time being in such Public Stock, Government Bonds, or other securities or in any bank operating in the territory, or in the purchase and/or lease of land, or in the erection or alteration of offices or other buildings thereon or in any investment which the Trustees are by law authorised to make.

**RULE 17: MINISTERIAL/DEPARTMENTAL/REGIONAL BRANCHES:**

- (a) Members of the Union employed by Ministries, Departments or Divisions of a Ministry, or employees from more than one Ministry having kindred interests may form themselves into Branches with the approval of the General Council, which shall determine the jurisdiction of the Branch, provided that no Branch shall have less than 50 members. A Branch, once established, shall provide representation for its members in keeping with the Grievance Procedure in operation at the time and shall pursue the objectives of the Union as specified in these Rules.
- (b) Every Branch shall hold an Annual General Meeting in the first quarter of each year unless the General Council shall otherwise direct.
- (c) Each person shall before the date fixed for an Annual General Meeting, elect its own Committee of Management consisting of a Chairman, Secretary, Treasurer and such other officers and members of Committee as it may think fit. The Committee of Management once elected, shall hold office for two years. The Returning Officer shall within seven (7) days after election notify the General Secretary of the Union of the names of the persons elected to the Committee of Management and the General Secretary shall in turn notify all interested bodies.
- (d) Each Branch shall make such by-laws and take such action as may be deemed necessary for the furtherance of its own interests. No such by-laws shall be repugnant to the Rules of the Union and they shall be subject to the approval of the Executive Council.
- (e) Each Branch of the Union shall elect annually, one of its members as its representative on the General Council. He shall hold office for one year, and shall be eligible for re-election. Each Branch of the Union shall furnish the General Secretary, within ten (10) days after its Annual General Meeting, with the name of the representative elected to the General Council.

It shall be the duty of the Chairman and the Secretary of the Committee of Management of each Branch to see that no one who is not a member of the Union takes part in deliberations or votes on the making of any decision, and shall

furnish the General Secretary of the Union with a written report on the members present and the results of the voting when the Branch elects it representative of the General Council as required by this Rule.

- (f) Each Branch shall hold at least one other General Meeting which shall take place in the third quarter of the year, and at which the business of the Branch shall be transacted.
- (g) Any representations from a Branch or group of members in their capacity as members of the Union to Government or other body, shall not be made public by such Branch or group without the prior approval of the General Council.
- (h) No member of the Union may belong to more than one Branch at the same time. Any question arising as to the Branch to which any member of the Union should belong shall be settled by the Executive Council, subject to the authority of the General Council, whose decision shall be final.
- (i) The General Council may suspend any Branch for the refusal to observe the Rules or carry out the decisions of the Delegates' Conference of the Union.
- (j) The General Council, on the recommendation of the Executive Council, may abolish any Branch whose membership falls below 50 persons, or where the General Council deems such abolition necessary for purposes of re-organisation. A vote of not less than two thirds of the members of General Council in meeting assembled shall be sufficient to abolish any Branch.
- (k) The Branch Committee may suspend or expel from the Committee of Management any member who has been guilty of acts of misconduct or dishonesty or of conduct inimical or prejudicial to the interest of the Branch or the Union. A suspended or expelled member shall have the right to appeal against the decision on the Branch Committee to the Executive Council, then to General Council, then to Delegates' Conference, whose decision shall be final. A vote of not less than two-thirds of the members of a Branch Committee in meeting assembled shall be sufficient to suspend or expel any member of the Committee.
- (l) All monies, books or other property of a Branch shall be deemed to be the property of the Union for which the Branch shall render account to the Executive Council. Should any Branch secede or disband all property shall be forwarded by the Secretary and Treasurer within seven days of such secession or dis-bandment to the Registered Office of the Union.
- (m) Ministerial/Departmental/Sections:**

A Ministerial/Departmental Branch shall have the right to establish Sections to

represent pockets of membership within the Ministry/ Department having kindred interests, and such Sections shall have representation on the Ministerial/Departmental Committees of Management.

- (n) Nothing as set out in these Rules shall prevent branches with kindred interests from meeting to discuss and make decisions on matters of common concerns subject to the approval of the Executive Council. In such cases funds for such meetings may be met out of the General Fund of the Union.

**RULE 18: REGIONAL BRANCH:**

- (a) The General Council of the Union in the interest of proper administration, may grant Regional Status to any group of not less than 50 members at a reasonable distance away from the Headquarters of the Union, and shall determine the area of operation of the Region.
- (b) Any Regional Branch so declared shall be governed by a Regional Branch Committee of Management comprising of a Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretary/Treasurer, not less than three Committee Members and such other officers as they may consider necessary who shall be elected by the ballot vote of its members once every two years and in the month of March.
- (c) Every Regional Branch shall hold an Annual General Meeting in the first quarter of every year. The Committee of Management once elected shall hold office for two (2) years.
- (d) The Secretary of the Branch shall, within seven (7) days, submit the names of the persons elected to the Committee of Management to the General Secretary who shall in turn notify all interested bodies.
- (e) Each Regional Branch of the Union shall elect annually one of its members as its representative on the General Council. He shall hold office for one year, and shall be eligible for re-election. The Secretary with ten (10) days after its Annual General Meeting, with the name of the representative elected to the General Council.
- (f) Each Regional Branch shall make such by-laws and take such action as it may deem necessary for the furtherance of its own interests, but no such by-laws shall be repugnant to the rules of the Union, and such by-laws be subject to the approval of the Executive Council.
- (g) A Regional Branch Committee shall provide representation for members of the union within the Region in conformity with the Grievance Procedure in operation at the time, and shall pursue such other activities in keeping with the expressed objects of the Union.

(h) The conditions as set out in Clause (e) to (j) of Rule 17 shall also apply to Regional Branch.

(i) **Regional Sections:**

A Regional Branch Committee shall have the right to establish Regional Sections to represent pockets of membership within the Region having kindred interests, and such Sections shall have representation on the Regional Branch Committee of Management.

(j) **Regional or Ministerial Councils:**

(i) Three or more Branches or sections with common concern and problems, may, with the permission of the General Council, establish Regional or Ministerial Councils, for the effective co-ordination of representation on the common concerns and problems and for taking action where necessary in pursuance of the objectives of the Union.

(ii) With the prior approval of the Executive Council, funds to be sent in the pursuit of the objectives of the Councils shall be met from the General Fund of the Union.

**RULE 19: STANDING COMMITTEE:**

(a) The General Council of the Union, at its first meeting after the Biennial Delegates' Conference, shall on the recommendation of the Executive Council appoint the following Standing Committee:-

- (i) Administrative Committee
- (ii) Industrial Relations Committee
- (iii) Public Relations Committee
- (iv) Membership Committee
- (v) Education Committee
- (vi) Social & Cultural Committee
- (vii) Women's Advisory Committee
- (viii) Finance Committee
- (ix) Sports Committee
- (x) Youth Committee
- (xi) Organising
- (xi) Economic Research & Project Committee
- (xii) Race Relations, Equality and Human Rights Committee

- (b) The Chairman of all Committee shall be as specified in Rule 11, Clause (b), (c), (I), (j) and (l). The Chairman of the Social & Cultural Committee and Sports Committee shall be elected from among the members of the General Council. The other members comprising the Committee may be selected from among the members of General Council or the general membership of the Union as the General Council may deem fit. If the Chairman of a Committee is unavailable or unable to function as specified in the rules for whatever reason.
- (c) The General Council or Executive Council shall have the power to appoint such other Committee as they deem necessary from time to time and fix their terms of reference.
- (d) The President, General Secretary, and Treasurer shall be ex-officio members of all Committees.

**RULE 20: FUNCTIONS OF STANDING COMMITTEES:**

**(i) Administrative Committee:**

The Administrative Committee shall comprise the President, General Secretary, Treasurer and such other members as may be decided upon by the Executive Council and shall be responsible to the Executive Council for the general administration of the Union. It shall meet as often as is necessary between meetings of the Executive Council, and shall deal with urgent matters and/or any other matters as may be referred to it by the Executive Council. It shall make recommendations and furnish reports of all its decisions to the Executive Council for ratification where necessary.

**(ii) Industrial Relations Committee:**

- (i) The Industrial Relations Committee shall be responsible for the negotiation of all agreements concerned with salaries/wages and working conditions of the membership and expeditiously advise on all grievances referred to it by the President, General Secretary or Executive Council and undertake such research in industrial relations matters as is deemed necessary, in conjunction with the Economic Research and Project Committee.
- (ii) “They shall meet as often as necessary and shall render monthly reports to the Executive Council and quarterly reports to the General Council.” They shall have the right to take such action as they may consider necessary in the execution of their functions, provided always that approval of the Executive Council is first obtained in all matters involving the expenditure of the Union.



**(iii) Public Relations Committee :**

- (i) 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 responsible for the dissemination of all information to the membership and the public.
- (ii) They shall meet as often as is necessary and shall render monthly reports to the Executive Council and quarterly reports to the General Council.

**(iv) Membership Committee:**

- (i) The Membership Committee shall be responsible for the organisation of members into the Union and, in conjunction with the Social & Cultural Committee, shall be responsible for maintaining the highest possible morale amongst the membership of the Union and the Public Service generally.
- (ii) They shall meet as often as possible and shall render monthly reports of their activities to the Executive Council and quarterly reports to the General Council.

**(iv) Education Committee:-**

- (i) The Education Committee shall be responsible for the drafting and execution of the Education Programme of the Union to be ratified by the Executive Council.
- (ii) They shall execute the programme by way of meetings, classes and other educational methods as they may consider fit.  
They shall, in conjunction with the Public Relations Committee, disseminate such educational material as they may consider necessary and render monthly reports to the Executive Council and quarterly reports to the General Council.

**(v) Social & Cultural Committee:**

The Social & Cultural Committee of the Union shall be responsible for the social and cultural advancement of the membership of the Union, and in so doing shall organise such efforts that will utilise the existing facilities of the Union to bring the membership closer together in the spirit of comradeship. They shall report at every meeting of the General Council.

**(vi) Women's Advisory Committee:**

The Women's Advisory Committee shall be responsible for ascertaining the views of female members and advising the General Council on matters pertaining to their welfare and conditions of employment. They shall report at every meeting of the General Council.

**(vii) Finance Committee:**

The Finance Committee shall expeditiously deal with all financial matters referred to it by the Executive Council or Administrative Committee. It shall monitor regularly the performance of the Finance Section of the Union in keeping with the established Financial Regulations which may be reviewed from time to time. It

shall review the procedures of the Finance Section of the Union and make such recommendations as is necessary to the Executive Council.

**(viii) Sports Committee:**

The Sports Committee shall be responsible for the drafting and execution of the Sports Programme of the Union as approved by the Executive Council. It shall also be responsible and liable for the state keeping of all sports gears and equipment belonging to the Union. It shall render monthly reports to the Executive Council and quarterly reports to the General Council.

**(ix) Youth Committee:**

- (i) Advising the Executive Council on all matter affecting young persons in Guyana and primarily younger members of the Public Service.
- (ii) Researching, developing and planning processes, strategies and programmes for young public servants.
- (iii) Laising, through the Executive Council, with Governmental and non-governmental agencies responsible for youth and the development.
- (iv) Representing the Guyana Public Service Union at local, National and International Conference and events organised by youth-oriented or other bodies.

**(x) Organising Committee:**

- (i) The Organising Committee of the Union shall be responsible to the General Council and Executive Council for the organising of new members into the Union and the co-ordination of all activities of an industrial nature as may be assigned by the General Council or the Executive Council from time to time.
- (ii) They shall meet as often as is necessary and shall render monthly reports to the Executive Council and quarterly reports to the General Council.

**(xi) The Economic Research & Project Committee:**

- (i) The Economic Research & Project Committee of the Union shall be responsible to the General Council and documentation of all information that may be necessary to assist the Union in its negotiations on behalf of the membership. In such endeavours they shall work in conjunction with the Industrial Relations Committee of the Union.
- (ii) They shall also research, prepare and supervise all economic projects to the undertaken by the Union.
- (iii) They shall meet as often as is necessary and shall render monthly reports

to the Executive Council and quarterly reports to the General Council.

**(xii) Race Relations, Equality and Human Rights Committee**

(i) The Race Relations, Equality and Human Rights Committee of the Union shall be responsible for the maintenance of good relations among the several ethnic groups comprising the membership of the Union, the monitoring of good governance, justice and fair play and respect for civil and human rights generally. In pursuit of these objectives and on the instructions of the Executive Council, the Committee shall investigate all charges of racial discrimination or intolerance, victimization, abuse and violation of civil and human rights etc. forwarded to the Committee for its attention and shall submit its finding to the Executive Council.

(ii) The Committee in conjunction with the Education Committee and with the approval of the Executive Council, shall plan and execute such programmes directed toward improving the relationship between the groups aforementioned, as well as membership integration generally, the observation of government and mutual respect for civil and human rights.

(iii) The Committee shall meet as often as is necessary and shall render monthly reports of its activities to the Executive Council and reports to the statutory General Council meeting.

**RULE 21: LEVIES:**

- (a) The General Council may, if they consider it necessary impose a levy upon all members of the Union, and all members shall be required to pay such levy.
- (b) A Regional, Ministerial or Departmental Branch may, if they consider it necessary, and with the consent of the General Council, impose a levy upon all members of the Branch, and they shall be required to pay such levy.
- (c) If any member fails to pay a levy within eight weeks of its imposition, the amount shall be treated as arrears of contribution.

**RULE 22: BENEFITS:**

The General Council shall have the power to provide for the following benefits:-

**(a) Legal Assistance:-**

Financial Assistance or legal advice for any member provided that such assistance or advice shall be confined to any matter which is connected with the member's employment, provided that the Executive Council is satisfied that the case is one on which it is advisable that legal advice or assistance shall be taken.

**(b) Funeral Benefits:**

Financial assistance to meet primarily the funeral and other related expenses of the deceased members provided that such member of the Union had been financial for a period of more than 365 days prior to his death.

**(c) Sickness Benefits:**

- (i) Sickness Benefits for members of the Union who have been financial members for a period of more than 365 days and their dependants – Such

benefits shall cover all or part of the costs of hospitalisation and the provision for dental, optical, specialists medical and miscellaneous medical treatment.

- (ii) The amount payable and the intervals during which such benefits shall be granted shall be in accordance with the provisions as set out in the Appendix to these Rules, and as may be determined by the General Council from time to time.

**(d) Disaster Benefits:-**

Financial assistance to any member who has been financial for over 365 days and who has suffered seriously from any disaster resulting from fire.

**(e) Bursaries:**

Financial assistance to members and their children provided that the member has been financial for a period of more that 365 days.

**(f) Victimisation Pay:**

- (i) If the Executive Council is satisfied that any officer of the Union or any member delegated under any of these Rules, or who while engaged in the Service of the Union is discharged or suspended from his employment in consequence of holding such office or being delegated as aforesaid, he shall, if unable to obtain employment during the subsequent three months, be entitled to receive victimisation pay at such rates as the Executive Council may from time to time decide. Should any such member obtain employment at a reduce pay, or should any member be reduced in status for any of the reasons set out above. The Executive Council may grant to such member an allowance for the next three months.

- (ii) Any member claiming benefit under this Rule shall submit his/her case in writing to the General Secretary within three days of the date of his discharge or loss in status and remuneration. All money owing to the Union by the member shall be deducted before any benefit payable under this Rule is paid to the member concerned.

- (g) Any other benefit that the General Council may determine from time to time.

**RULE 23: STRIKE AND LOCK-OUTS:**

- (a) In the event of a dispute arising, the members concerned shall make the same known to the Secretary of the Branch or the General Secretary, who shall report it

to the Executive Council; but in no case shall a cessation of work take place without the sanction of the Executive Council.

- (b) Should any Branch or body of members of the Union desire steps to be taken from an increase in wages, or improvement in conditions of employment, the claim shall be forwarded to the Executive Council who shall determine the action to be taken.
- (c) When a strike is authorised by the Executive Council, or in the event of members being locked out by their employers, members authorised to be on strike and members recognised as being locked out, shall be paid such strike benefit as the Executive Council may decide.
- (d) Members three months or more in arrears of contributions at the commencement of the strike or lock-out shall not be entitled to any benefit except at the discretion of the Executive Council.

**RULE 24:           ARREARS:**

Members who are more than three months in arrears of contributions shall not be entitled to Trade Union Benefits and members who are more than six months in arrears shall cease to be members.

**RULE 25:   MERGERS, AMALGAMATIONS:**

The Union, with the consent of the majority of delegates at a Special Delegates' Conference summoned for the purpose, or at a Biennial Delegates' Conference at which the matter is listed on the Agenda, may decide to merge or amalgamate with any union or unions whose objects are similar and whose area of representation is kindred.

**RULE 26:   DISSOLUTION:**

- (a) The Union shall not be dissolved except with the consent of five-sixths of the members of the Union by ballot vote.
- (b) 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 divided amongst the members in proportion to the contributions paid.

**RULE 27:           ALTERATION OF RULES:**

These Rules may be added to, amended or revoked by a two-thirds majority of the delegates at a Biennial or Special Delegates' Conference.

**RULE 28: SEAL:**

The Union shall have a Seal upon which its names shall be engraved. The seal shall in custody of the General Secretary. On the authority of the General Council which shall be evidenced by the signature of the President and a Trustee, the General Secretary shall execute or authenticate any document by signing and affixing the Seal of the Union thereto.

**RULE 29: INSPECTION OF BOOKS:**

The General Secretary shall cause the Records and Registers of members of the Union to be available for the inspection of any member or persons having an interest in the funds of the Union at all reasonable hours at the Registered Office of the Union or wherever the Records and Registers of members are kept and it shall be the duty of the General Secretary to produce the same accordingly.

**RULE 30: GENERAL ELECTIONS PROCEDURE:**

- (a) The election of the Executive Council of the Union shall be conducted every four years and wherever possible in the manner prescribed below.
- (b) The Executive Council, sixteen weeks before the date fixed for the Biennial Delegates' Conference, shall appoint an Elections Officer who shall not be himself a candidate to conduct the elections of the Executive Council in keeping with these Rules.
  - (c) (i) Only persons who are ordinary members at 1<sup>st</sup> November of the year prior to the election year shall be eligible to exercise the ballot. The General Secretary shall furnish the Elections Officer once appointed, with copies of the Rules of the Union and all other information that may assist him in his function, together with certified copies of the list of members eligible to exercise the ballot in the election of the Executive Council of the Union.
  - (ii) Copies of the list of members for each Ministry or Department or Section shall be posted at the Ministry or Department or Section and/or Branch six weeks before election day, and objections to any name(s) or claims for inclusion of any name(s) shall be made in writing by any member to the Elections Officer within two weeks from the date of the posting up of the list.
  - (iii) The Elections Officer, after establishing the validity of any claim in consultation with the General Secretary shall, where necessary, issue directives for the inclusion or deletion of any name(s) from

any list at least 10 days before election day. Such a directive shall be posted at the relevant Ministry or Department or Section and/or Branch.

(d) **Nominations:-**

- (i) The Elections Officer shall fix the date for the closing of nominations, and shall notify all Branches by circular and the general membership by way of public notices in one or all of the daily newspapers.
- (ii) The date of the closing for nominations shall not be less than ten weeks before the date fixed for the Biennial Delegates' Conference, and two weeks after the date of the last two publications in daily newspapers stating the closing date of nominations.
- (ii) Each publication of the closing date for nominations to the Executive Council shall carry the name of each post to be contested, namely President, First Vice President, Second Vice President, Third Vice President, Deputy General Secretary, Principal Assistant Secretary, Assistant Secretary, Assistant Treasurer, Assistant Education Officer, Organising Secretary, Assistant Organising Secretary and seven General Members.
- (iii) Nominations to the respective offices as specified above shall be through Branches and/or members, signifying their intention by forwarding to the Elections Officer, two copies of the list of their nominations before the date of closure as advertised and the Elections Officer shall acknowledge same by returning one copy to the Branch or member making the nomination with his signature and the date of receipt appearing thereon. Each nomination must bear the signature of the Chairman and Secretary of the Branch making the nomination if by a Branch and the signature and name of the proposer and seconder of the nomination if by a member. The Elections Officer shall notify each candidate of his nomination by mail or any such means as he may consider necessary.
- (iv) Each list of nominations must bear the name(s) and address (es) of the person(s) nominated, accompanied by (a) signed statement(s) by the person(s) nominated that he/she/they has/have agreed to contest the Elections. Nominees to office must be financial members for at least six months prior to the date of their nomination.
- (v) Upon the receipt of all nominations, the Elections Officer shall prepare a list showing all nominations to the respective officers

and shall, within three days of the closing of nominations, forward a copy of the said list to the General Secretary of the Union who shall check the bona fides of all nominees and having approved same, shall, within one week after the receipt of the list of nominees, return them to the Elections Officer who shall then prepare the final list of nominations.

- (vi) Should the General Secretary challenge the bona fides of any of the nominees, the Elections Officer, upon receipt of any objections, shall notify the Branch or member making the nomination within three days after receipt of same and the Branch or member shall within two days, furnish the Elections Officer with proof of the bona fides of those challenged, failing which the Elections Officer shall proceed with the preparation of the final list of nominations.

**(e) Elections:**

- (i) The Elections Officer upon the preparation of the final list of nominees, shall circulate same to all Branches and the general membership by way of circulars and public notices in one or all of the daily newspapers, six clear weeks before the date of the Biennial Delegates' Conference.

- (ii) Following the publication of the list of nominations by the Elections Officer, a nominee to office may withdraw his/her candidacy by notifying the Elections Officer in writing of his/her intention within seven days of the publication of the list of nominations, failing which, the name of the nominee will appear on the ballot paper.

- (iii) The election of the Executive Council shall be conducted on a country-wide basis and shall be held at least two weeks after publication of the final list of nominees. Voting at all points shall be done on the same day on a date specified by the General Council in consultation with the Elections Officer.

- (vi) (a) The Executive Council, in consultation with the Elections Officer shall determine the points at which polling will be conducted, the time and period of voting at each point, and the points at which ballots shall be counted in Demerara, Berbice and Essequibo; and shall appoint the required number of Returning and Presiding Officers who themselves shall not be candidates. The Elections Officer shall publish the list of polling points by way of circulars to the Branches and the general membership by public notices



published in one or all of the daily newspapers at least fourteen days before election day.

(b) The Presiding Officer, before allowing a person to vote, must be satisfied with the identity of each voter, and may require, when in doubt, any voter to establish his/her identity.

(c) Notwithstanding the above, the Executive Council, eight weeks before the date for Elections shall inform all Branches by way of circular and the general membership by way of newspapers, of those areas not likely to have polling points, and members in those areas, who are desirous of voting may apply to vote in keeping with Rule 30(f) – Voting by Postal Ballot or Proxy.

(iv) The counting of the ballots cast shall take place on the same day as soon as practicable after the close of poll in the presence of the candidates, their representatives and members of the Union present. Each Returning Officer shall be responsible for the counting of the ballots cast at his district. He shall declare the results of the ballots cast at his district at the completion of the count, and shall submit a written declaration together with the ballots cast to the Elections Officer.

(v) The Elections Officer, upon receipt of the signed declaration from the Returning Officers, shall make a declaration of the final results of the election at the Registered Office of the Union, and shall sign a written declaration of the results which shall be given to the General Secretary. The Elections Officer shall present the results to the Biennial Delegates' Conference at which the successful candidates will be installed.

**(f) Voting by Postal Ballot or Proxy:**

**(a) Postal Ballots:**

- (i) All members stationed in areas not covered by the arrangements as set out in Rule 30 (e) (ii) – (iii) and (f) (b) (i) may vote by postal ballot.
- (ii) Any such member desirous of voting may apply to the Elections Officer not later than five weeks before election day stating his/her

intention to vote by postal ballot and the Elections Officer, after verifying the bona fides of the member, shall send a ballot to the member making the application together with all information relevant to the exercising of the ballot. The member shall return the said ballot to reach the Elections Officer two (2) clear days before elections day.

- (iii) The Elections Officer, upon receipt of all such ballots, shall cast same in a box to be kept at the Union's Headquarters for such purposes.
- (iv) The Elections Officer shall post up or cause to be posted up at least 14 days before election day at the Headquarters of the Union and at the Union Branch offices, lists of members who apply to vote by postal ballot.

(b) **Proxy Vote:**

- (i) member who is sick as a result cannot reasonably be expected to vote other wise, or is on duty or on leave, out of the country and is desirous of voting may request in writing and supply supportive evidence to the Elections Officer at least fourteen (14) days before election day to be allowed to vote by proxy. The Elections Officer once satisfied shall grant the request in writing and the member may authorise another member to vote for him/her by proxy, provided that no member shall cast more than two (2) ballots in such manner.
- (ii) The Elections Officer shall post up or cause to be posted up at least two days before elections day, lists of members who have been allowed to vote by proxy at the Head Office and all Branch offices at the Union.

**RULE 31. PROCEDURE OF MEETING:**

The procedure to be adapted at all meetings of the Union shall be as specified by these Rules and wherever the Rules are silent, by the A B C of Chairmanship by Sir Walter Citrine.

**APPENDIX**

**REGULATIONS GOVERNING THE PLAN FOR ASSISTANCE TO MEMBERS OF THE GUYNANA PUBLIC SERVICE UNION FOR HOSPITALISATION, ETC.**

**PERSONS BENEFITING FROM THE PLAN:**

1. Benefits shall be extended to financial members of the Union who had 365 days or more of membership in the Union at the time the actual illness took place.

2. (i) Subject to Regulations (1) of this plan, a financial member shall be eligible for assistance in respect of himself or his wife or his child. Where a member is unmarried and has no children he may, in exceptional circumstances, be granted assistance in respect of his father or his mother, provided such person is employed and is wholly dependent upon the member.

Whenever the masculine gender is used in this Plan it includes the feminine gender, and for the purpose of clarity it is hereby stipulated that a female member of the union shall be entitled to the same benefits as a male member.

- (ii) A member shall be required to register the names of each of his dependants at least three months before the date on which a claim is made in respect of such persons.

(iii) **Claims under this Plan are subject also to the following conditions:**

- (i) No assistance will be granted in respect of any dependant who is not a member of the Union but is eligible to be a member.
- (ii) No assistance will be granted in respect of any dependant who is not registered in accordance with the terms of regulation 2 (2) with the following exceptions:
- (a) In the case of a spouse the marriage occurred within a period of three (3) months of the hospitalisation in respect of which the claim is made.
  - (b) In the case of a legitimate or illegitimate child the birth took place within three (30) months of the hospitalisation in respect of which the claim is made.
  - (c) In the case of an adopted child the adoption took place within three (3) months of the hospitalisation in respect of which the claim is made.
  - (d) In the case of a child of which the member is the legal guardian, the guardianship took place within three (3) months of the hospitalisation in respect of which the claim is made.
  - (e) In the case of any dependant the hospitalisation took place within three (3) months of the coming into force of this Plan.
- (iii) No assistance will be granted in respect of a child over the age of 18 years

except such child is unmarried and unemployed and wholly dependant upon the member and has been living in the household of the member for a period of at least three (3) months before the date of hospitalisation.

- (4) For the purpose of this Plan the term “child” shall not include any person over the age of 21 years but shall include the following only: -

A legitimate child of a member, or an illegitimate child of a member, living in a member’s household or an adopted child living in a member’s household or a child of which a member is the legal guardian living in the member’s household.

- (5) For the purpose of this Plan the term “Dependant” shall include any person on whose behalf a member is entitled to make a claim under Regulation 4.

**3. Assistance shall be under two classes:**

- (1) Assistance in respect of persons hospitalised in Guyana.  
(2) Assistance in respect of persons hospitalised outside of Guyana.

**ASSISTANCE IN RESPECT OF PERSONS HOSPITALISED IN GUYANA: -**

4. (1) Subject to these Regulations each member of the Union shall be eligible for assistance not exceeding \$800.00 in respect of himself of each of his dependants, provided, however, that assistance will not be granted on more than one claim in respect of any person more often than once in every period of three years and, subjected to Regulation 7, each member making a claim shall be required to bear the first \$25.00 plus 25% of the total cost of hospitalisation relating to any person on whose behalf he is eligible to claim, and such cost shall be limited to expenses in respect of the following: -

- (i) Accommodation and food supplied by the hospital  
(ii) Diagnostic examination after admission to the hospital;  
(iii) Actual operation;  
(iv) Medicines and medical treatment at the hospital (including nursing care) incidental to the said operation;
- (2) For the purpose of clarity it is to be clearly understood that the cost of clothes and/or transportation to and from the hospital will not be borne by the Union.
- (3) The provision of Regulation 4(1) and Regulation 4 (2) will apply even in cases where the same person is dependent of more than one member of the Union.

5.
  - (1) Where a member and his dependants are insured under any other hospitalisation plan or individual insurance policy, or is entitled to benefit from any other scheme from which assistance is granted for purposes of hospitalisation, a claim on behalf of such person will be entertained only after a claim has been made on such plan or scheme, and then only where the benefits received under such plan or scheme are insufficient to cover the expenses of the hospitalisation.
  - (2) Where any person (either member or dependant) has compensation for hospitalisation as a result of an accident, and such person had previously secured the benefits of assistance under this Plan in respect of the said hospitalisation, such person shall be required to refund to the Union an amount equivalent to the compensation received, whichever sum is the lesser. Where such person had previously secured the benefit of assistance under this Plan in respect of the said hospitalisation, such person shall be required to refund to the Union an amount equivalent to the cost of assistance given or amount equivalent to the compensation received, whichever is the lesser.
6. Except in the case of accident or sudden illness, the prior approval of the Union must be obtained before the person on whose behalf the claim is made enters hospital, and for this purpose an estimate of the cost detailed in the manner outlined at Regulation 4(i) must be submitted.
7. For the purpose of these Regulations the term “hospitalisation” shall be interpreted to mean the confinement of a person at a public hospital or any private hospital, any private nursing home or other institution for the purpose of medical treatment and/or surgery and/or investigations in case of serious illness.
8. Claims in respect of hospitalisation during pregnancy as a result of pregnancy or immediately subsequent to the delivery of a child shall not be entertained unless it is established that the cause for the hospitalisation is a serious illness not usually associated with a normal pregnancy or the normal delivery of a child.
9. In arriving at the amount of assistance which may be given a member the following factors shall be taken into account: -
  - (i) The salary of the member
  - (ii) the member’s commitment
  - (iii) the length of time the member has received assistance under union
  - (iv) the number of times the member has received assistance under the Plan
  - (v) the last date on which the member received assistance under the Plan
  - (vi) the cost of the assistance previously given
  - (vii) the availability of other assistance to the member.
10. In cases of emergency the Chairman of the Committee may, after consultation with the President and Treasurer of the Union, or where the President cannot be immediately available after consultation with one other member of the committee, sanction a claim

made by a member, and he shall, at the next following meeting of the Committee for its ratification.

11. Notwithstanding the provision of Regulation 4, the Committee may in exceptional circumstances approve of a claim made by a member where such a claim is made within a period of three years in respect of the same person and in respect of same complaint. Where the cost of the subsequent claim together with the cost of the previous claim exceeds the sum of \$500 which it was incurred, remain a charge on the benefits payable from the Special Death Benefit upon the death of the member.
12. Subject to Regulation 11 assistance given under this Plan shall not prejudice the benefits due to a member as Special Death Benefit.
13. (1) Whenever a claim is made by a member on his own behalf or in respect of any other person, the member shall be required to furnish proof of the identity of such person. The following means of identification shall be acceptable:-
  - (a) In the case of an adult
    - (i) I.D Card, or
    - (ii) A Driving Permit, or
    - (iii) A passport
  - (b) In the case of a child:
    - (i) Personal identification by the Principal or Class Teacher of the school which the child is attending, or
    - (ii) Personal identification by a reputable person acceptable to the Union.
- (2) A claim in respect of child must be supported by a Birth Certificate. Where the Certificate does not carry the name of the child, the member shall be required to produce proof to the satisfaction of the Committee that the Certificate relates to the child in respect of whom the claim is made.
- (3) An application for assistance under this Plan must be made on the approved form.
- (4) Before any claim is settled a member shall submit a detailed statement of expenses on the prescribed form detailed supported by bills, receipts, etc.
14. (1) The Union may make arrangements with private institutions for special rates for its members and their dependants, and where such arrangements are made assistance will be based on the agreed rates.
- (2) A member shall be free to select any institution of his choice. Where, however, his choice is an institution other one with which the Union has an agreement on rates, the amount of assistance granted shall be calculated on the expenses which

would I have been incurred had chosen an institution with which the Union has made an agreement. 15. Where as a result of accident or sudden illness a person has been hospitalised without the prior approval of the Union, an application for assistance must, except in exceptional circumstances, reach the Union within seven (7) days of the hospitalisation in Guyana, provided, however, that where the hospitalisation is outside of Guyana, such claim must reach the Union within thirty (30) days of the hospitalisation.

15. Payment in respect of assistance granted to any member will be made by the Union directly to the institution concerned. Refunds of expenses incurred by any member without authorisation will be made only in exceptional circumstances, and then only with the approval of the Executive Council acting upon a report from the Committee administering the Plan.

#### **ASSISTANCE IN RESPECT OF PERSONS HOSPITALISED OUT OF GUYANA**

16. (1) Subject to these Regulations, assistance may be granted to a member in respect to hospitalisation outside of Guyana in respect of himself or any of his dependants, provided that the dependant for whom the assistance is being sought is resident in Guyana and has been so resident continuously from birth or for a period of at least three years before the date of the application.

##### **Assistance shall fall under two heads:**

- (a) Where the person on whose behalf the claim is made is in Guyana at the time the application is made.
- (b) Where the person on whose behalf the claim is made is outside of Guyana at the time the claim is made.

##### **Assistance granted under this Regulation shall be subject to the following additional conditions:**

- (a) Where a person on whose behalf the claim is made in Guyana.
- (i) A Medical Practitioner either designated by or acceptable to the Union must certify that the investigations and/or medical treatment and/or surgery for which the hospitalisation is necessary cannot be adequately provided in the country.
- (ii) The institution to which the patient is going abroad and the rates payable must be approved by the Union.

(iii) **Assistance will be limited towards:-**

- (a) the cost of plane fare;
- (b) the cost of hospitalisation only (Reg. 4 refers);
- (c) the cost of transportation of the patient while overseas from the airport or place of arrival to the institution and back;
- (d) the amount of assistance given in this regard shall be determined by the same criteria laid down in Regulation 11.

(iv) Each member shall be required to bear the first \$100.00 plus 25% of the cost and subject further to the stipulation that the amount of assistance given in respect of each person shall not exceed \$2,000.00.

(v) A member shall not be granted assistance in respect of hospitalisation under this Regulation 17 (1) (a) more frequently than one claim in every period of five years.

(a) Where the person on whose behalf the claim is made is outside of Guyana at the time the claim is made. Where an application for assistance is made on behalf of any person who is resident in Guyana but at the time of the application is out of the country, the Rules laid down at Regulations 1 to 16 except 7 shall apply, and the total assistance shall be subject to the limitations stipulated at Regulations 1 to 16 except 7 shall apply, and the total assistance shall be subject to the limitations stipulated at Regulation 4. Such assistance may be granted in respect of the following persons only:

(i) A member of the Union is abroad for any purpose.

(ii) A dependant of the member living abroad in the household of such member while such member is on overseas duty in the Foreign Service.

(iii) A dependant who is abroad on vacation, or is undergoing a course of study, or is on business in connection with his/her employment in Guyana.

18. Regulation 17(1) (b) shall be subject to review where the Union has been able to arrange for Group Hospitalisation coverage in respect of members and their dependants who are out of the country for any of the reasons stipulated therein.

19. For the purpose of administering this Plan, the Executive may if it so desire, draw up a list of Medical Practitioners and the recommendation of any one such practitioner shall be sufficient for any purpose for which such medical advice is needed.



20. Notwithstanding any provisions to the contrary in any of these Regulations, the General Council of the Union may from time to time review the benefits under this Plan, the first such review to take place not later than within 12 months after the date on which this Plan comes into force.
21. In any case where there is an epidemic or disaster in the country, the provision of these Regulations shall not apply, and the right is reserved to the General Council of the Union to determine if it will extend to members any or all of the benefits under this Plan.
22. This Plan will be administered by the Committee nominated by the Executive Council.
23. This Plan shall come into effect on 1<sup>st</sup> January, 1974.

### **OPTICAL ASSISTANCE**

24. Each member shall be eligible for assistance up to a maximum of \$100.00 towards the purchase of not more than one spectacle in respect of himself and/or each of his dependants, assistance to be given in respect of each member or dependant not more often than once in every period of three years subject to :
  - (i) A minimum payment by the member of 25% of the cost of each spectacle, but in any event not less than \$15.00, and subject to a total overall maximum assistance to each member of \$300.00 in any three-year period. Where, however, in any once case the minimum payment of \$15.00 amounts to more than 50% of the cost of a spectacle or any part thereof, the Committee may, in its discretion, reduce the minimum payment of a lesser sum.
  - (ii) The term “spectacle” to include sight aids commonly known as glasses or spectacles (or intended to be used as such) or contact lenses as prescribed by an Optician or Eye Specialist for the purpose of aiding a person in his/her vision and/or reading, and includes coloured or tinted glasses but does not include spectacles or eye aids commonly known or called or identified as “Shades” except such as are prescribed by any eye specialist for any of the purposes stated above.
  - (ii) Where the Committee is of the view that in any special or extraordinary circumstances the maximum sum of \$100.00 is adequate to assist any member in respect of any claim, it may make a recommendation to the Executive Council which shall have the power to grant assistance in a sum which in its view is reasonable.
  - (iii) In addition to the above, a member will be eligible for assistance up to 50% of the cost of any eye examination by an Eye Specialist or by an Optician in respect of himself/herself and/or each of his/her dependants not more often than once in any period of three years.

### **DENTAL ASSISTANCE:**

25. (a) Assistance will be limited to: -
- (i) The supply of dentures (including plate and/or other necessary attachment);
  - (ii) Extractions;
  - (iii) filling or Capping of teeth;
  - (iv) Medical treatment of teeth or mouth or gums.
- (b) The member shall pay the first \$10.00 plus 25% of the cost in respect of each claim.
- (c) The overall maximum assistance in any five-year period should not exceed \$300.00.
- (d) Work done under (a) must be by or on the written prescription of a Dental Practitioner.
- (e) Except in the case of an emergency, application for assistance should be made to the Union before the actual work is done.

**ASSISTANCE FOR SPECIALIST MEDICAL ATTENTION:**

26. Each member shall be eligible for assistance in respect of the fees of any Medical Specialist whom he or any of his dependants has attended for the purpose of treatment and/or diagnostic investigation subject to the following: -
- (i) The patient must have been referred in writing to the specialist by a Medical Practitioner. Proof on such referral must be produced.
  - (ii) Assistance will be limited to 50% of the fees or the sum of \$10.00 whichever is the lesser sum, for the first and second visits made by the member and/or his dependants in any calendar year and 25% of the fees or the sum of \$5.00, whichever is the lesser sum, for each subsequent visit in any calendar year.
  - (iii) Assistance will be limited to four visits for each member and/or his dependants in any 12-month period subject also to an overall maximum assistance of \$120.00 to any member over a period of four year.
  - (iv) The term "Medical Specialist" to have the same meaning which any Medical Officer employed by the government of Guyana by virtue of his qualification and training is entitled to be called "Specialist Medical Officer."

**OTHER MISCELLANEOUS MEDICAL ASSISTANCE:**

27. A member will be eligible for assistance not falling under any of the heads on behalf of himself and/or each of his dependants, e.g.
- (i) Hearing aids,
  - (ii) Orthopedic appliances and aids,
  - (iii) Medical treatment of a prolonged nature and/or in cases of serious illness subject to the following: -
    - (a) The interpretation of the term “prolonged” and “serious illness” shall be in the absolute discretion of the Union as advised by its medical advisers.
    - (b) The treatment must have been prescribed by a Medical Practitioner acceptable to the Union.
    - (c) The Union shall have the right to suggest to the member seeking assistance, alternative methods of treatment.
    - (d) Assistance shall be limited to not more than \$200.00 in any five-year period in respect of each member and/or his dependants, and subject to a further overall maximum assistance to each member in the sum of \$500.00 over a five-year period.
    - (e) The member will be required to meet such portion of the expense incurred in respect of himself and/or each of his dependants as the Union considers reasonable, having regard to the member’s financial circumstances but in any event not less than 25% of the cost in any once case.
    - (f) Except in cases of emergency, before a member enters into any expenditure he must obtain the prior approval of the Union in writing.

In the application of Regulations 24 – 25, the following Regulations of the Hospitalisation Assistance Plan will apply with the necessary appropriate changes:

- 1, 2, 5, 6, 9, 10, 13, 14, 16, 18, 19, 20, 21, 22.
28. An employee of the Union may, if he/she so desires, upon the payment of \$27,00 per year calculated on a period of 12 continuous months (30 days) apply to the Union for Associated Membership and shall, after a period of 12 months of such membership, be entitled to benefit under the Hospitalisation and Medical Assistance Plan as though he/she were an ordinary member of the Union.

29. Benefits under the Hospitalisation and Medical Assistance Plan may be reviewed by the General Council of the Union from time to time.

Registered by: Registrar of  
Trade Unions

Office of the Registrar of Trade Unions

Georgetown, Demerara

GUYANA