

CONSTITUTION OF THE SRI LANKA UNIVERSITIES'

TECHNICAL OFFICERS' UNION.

This association is registered under the trade union act bearing the registration No-5552, in the trade Union secretariat, and acts as a national trade union body in government and associate universities in the Democratic Socialist Republic of Sri Lanka.

Name and office.

Article I

- (a) The name of the union shall be the Sri Lanka Universities' Technical Officers' union, hereinafter referred to as the "Union"
- (b) The registered Office and place of meeting for business of the Union shall be the, Faculty of Medicine, University of Colombo, Sri Lanka or at such other place as may be decided by the Committee of Management of the Union.
- (c) The Union has an official Logo. It symbolizes the light of the higher education, and all who work in national universities must get together for our rights and privileges, and also to stand behind this logo to take our members to a brighter future into the world and beyond. The logo is presented in annexure (11)
- (d) The union has an official banner. It should be visualized in every location where a members meeting takes place, in the name of the union. The custodian of this banner can be an executive committee member who is nominated by the committee of management or the member who is in charge of the coordinating office.
- (e) A coordinating office shall be instituted. It will have facilities to hold conferences and meetings. Also it will provide accommodation to members. It will be centered in University of Peradeniya

Aims and Objectives.

ARTICLE II

The aims and objectives of the Union shall be as follows:

- a. To secure a complete organization in Union of all workers employed in the universities of Sri Lanka as Senior Staff Technical Officer, Technical officer, Staff Technical Officer, Dental Nurse, Pharmacist, Nurse, Audio Visual Technical Officer, in state Universities of Sri Lanka engaged in Technical work.
- b. To watch, Promote, safeguard and further the interests, rights and privileges of its members.
- c. To ameliorate the economic conditions of its members.

- d. To provide for members any or all of the following benefits :
 - 1. Relief in victimization or trade disputes and such other aids in connection with their employment.
 - 2. Legal assistance and legal advice where necessary in connection with their employment.
- e. To regulate relations between employer and employee, the Union and other Trade Unions, between members of the Union and their employer and between one member and other members.
- f. To represent members in trade disputes.
- g. To discuss matters of Professional interests.

Membership

Article III

- a. Membership of the Union shall be open to all persons of either sex over 18 years of age employed in the Universities of Sri Lanka engaged in Technical and scientific work. A list of posts which can be considered for membership is attached in annexure – (i)
- b. An employee seeking membership shall make an application to the Committee of Management in the form prescribed by the committee. His/her shall be deemed a member of the Union if his application for membership is approved by the committee. The decision of the committee shall be final in regard to any such application.
- c. All members shall have obligations and duties rights and privileges.
- d. The committee of Management shall have the power to suspend from the Union any member who is found guilty of breach of any provision of the constitution, subject to ratification of a general meeting of members where such member shall be given a hearing.
- e. There shall be no honorary or temporary members.
- f. All members have to be sworn in about their mother union. This has to be produced in writing with three copies through faculty representative and University secretary. The written form is annexed in annexure (III)
- g. The committee of management has the power to take disciplinary action against any member who works against aims and objectives or the constitution of the union. But that decision has to be taken by a three member committee appointed by the committee of management which does not include executive committee members.
- h. Membership of a member can be temporary suspended with the recommendations of that committee. But it has to be done after the general

secretaries' announcement that it is a majority decision of the committee of management.

Office bearers and composition of the committee of management.

Article IV

- a. The office bearers of the Union shall consist of the following, and shall be elected, from among the members, at the Annual General Meeting of the Union, and shall continue to hold office till the next Annual General Meeting unless, otherwise determined earlier.

President

Vice President

General Secretary

University Secretaries, one to represent each University

Treasurer, Editor of the News Bulletin

Assistant Secretary and

Legal Advisor (If He / She is a member)

The above mentioned members in para (a) including the university secretaries are called the executive committee.

The Committee of Management shall consist of the above office – bearers and one committee member from each Faculty of all Universities, elected at the Annual General Meeting from among the members of the Union.

- b. If a committee member cannot attend a joint committee meeting, a representative of him / her or a member who has been nominated by the majority membership of that institution can discuss the related matters in a JCM, but as soon as it is over he / She has to leave the premises. Also he / she does not pose voting power.
- c. From the members who are selected to the management committee a coordinating secretary can be nominated with the approval of the general secretary to ease the workload of him / her. It's good that if he/she is a member from the same university of the general secretary, but it is not mandatory.

- d. The legal advisor can be a member of the union, but the committee of management has to decide when and whether to take legal advice from him/her, during a joint committee meeting
- e. If the legal advisor is not a member, the outsourced person does not become an executive committee member. Obtaining legal advice and requesting him to act as a lawyer on behalf of the union, has to be decided during a joint committee meeting.
- f. The legal advisor has to be a law graduate. He /She has to be a professional in labor law. His /her main duties and responsibilities include to act on behalf of the members and the union during legal issues. He / She should act on behalf in judicial institutions and must forward relevant letters to the authorities and the courts.
- g. A person who is selected to the committee of Management cannot hold any positions in other trade unions. This includes the political unions as well.
- h. A member who gets elected to the committees of management has to declare. Whether he / She does not possess any positions in other trade unions, verbally during the first joint committee meeting.
- i. Standing Committees
The committee of management can nominate members from the committee, or suitable members to the standing committees. The following seven committees has to be instituted in a year.
 - 1. Legal, constitutional Affairs, rights and privileges
 - 2. Salaries, Scheme of Recruitment, and work regulations.
 - 3. Annual News Bulletins and members' information Directory.
 - 4. Annual General Meeting and sponsorships.
 - 5. Research and workshops
 - 6. Occupational Health and Safety
 - 7. Audit committee.
- j. The committee of management has the authority to appoint two committee secretaries, to assist the work of the leading officers in the union under their command, from the members, during the annual general meeting. Their main duties include assisting in drafting of letters, printing and distribution them during executive and joint committee meetings.

Manner of holding meetings and recording of minutes.

Article V

- a. The Annual General Meeting of the Union shall be held either in the month of April or May but not later than September.

- b. The notice of the Annual General Meeting shall be sent to the members 14 days before the date fixed for the meeting.
- c. The president or five members of the committee or 1/3 of entire membership of the Union may at any time request the General Secretary to call up a special General meeting for the discussion of a specified subject or subjects.
- d. The General secretary shall be given two weeks written notice to convene such a meeting.
- e. Notice of a special meeting shall be sent to members 7 days before the date fixed for the meeting.
- f. Resolutions for discussion at the Annual General Meeting notices of motions for the amendment of rules and nominations for officers' shall be sent by the members to the University secretaries within two weeks from the notice of the meeting.
- g. The quorum for a special General Meeting shall be the same as that for any of the Annual General Meetings which shall be 1/4 of the entire membership.
- h. During an Annual General Meeting or a special Annual General Meeting banners has to be displayed in front of the calling table and the back curtain.
 - 1. Official Banner of the Union
 - 2. The amended banner which symbolizes the AGM
 - 3. The Cloth that covers the calling table
- i. In a University meeting which is chaired by the University secretary or in a facility / Institute / Department meeting which is chaired by a representative, the decisions which was taken with the majority has to be sent to the general secretary. The quorumfor above meetings is 2/3 of the members who represent that institution.

General Management of the Union

Article VI

- a. The Management of the Union shall be vested in the Committee of management elected under Article IV. The General Secretary shall deal with all common matters pertaining to the General Membership and shall co –ordinate with all the University Secretaries. University Secretaries shall handle only matters confined to their respective Universities and shall immediately forward copies of all such correspondence to the General Secretary.
- b. The coordinating secretary on behalf of the General Secretary shall record the minutes of the meeting and have them read and confirmed at the next such meeting. He shall also maintain an up to date list of members.
- c. The quorum for a meeting of the committee of management which shall meet at least once in two months shall be seven.

- d. The Committee shall conduct all business of the Union in accordance with the rules. Very important matters shall be reported to a General Meeting.
- e. Voting at all meeting of the Union shall be by the show of hands except where secret ballot is demanded by a majority at any particular meeting.
- f. The Committee shall have the power to make such changes in the constitution, as are necessary to conform with the requirements of the Trade Union Ordinance. Provided such changes are submitted immediately to a General meeting for ratification.
- g. A committee member who fails to attend three consecutive meetings, without a valid excuse of absence shall cease to be a member of the Committee. The University Secretaries shall notify such member accordingly.
- h. The president, or in his absence the Vice – President or in the absence of a both a member elected ad hoc shall take the chair at any meeting.
- i. The committee shall have the power to suspend any member, trustee or office auditor who has acted in a manner detrimental to the interests of the Union, but shall not expel with the approval of the General Meeting on a resolution passed by 2/3 of the members eligible to vote.
- j. The Committee of management shall submit at the Annual General Meeting a report of the work done during the year, and an audited statement of accounts.
- k. The General Secretary has to maintain a daily member's information directory. The University Secretaries also has to maintain a directory for their institutes.
- l. General Secretary has to maintain all the relevant documents on behalf of the union and only the president and the General secretary are authorized to issue statements regarding public issues. But during trade Union actions, University Secretaries and faculty representatives can issue statements, but they have to issue approved points from the committee, not against them.
- m. During common issues only the president and the general secretary is authorized to exchange letters between relevant authorities.
- n. During all meetings and gatherings, the coordinating secretary has to keep all the notes and prepare the minutes of those meetings. Also he / she should send relevant copies of all the letters which are sent by the General secretary to committee members. He/ she also has to keep a file containing the decisions taken.
- o. Members should send their letters / requests to the General Secretary through faculty representative and University secretary. The General Secretary will add them to the agenda to be discussed. Direct letters and letters with no identification will be disregarded.
- p. (Amended in 1998) Without adding to the constitution, to make management smooth and to uplift the standard of the union the committee of management can maintain a set of regulations.

Funds of the Union

Article VII

- a. The funds of the Union shall, subject to sub- section 3 below, should be deposited in a Bank approved by the Committee of management. All investments and withdrawals of the funds shall have prior approval of the Committee of management. In case of emergency, it shall be lawful for the treasurer to withdraw with instruction from President or General Sectary a sum not exceeding Rs. 10,000/-, In connection with any activity of the Union without seek the prior approval of the committee.

Such withdrawals and expenses should be brought to the notice of the committee at its next meeting. All investments and withdrawals of the funds other than withdrawals made under article VII (b) shall have prior approval of the Committee of management. All withdrawal forms and cheques shall be signed by the treasurer and any one of the following: -

President

Vice president

General Secretary as trustees.

- b. The funds of the Union shall be Utilized only for the furtherance of aims and objects as prescribed in Article II. And to cover-up the expenses which occur during AGM / JCM / Urgent meetings
- c. The Treasurer shall at no time keep in his possession any sum exceeding Rs. 2,000/- of the Union funds, but shall deposit any excess in a Bank approved by the committee of management.
- d. It shall be lawful for the Treasurer to spend on the instructions of the President, a sum mot exceeding Rs. 500/- in connection with any activity of the Union without seeking the approval of the committee.
- e. The Treasure may issue not more than Rs. 500/- as petty cash during one go for University secretaries to relevant maters.
- f. After informing the relevant authorities of the bank which manages our assets, from the president or the General secretary in writing, the coordinating sectary and the treasurer can withdraw necessary funds.
- g. The government tender procedures have to be strictly followed while purchasing welfare items to the union to increase the efficiency.
- h. The donations which are donated to the smooth functioning of the union by a person or an organization has to be directed to the treasurer, through him to the union.
- i. The funds of the union can be utilized to make payments to the lawyers. The amount has to be decided by the committee of management.

Subscription

Article VIII

- a. The Annual subscription per member shall be Rs. 1800/- or such amount as may be determined by the Union from time to time and shall be payable monthly and the subscriptions shall be deducted from the pay sheets for which no receipts shall be given.
- b. Receipts shall be given by University secretaries for all payments made to the Union.
- c. Every member who is in arrears of the subscription for over six months at the end of the financial year shall be suspended from membership and shall not be entitled to any benefits or to take part in or vote at any meetings of the Union until he has paid up his arrears. No fines shall be imposed on the members.
- d. The Committee shall have the power to call for special contributions as and when necessary.

Audit and Inspection of Books

Article IX

- a. An Auditor approved by the Registrar of Trade Unions shall be elected by the committee for the purpose of the audit of the accounts of the Union as laid down under regulations 20 of the regulations framed under the ordinance, and such auditing shall be duly completed before the Annual General Meeting.
- b. Any member or person interested in the funds of the Union shall have the right to inspect, on any working day, the books of accounts and the list of members of the Union which shall be in possession of the Campus Secretaries of the Union, provided a week's notice in writing, is given to the Campus secretaries.
- c. The Financial year of the Union shall be from 1st April to 31st March.
- d. The treasurer has to provide the annual budget in a printed format at least 14 days before the Annual General Meeting after getting it certified by auditors, to all members. (After 30th of March every year, within 60 days amended in 1996)

Trustees

Article X

At Least four Trustees shall be elected at the Annual General Meeting. They shall be the persons for the time being holding the office of president, Vice – President,

General Secretary and Treasurer of the Union. They shall deal with the funds and property of the union in the manner directed by the committee of management.

Removal from Office

Article XI

- a. No Officer Auditor or Trustee shall be removed from office except on the resolution Passed by the least 2/3 of the members present at a General Meeting, But the committees shall have the power to suspend any such person and bring his case for further action or ratification to a General Meeting. The Executive committee shall fill in any vacancy that may arise between the two General Meetings.
- b. A campus Secretary could be removed from office by a resolution passed by at least 2/3 of the members present at a General Meeting of that Particular campus. The General Secretary should then convene anExecutive committee meeting within two weeks of such a decision conveyed to him / her. The executive committee shall then fill in the vacancy by appointing the nominee at such General Meeting if the University.
- c. Removing a faculty representative from office and appointing a new representative has to be done in the above manner. The new appointment can be confirmed in the next joint committee meeting. Since the University Secretary can cover-up his /her duties there is no need to call a meeting within two weeks.
- d. Members who boycotts three consecutive joint committee meetings without notice, has to be notified by the General Secretary in the next joint committee meeting as vacated their positions.

Political Objectives

Article XII

The Union shall not have any political objectives or political funds within the meaning of section of the Trade Union Ordinance (Chap135)

Affiliation of Federation

Article XIII

It shall be lawful for the Union of federate with any other Trade Union or Unions in Sri Lanka Provided such federation is approved at the General Meeting of the Union by at least 2/3 of the members present at such meeting

Dissolution and Disposal of Funds

Article XIII

- a. The Union may be dissolved and the funds thereof disposed of provided that the votes of at least 2-3 of the members entitled to vote are recorded at a special general meeting convened for the purpose and that at least $\frac{3}{4}$ of the votes recorded are in favor of the proposal.
- b. In the event of the Union being dissolved as in XIV (a) the funds of the Union in the Bank and with the treasurer and the funds realized by sale by auction of all other assets of the Union shall after meeting all debts and liabilities be divided equally among the members who have paid the subscriptions in full up to the time of the dissolution.

Patron

Article XIV

There shall be no patron of the Union

Annex (i) Senior Staff Technical Officer, Technical Officer, Staff Technical Officer, Works Engineer, Computer System Analyst, Engineering Teaching Assistant, Computer Programmer, Matron, Works Superintendent, Dental Nurse, Nurse, Pharmacist, Radiographer, Audio Visual, Technical Officer, Electrical Instrument Technical Officer, Public Health Inspector, Litho Printer, Litho Machine Operator, Process Camera Operator, Clinical Photographer, Planning officer, Works Supervisor, Computer Operator, Farm supervisor, Litho plate Maker, Farm Manager, Drawing Office Assistant

Annex: (II)

Logo



Annex (III)

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General Secretary

Sri Lanka Universities Technical Officers Union

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AFFIDAVIT ABOUT THE MOTHER UNION

I'm an Administrative / Academic support / Technical Grade Officer / who works in Department of, faculty of University of

I solemnly swear that membership fees are deducted from my salary, and I am a member of the Sri Lanka Universities Technical Officers Union registered under the No. 5552.

I am aware to the best of my knowledge that the University Grants Commission, under its circular No. 746, Provides transport facilities by the University and the necessary duty leave to attend only one Annual General Meeting of the trade Unions, I have obtained membership

Accordingly, I have obtained membership of the Sri Lanka Universities Technical officers Union and I also wish to state that my mother Union is and will only attend the Annual General meeting of that union by using the duty leave and the transport arrangements provided by my University to all concerned parties.

Name:

Signature:

Guarantor:

Date:

Faculty Representative:

University Secretary: