



SOUTH AFRICAN TYPOGRAPHICAL UNION

CONSTITUTION

As amended, reprinted and issued
September 1982

**SOUTH AFRICA
TYPOGRAPHICAL UNION**

(Established 1898)

Registered in the Republic of South Africa
in terms of the Industrial Conciliation Act, 1924,
on 15 October 1924.

Re-registered on 10th June, 1931, and deemed
to be registered in terms of the
Industrial Conciliation Acts of 1937 and 1956.



Constitution

As amended, reprinted and issued
August 1971

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Clause I — Name and Jurisdiction

This organisation shall be known as the “South African Typographical Union”, and membership thereof shall (subject to the approval of the G.B.) be open to all persons in the Republic of South Africa who are employed in any of the trades or occupations referred to in the definition of Printing and Newspaper Industry.

Name and
Jurisdiction

Clause II — Definitions

Unless inconsistent with the context in this Constitution the following definitions shall apply:

Definitions

“A Branch” means a Branch, membership of which is confined to White members of the Union.

“A.G.S.” means the Assistant General Secretary of the Union.

“B Branch” means a Branch, membership of which is confined to Coloured members of the Union.

“C Branch” means a Branch, membership of which is confined to Black members of the Union.

“Coastal Area” means the Provinces of Natal and the Cape but excluding that portion bounded by and including the towns of Colesberg, De Aar, Prieska, Kenhardt, Onseepkans and along the borders of South West Africa, Botswana, Transvaal and the Orange Free State to Colesberg.

“Conference” means a meeting of delegates as provided for in Clause IX of this Constitution.

“Earnings” means wages, salary or remuneration earned within the industry.

“E.C.” means the Executive Council of the Union.

“Foreman” means an employee placed in charge of an establishment, or department thereof, who gives out work to employees under his control, and supervises its passage through the establishment or department, and maintains discipline and generally is responsible to the employer for the efficiency of the establishment or department.

“G.B.” means the Governing Board of the Union.

“G.S.” means the General Secretary-Organiser of the Union.

“Half-wages” means, in the case of journeymen, half of the minimum wages prescribed for journeymen in the area concerned, and, in the case of non-journeymen, half of the minimum wages prescribed for the occupation concerned, according to the experience of the employee and the rate applicable to the area.

“Half-year” means the financial half-year of the Union commencing on January 1st and July 1st of each year and includes the whole of the weeks in which these dates fall.

“He” or “his” shall be taken to refer to a person of either sex.

“Inactive member” means a member who has been allowed to transfer his membership in terms of this Constitution.

“In compliance” A member shall be deemed to be in compliance if he has complied with all the rules of the Union, and is not more than three months in arrear with the payment of all amounts due to the Union and any of its Branches and the N.I.C. and is not under suspension for any offence.

“Industry” means the Printing and Newspaper Industry.

“Inland Area” means the provinces of the Transvaal and Orange Free State and including that portion of the Cape bounded by and including the towns of Colesberg, De Aar, Prieska, Kenhardt, Onseepkans and along the borders of South West Africa, Botswana, Transvaal and the Orange Free State to Colesberg.

“Journeyman” means an employee who has served a proper period of indentured apprenticeship, or who has passed a trade test recognised by the Governing Board.

“J.U.F.” means the Joint Unemployment Fund of the National Industrial Council.

“L.R. Act” means the Labour Relations Act, 1956 (Act No. 28 of 1956).

“National Industrial Council” or “N.I.C.” means the National Industrial Council of the Printing and Newspaper Industry of South Africa.

“N.I.C. delegate” shall mean a delegate representing the Union on the National Industrial Council.

“Officer” for purposes of this Constitution means either an office-bearer or an official of the Union as defined in the L.R. Act.

“Ordinary member” means a member who has not been transferred to inactive membership.

“Printing and Newspaper Industry,” without in any way limiting the generally accepted meaning thereof, means the industry, trade or undertaking in which employers and employees are associated in the production of printed matter of any nature whatsoever and by any process whatsoever and furthermore includes —

- (a) The following trades, together with the occupations and operations incidental thereto, whether or not the said trades, occupations and/or operations are carried on separately or collectively or in conjunction with printing or apart from printing, viz:

Bookbinding, Carton Making, Composing, Continuous Stationery Machine Minding, Corrugated Board and Container Machine Minding, Cutting, Duplicating (as defined from time to time in the Main Agreement for the Printing and Newspaper Industry as promulgated from time to time in terms of the Labour Relations Act, No. 28 of 1956, as amended), Electrotyping, Engraving and Die-sinking and Die Stamping, Gravure Machine Minding, Ink Jet Printing, Ink Mixing (if undertaken by employers engaged in the operation referred to in paragraphs (a), (b) or (c) hereof), Letterpress Machine Minding, Lithography, Machine Minding (Packaging), Monotype Caster Minder Mechanic, Photogravure Engraving, Photo-Lithography, Printers' Electrician, Printers' Engineering, Printers' Mechanic, Printers' Warehousing, Printing and Lithographic Artistry, Printers' and Lithographic Art, Process Engraving, Proofreading, Rotary Letterpress Machine Minding, Rotary Offset Machine Minding, Ruling, Screen Process Printing, Stationery and Envelope Machine Adjusting, Stereo-typing and Electrotyping and Typecasting;

- (b) The manufacture and/or repairing, including any process whatsoever in the course of manufacturing, of:

- (i) Egg-box fillers, Embossed seals and labels (printed or otherwise but excluding moulded seals and labels), Envelopes, Fruit Wrappers — whether printed or not, Gummed Paper, Paper and/or cloth tags, Paper Bags, Paper Sacks, Rubber Stamps, Stationery, Toilet Rolls;
- (ii) corrugated cardboard from paper and/or any compound of paper and/or any like materials a constituent part of which is paper and/or any compound of paper.
- (iii) any kind of container (with or without metal parts) from fibre and/or cardboard (corrugated or otherwise) and/or paper and/or any compound of paper and/or any like material a constituent part of which is fibre and/or cardboard and/or paper and/or any compound of paper; but excluding the manufacture mainly from fibre of trunks, attache cases, bags and all similar containers designed to hold personal effects, sporting kit, tools and documents; and
- (iv) any article whatsoever from cardboard (corrugated or otherwise) and/or paper and/or any compound of paper and/or any like material a constituent part of which is cardboard and/or paper and/or any compound of paper;

- (c) The printing on paper, gummed paper, tape, gummed tape, plastic, tin or other metals metallic or other foil, textiles, cloth, clothing, hessian or other materials, glass, cardboard containers or other articles referred to in paragraph (b) hereof.

“Quarter days” means the last Saturdays in March, June, September and December of each year.

“Region” means such portion of the whole area of jurisdiction of the Union as may be defined by the G.B. from time to time.

“R.S.O.” means a Regional Secretary-Organiser.

“Rules” means the terms and provisions of this Constitution.

“Voting Strength” shall be calculated in accordance with the provisions of Clause XXIII, Section 6, of this Constitution, provided that only members in compliance at the end of the preceding calendar quarter, or the latest date on which records were completed, shall be taken into account in making such calculation.

“Union” means the South African Typographical Union.

Clause III — Objects

The objects of the Union shall be:

Objects

1. To unite and protect all employees within its jurisdiction, to regulate relations between members and their employers and to protect and further the interests of members in relation to their employers.
2. To define and maintain the status of members for their mutual benefit, protection and progress.
3. To secure the technical efficiency of members.
4. To regulate the number and secure the proper training of apprentices.
5. To maintain minimum rates of wages and proper working conditions and regulate hours of labour.
6. To make provision for aged and incapacitated members.
7. To provide benefit funds for all members as decided by the G.B. from time to time.
8. To deal with disputes between members and employers, and to endeavour to settle all differences on just and equitable terms.
9. To provide for the acquisition and control of property and for the investment of money or borrowing of money on mortgage.
10. To protect the interests of fair employers against unfair competition and practices.
11. To take a general supervision of all matters affecting the industry.
12. To endeavour to obtain direct working class representation on public bodies.
13. To further the interests of trade unionism generally and to link-up with other trade unions for mutual benefit.
14. To conduct any other lawful business or activity which is in the interest of the Union or its members and which is not inconsistent with the objects or any matter specifically provided for in this constitution.

Clause IV — Membership

1. Subject to the provisions of Sections 1 and 2 (6) of Clause XI, any person employed in the industry in the R.S.A. shall be eligible for membership.
2. The membership of the Union shall consist of four grades, as follows:

Persons eligible

Grades — How composed

- (a) Grade I: (i) White card: All journeymen (ii) Red card: Persons, other than Journeymen who are employed on the work of a Journeyman or portion thereof other than by way of exemption: e.g. Proofreaders, Printers' Attendants, Paper Sack Machine Attendants, Process Mounters, Cutters, Perforator Operators, Repro Compilers.
 - (b) Grade II: All apprentices and persons not eligible for Grade I who have been employed in the industry for a period of eighteen months or more, provided that the G.B. may, in special cases, admit to Grade II persons who have not such qualifications.
 - (c) Grade III: Persons eligible for transfer to Grades I and II, while serving a probationary period of eighteen months.
 - (d) Grade IV: Factory Aids and/or other categories of workers eligible for trade union membership.
- Employers not eligible
3. No employer in the industry (nor any person who is in business in the industry on his own account, whether he employs other persons or not) may become a member of the Union.

Clause V — Management

- Location of Regions and Headquarters
- Composition of Governing Board
- Composition of Executive Council
- G.B. meetings
- G.B. vacancies
1. For purposes of efficient administration and organisation the whole of the area of jurisdiction of the Union shall be divided into regions to be defined by the G.B. from time to time. The headquarters and the management of the Union shall be located at Pretoria.
 2. The affairs of the Union shall be managed by a Governing Board constituted as follows:
 - (1) a General President who shall be a Grade I member, elected by a national ballot of the membership;
 - (2) six General Vice-Presidents: One each to be elected by all members of the A, B and C Branches respectively of the Coastal Area and one each to be elected by all the members of the A, B and C Branches respectively of the Inland Area;
 - (3) a General Secretary-Organiser, with an Assistant General Secretary as his alternate both of whom shall be Grade I members;
 - (4) a Branch President elected by the members registered in the respective Branches in each region.
 3. The General President, General Vice-Presidents and General Secretary-Organiser shall constitute the Executive Council of the Union. The Assistant General Secretary shall act as the General Secretary-Organiser's alternate on the E.C., but neither of these two officials shall be entitled to vote at any meeting of the G.B. or E.C.
 4. The Ordinary meeting(s) of the G.B. shall be held once in each calendar year on a date to be fixed by the G.B. Special meetings may be held as required, by decision of the E.C. or G.B. or at the request of a branch or branches numbering in the aggregate not less than one-third of the total voting strength of the Union, or on a requisition signed by not less than twelve members of the G.B. Notice in writing of the ordinary meeting(s) with a copy of the agenda thereof, shall be posted to members by the G.S. not less than seven days before the date of each meeting. In the case of special meetings such written notice as is convenient but not being less than 24 hours shall be given. Sixteen members shall form a quorum at each meeting of the G.B. provided that not less than half of the voting strength of the Union shall be represented.
 5. Should a member absent himself from two consecutive meetings of the G.B. without forwarding a reasonable excuse in writing acceptable to the G.B., the General President shall declare his seat vacant. A member shall vacate his seat immediately in the

event of his resignation, suspension or expulsion from membership of the Union, or on ceasing to be in compliance. A member may resign from the G.B. on giving two weeks' notice in writing to the G.S. to that effect.

Clause VI — Duties and Powers of Governing Board

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| 1. The G.B. shall administer the affairs and funds of the Union, shall give attention to all questions affecting the industry, and be ready at all times to counsel and advise Branches and members on any point that may arise. The G.B. representative shall be required to attend general and committee meetings of the Branch he represents and shall give not less than two days' notice to the R.S.O. when unable to attend any such meeting. | G.B. functions

G.B. members and Branch meetings |
| 2. The G.B. shall deal with the officers of a Branch, individually or collectively, in cases where they are specially responsible, should they disregard or fail to perform any of the functions pertaining to their office or duties assigned to them in these rules. | Branch officers —
Neglect of duty |
| 3. (1) The G.B. shall have power at its discretion to grant financial assistance to members of the Union in cases of unemployment, sickness, strike action, lock-outs, victimisation or other special circumstances. | Financial assistance to members |
| (2) The G.B. shall subject to the provisions of section 8(6)(d) of the L.R.A., also have the power to advance a loan of up to R2 000 and/or make a grant not exceeding R2 000 to any other body approved by a majority of two-thirds of members of the G.B. provided that at least two-thirds of the total membership of the G.B. have voted in favour of the proposal. | Loans and grants |
| 4. The G.B. shall compile a staff establishment table, which shall include the salary scales and other conditions of employment applicable, and be further empowered to make any other provision deemed necessary for the efficient administration of the Union. The G.S. or R.S.O. concerned in the case of regional staff, shall be empowered to engage and discharge staff within the limits of the appropriate establishment table, without in any way limiting the authority of the G.B. in that regard. | Staff appointments and salaries |
| 5. In exceptional circumstances (and pending the election of a proper successor by ballot under these rules within a period of three months) the G.B. shall have power to appoint temporarily a suitable officer of the Union as G.S. or to fill any vacancy which may occur on the E.C. Members so appointed shall receive the rate of salary payable to such officer. | Acting General Secretary
Vacancy on E.C. |
| 6. The G.B. shall have power to send any of its members to a centre in the event of a dispute, with power to negotiate with a view to an amicable adjustment. If it is found impossible to adjust the dispute the G.B. shall have power subject to the provisions of the L.R.A., to declare a strike in such centre, provided that a majority of members of the Branch concerned have voted in favour of a strike in a ballot taken on the question. | Disputes — Procedure |
| 7. Where it is proved to the satisfaction of the G.B. that a member or members are being discharged from their employment on account of any action they may have taken in the interests of the Union, or for the purpose of intimidation, the G.B. shall subject to the provisions of the L.R.A., have power to sanction the withdrawal of all members from such establishment, or take such other steps as it may deem necessary or advisable. | Victimisation |
| 8. The G.B. shall have power to sue by legal process any member or other person for the recovery of his subscriptions and other dues or any moneys whatsoever due by him to the Union or any of its Branches. | Recovery of dues |
| 9. The G.B. shall from time to time prescribe the basis for determining the expenses to be allowed in connection with all official business of the Union. In the apportionment between Branches within a region of any expenses for which they may be jointly liable the basis of such apportionment shall be the voting strength of the Branches concerned at the time. This same basis shall be adopted in the division of any assets between Branches. | Expenses — Official business |

- Appeals Committee 10. The G.B. shall appoint from its members one member from the A Branches, one member from the B Branches and one member from the C Branches, who together with the E.C. shall form an Appeals Committee. The Committee shall have power to deal with any appeals submitted to the G.B.

Clause VII — Officers

1. DURATION OF OFFICE

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| | (1) The members of the G.B. (other than the President, the Vice-Presidents, the G.S. and A.G.S.) shall hold office for the period elected as President of the Branch that they represent as determined by the By-Laws of that Branch and shall be eligible for re-election by that Branch upon expiry of their term of office. In the event of a vacancy occurring on the G.B., the alternate member, appointed in accordance with the By-Laws of the Branch concerned, shall fill the vacancy, pending the election of another Branch President. The General President and the Vice-Presidents shall be elected for a period of three years or until their successors are elected and upon retirement from office shall be eligible for re-election. |
| General Secretary-Organiser | (2) The appointment of General Secretary-Organiser shall, subject to the following conditions, be permanent: |
| Removal procedure | (a) No body other than the G.B., and then only on a vote representing two-thirds of the total voting strength of the membership of the Union, shall have power to remove him from office, provided that on receipt of a requisition signed by members representing at least five per cent of the total voting strength of the Union demanding a ballot on the question of the removal of the G.S. from office, the G.B. shall within two months of receipt of such requisition submit the question to a ballot of the whole of the membership of the Union. |
| Neglect of duty or misconduct | (b) It shall be competent for the G.B. to summarily suspend the G.S. in any of the following circumstances: <ul style="list-style-type: none"> (i) Neglect of duty or misconduct; (ii) wilfully committing any act seriously detrimental to the interests of the Union; (iii) refusing to answer a call from any Branch when such call has been endorsed by the G.B. or E.C.; or (iv) refusal or failure to carry out instructions explicitly laid down in the Constitution or given by the G.B. |
| Salary while suspended | In case of such suspension the G.B. shall have power to decide whether the salary of the G.S. shall be paid during any period of suspension. |
| Period of notice | (c) The G.S. shall tender the G.B. three months' notice of his intention to vacate the position, and he shall receive the same notice in case of dismissal for any other causes than those enumerated in paragraph (b). |
| Temporary substitute | (d) The G.B. shall, in case of absence, sickness, suspension or death of the G.S., have power to appoint a temporary substitute. In the event of the G.S. becoming incapacitated from duty for a period of six months his office may be declared vacant. |
| Right of appeal | (e) In the event of removal otherwise than by a ballot of the members or suspension from office, the G.S. shall have the right of appeal to a ballot of the membership and should members representing at least five per cent of the total voting strength of the Union petition the G.B. for the reinstatement of the G.S. where he has been removed from office otherwise than by a ballot of a members, such petition shall be submitted to a ballot of the membership. In |

any ballot conducted for the purpose of deciding whether the G.S. shall be removed or suspended from office or reinstated, a majority vote shall determine the issue, provided that members representing at least two-thirds of the total voting strength of the Union shall have voted.

- (3) The provision of sub-section (2) shall apply *mutatis mutandis* to the Assistant General Secretary.

A.G.S. — Removal procedure

- (4) (a) No body other than the G.B. shall have power to remove the General President from office, provided that on receipt of a requisition signed by members representing at least five per cent of the total voting strength of the Union demanding a ballot on the question of the removal of the member from office, the G.S. shall within two months of receipt of such requisition, submit the question to a ballot of the whole of the membership of the Union.

G.B. members — Removal procedure

- (b) No body other than the G.B. shall have power to remove a General Vice-President from office, provided that on receipt of a requisition signed by members representing at least five per cent of the total voting strength of the members in the Branches of the Area represented by the General Vice-President concerned, demanding a ballot on the question of the removal of the member from office, the G.S. shall within two months of receipt of such requisition submit the question to a ballot of the whole of the membership of the Branches in the Area concerned.

- (c) No body other than the G.B. shall have power to remove a G.B. member from office, provided that on receipt of a requisition signed by members representing at least five per cent of the total voting strength of the Branch concerned demanding a ballot on the question of the removal of the member from office, the G.S. shall within two months of receipt of such requisition submit the question to a ballot of the whole of the membership of the Branch concerned.

- (d) It shall be competent for the G.B. to summarily suspend a member of the G.B. in any of the following circumstances —

- (i) Neglect of duty or misconduct;
- (ii) Wilfully committing any act seriously detrimental to the interests of the Union;
- (iii) Refusing or failure to carry out instructions explicitly laid down in the Constitution or Branch By-Laws, or given by the G.B.

In cases of such suspension the G.B. shall have the power to decide whether any remuneration or honorarium shall be paid during any period of suspension.

- (5) (a) The G.B. shall be empowered to appoint Regional Secretary-Organisers after consultation with each Branch Committee established within the region concerned, and the provisions of subsection (2) shall apply *mutatis mutandis* to such officials, except that a ballot on the question of their removal or suspension from office or reinstatement shall be confined to the members registered in the region concerned and a petition for removal or reinstatement shall require the signatures of members representing at least five per cent of the voting strength of such region.

Regional Secretary-Organisers — Appointment and removal of

- (b) The G.B. shall be empowered to appoint a Technical Organiser and an Industrial Organiser on the staff of Headquarters under the control of the G.S. and the provisions of sub-section (2) of Section 1, sub-section (4) of Section 2 and paragraphs (e) and (f) of sub-section (5) of Section 4 of this Clause, as well as any other relevant provision of this Constitution, shall apply to such officials. The remuneration to be paid to and the expenses to be allowed to each such official shall be determined by the G.B. from time to time.

Technical Organiser and Industrial Organiser — Appointment and removal of

Technical Organiser
Duties

- (c) The Technical Organiser shall keep the E.C., the G.B. and all Branches fully informed of all new technological and mechanical developments taking place in the Printing Industry, nationally and internationally, by submitting detailed and regular reports and recommendations to the G.S. To enable him to do so efficiently, the E.C. shall be empowered to authorise him to visit such centres within and without the Republic and to purchase such literature as may be deemed necessary from time to time. The Technical Organiser shall also act as adviser to the G.S. on technical and apprenticeship matters and shall serve on such committees as may be decided at any time. The G.B. shall have the discretion to appoint an appropriate member to accompany the Technical Officer in an advisory capacity on overseas visits whenever deemed necessary.

Industrial Organiser
Duties

- (d) The Industrial Organiser shall visit every printing establishment in the Republic as frequently as possible and shall recruit new members, endeavour to satisfy complaints from members to the best of his ability, address Chapel and Branch meetings and generally endeavour to instil into members a greater and loyal interest in Union affairs. He shall also report breaches of any wage Agreement applicable at the time observed by him during the course of his activities to the R.S.O. concerned. The Industrial Organiser shall keep the E.C., the G.B. and all Branches fully informed of his activities by submitting detailed and regular reports and recommendations to the G.S.

Proviso

- (e) Nothing contained in this sub-section shall serve to prevent the G.B. or E.C. from allocating other duties to the officials concerned at any time.

Assistant to G.S.
Appointment and
duties

- (f) The Governing Board shall be empowered to appoint one or more assistants to the G.S. The assistants to the G.S. shall assist the G.S. in carrying out his duties, under his direction. The remuneration expenses and other conditions of employment of such officials shall be determined by the Governing Board from time to time.

2. QUALIFICATIONS FOR OFFICE

G.B. qualifications

- (1) Candidates for the G.B. must conform to the following requirements —
 - (a) They must be citizens of the Republic of South Africa;
 - (b) They must be ordinary members and have completed at least five consecutive years of ordinary membership of the Union immediately prior to date of nomination;
 - (c) In the case of Branch representation, they must be registered as members in the Branch which they aspire to represent, and must have served on the Branch Committee for at least one year.
 - (d) They must be able to understand both official languages without difficulty at the date of their candidature and be bilingual.
 - (e) The G.B. shall have power to waive the requirements of sub-section (a), (b), (c) and (d) in exceptional cases.

Disqualification
from office.

- (2) Members of the Executive Council shall not be eligible to hold Branch or Chapel office.
- (3) A member shall not be eligible for any office in the Union if out of compliance or under suspension for any offence against the rules of the Union, or while serving his probationary period or while he holds the position of a foreman as defined in Clause II of this Constitution or higher managerial post. In cases of doubt as to a candidate's eligibility to hold office, the General Secretary must institute enquiries and report to the Executive Council.

Officials — Bilingual
qualification

- (4) The G.S. must be proficient in the use of both official languages to the satisfaction of the Governing Board. (This same qualification to apply to the Assistant General Secretary and Regional Secretary-Organisers).

3. METHOD OF ELECTION

- (1) Nominations for the Posts of General President, G.S. and A.G.S., who shall be Grade I members, shall be signed by not less than six ordinary members in compliance who are of the same grade as the nominee; and by the nominee in token of acceptance thereof and shall be forwarded to Headquarters in a sealed envelope indicating the post for which the nomination is made, not later than the closing date for such nominations. Such nominations shall only be opened after the closing date in the presence of the E.C. or such other officials as the E.C. may appoint for that purpose. In the case of all other posts which are subject to a ballot the proposers and candidates must also be members of a Branch or Branches having jurisdiction in the region concerned. Form of nominations
- (2) Should there be only one candidate nominated for each or any post to be filled, he shall be declared elected. One candidate
- (3) Should two or more candidates be nominated for one post, a ballot of the Union or of all the members of the region or of the Area concerned, as the case may be, taken in the following manner, shall decide: Ballots —
How conducted
 - (a) When two candidates are nominated for one post, members shall place the figure 1 opposite the name of the candidate they wish to vote for. The candidate receiving the highest number of votes shall be declared elected. Two candidates
for one post
 - (b) When there are more than two candidates for one post, members shall number the candidates from 1 upwards in the order of preference, placing the figure 1 opposite their first choice and so on. In the event of a candidate receiving a majority of first preference votes over all other candidates, he shall be declared elected. Should no candidate have a clear majority, the candidate receiving the lowest number of first preferences shall be eliminated and his second preferences allotted to the candidate or candidates for whom they are cast. This method of elimination shall be continued until one candidate shall have a clear majority of the votes cast. More than two
candidates for one
post
 - (c) When more than one post of a similar character has to be filled, the method of voting shall be the same as in paragraph (b). The total number of first preferences cast shall be divided by the number of posts to be filled to which one has been added. The resultant figures to which one has again been added will give the quota required to elect a member. Any candidate attaining the quota on the first count shall be declared elected. Any surplus over the quota shall be distributed according to the second preferences, taking the largest surplus first. The papers comprising the surplus to be so distributed shall be determined by resorting the whole of the papers of the candidate elected according to the next preference expressed thereon. A percentage of papers proportionate to the number of next preferences cast shall then be taken from each heap to make up his required quota and the balance of the papers credited to the other candidates. When all the surpluses have been distributed, if the required number of candidates has not been elected, the candidate standing with the lowest number of votes shall be eliminated and his papers distributed according to the next preferences expressed thereon. This method of elimination shall be followed until the full number required has been elected. Similar posts
- (4) In any election for the General Vice-Presidents, the successful candidates shall all be equal in rank and status. In any election for a G.B. representative or a N.I.C. delegate, the candidate who receives the highest number of votes shall be the representative or delegate, as the case may be, and the other candidates shall act as alternates in the order indicated in the ballot. Should no alternates be available when required, the E.C. shall be empowered to invite another member eligible for the vacant post to act for the time being. Precedence
of candidates
- (5) Any ballot under this section shall be conducted in accordance with the provisions of Clause XXIII, Section 10, of this Constitution. Ballot procedure
- (6) All full-time posts, other than those of G.S. and A.G.S. shall be advertised in the S.A.

Full-time posts other than G.S. and A.G.S. to be advertised.

Typographical Journal and, subject to sub-section (5) of Section I of this Clause, the appointments shall be made by the E.C. from the applicants unless the E.C. does not consider any of them suitable, when the E.C. shall have the discretion to invite any other suitable member with the necessary qualifications to fill the post. Any appointments so made in terms of this sub-section shall be submitted to the G.B. for approval.

4. DUTIES OF OFFICERS

E.C. functions

- (1) The functions of the E.C. shall be to administer the affairs of the Union between meetings of the G.B. The E.C. shall meet as often as may be deemed necessary and on such dates as may be decided by the E.C., provided that urgent matters may be dealt with by the G.S. the A.G.S. and three members of the E.C.

Union property vested in E.C.

- (2) All property of the Union, movable or immovable, deeds, securities, mortgage bonds and leases pertaining thereto, shall be vested in the Executive Council. The E.C. is empowered to authorise at least two of such officers or other persons as it may approve from time to time and upon such terms and conditions as may be prescribed by it, to accept or release such deeds, securities, mortgage bonds and leases for and on behalf of the Union.

General President-Functions

- (3) The President shall preside over meetings of the E.C. and meetings of the G.B. and Conferences. On the minutes of the previous meeting or meetings being confirmed, he shall sign the minute book in the presence of the meeting. He shall sign accounts when approved by the E.C. and give advice to the G.S. in the intervals between the meetings, when urgent, and it is found impossible to call the E.C. together. The General President shall be paid and *honorarium* at a rate to be decided on by the G.B. from time to time, such amount to be drawn at his discretion and to be regarded as covering the normal expenses incidental to his position.

General Vice-Presidents — Function

- (4) The General Vice-Presidents shall attend all meetings of the E.C., G.B. and Conferences. In the temporary absence of the General President, one of the General Vice-Presidents as appointed by the G.B. shall perform his duties but in the event of his death, resignation or removal from office for any reason, the General Vice-President so appointed by the G.B. shall fill the vacancy so caused until another General President has been elected to fill the vacancy for the unexpired period. In the event of the post of a General Vice-President becoming vacant, the vacancy shall be filled for the unexpired period from the list of unsuccessful candidates in the last ballot of the geographical area concerned on the basis of the number of votes cast, failing which another ballot shall be conducted for that purpose. The General Vice-Presidents shall each be paid an *honorarium* at a rate to be determined by the G.B. from time to time, but when any one of them is required to fulfil the duties of General President he shall receive the same rate applicable to that official on a pro rata basis.

General Secretary —
Organiser — Duties

- (5) (a) The G.S. shall be in attendance at the Head Office of the Union (Headquarters) during hours stipulated by the G.B. He shall make periodical visits to Branches for organising work, whenever his services are urgently needed, or when a dispute may be imminent in any centre, subject to the approval of the G.B., which body shall also determine the period of his visitation. He shall maintain at Headquarters a register of members of the Union and, under the direction of the G.B., he shall keep such books and accounts as may from time to time be required, conduct the necessary correspondence with the Branches, keep the minutes of the proceedings of the E.C. and the G.B., and receive and remit all moneys due from and to Branch officers or members. He shall cause to be kept a record of the subscriptions paid by each member and of the periods to which such payments relate. All payments shall be made by cheque signed by the General President, General Vice-Presidents, G.S., A.G.S., Technical Organiser, Industrial Organiser and Assistants to the G.S., three of whose signatures shall be required. Acknowledgements of payment shall be made by a numbered voucher with counterfoil. He shall draw up a balance sheet and statement of income and

expenditure annually, which shall be submitted for audit to a professional accountant, and true copies thereof and of the auditor's report thereon shall be submitted to the G.B. and sent to each Branch and be available for perusal at the Branch Office by any member in compliance. He shall deposit to the credit of the Union within three days all moneys received on behalf of the Union. He shall supply each Branch with a copy of the minutes of each meeting of the E.C. and G.B. after confirmation thereof (other than minutes of a confidential nature). He shall submit to a meeting of the E.C. held during the first half of every calendar year, a report on the affairs and activities of the Union during the previous calendar year, and after adoption by the E.C. such report shall be published in the official Journal or by such other means as may be decided by the G.B. for the information of the members. The G.S. (or in his absence the A.G.S.) shall lead all delegations and deputations representing the Union. In the absence of both those officials, the G.B., E.C., or N.I.C. Caucus, as the case may be, shall make a temporary appointment.

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| (b) The G.S. shall edit and publish the official journal, for the contents of which he shall be held responsible to the G.B. | Editorship of Journal |
| (c) The G.S. shall be guaranteed by an approved fidelity assurance company in a sum of not less than R5 000. | Fidelity guarantee |
| (d) The G.S. shall be paid a monthly salary at a rate to be determined by the G.B. from time to time, and such additional remuneration as may be decided by the G.B. When on Union business away from Headquarters he shall be allowed travelling expenses and such reasonable living and incidental expenses as the G.B. shall approve. A member upon being elected G.S. shall be paid in advance the expenses attending the necessary removal of himself and family to his new residence; this provision shall also apply in the case of Headquarters being removed from one centre to another. | Salary and expenses |
| (e) The remuneration (if any) to be paid to the G.S. during periods of sickness shall be decided by the G.B. as occasion arises. The G.S. shall be entitled to one month's annual paid holiday. | Sick Leave
Holiday leave |
| (f) The G.S. shall not hold any other position, honorary or otherwise, except by consent of the G.B. In any matter in which it is not possible for prior consent to be obtained, endorsement shall be sought at the next meeting of the G.B., and where such is not granted the G.S. shall immediately relinquish such post. Failure to comply shall constitute misconduct in terms of Clause VII. | Holding other posts |
| (6) The A.G.S. shall assist the G.S. in carrying out his duties, under the direction of the G.S. He shall be placed under a fidelity guarantee in the same manner as the G.S. He shall be paid a salary at a rate to be determined by the G.B. from time to time and such additional remuneration as may be granted him from time to time by the G.B. He shall be subject to the same conditions with regard to travelling and other expenses, and in respect of holding any other post, as apply to the G.S. The provisions of Section 2 and 3 of this Clause shall apply <i>mutatis mutandis</i> to him. | Assistant General Secretary —
Duties and conditions of employment |
| (7) (a) A R.S.O. shall perform all duties and functions of a Branch Secretary as prescribed in this Constitution in respect of all the Branches within his region of jurisdiction and such other duties as may be allocated to him by the G.B. from time to time. He shall, with the assistance of the Branch Presidents concerned (or their alternates appointed by the Branch Committee concerned) in the capacity of scrutineers, act as the returning officer in connection with all regional ballots within his region of jurisdiction. In cases where he is a candidate, the E.C. shall appoint another officer to fulfil his duties. A R.S.O. or acting R.S.O. shall not be eligible for election to the G.B. | Regional Secretary-Organiser — Duties

R.S.O. or acting R.S.O. not eligible for G.B. |
| (b) A R.S.O. shall be placed under a fidelity guarantee in the same manner as the G.S. He shall be subject to the same conditions with regard to travelling and other expenses and sick leave as apply to the G.S. A full-time R.S.O. shall also be | Conditions of employment |

entitled to the same holiday leave conditions as the G.S. and shall be paid a monthly salary at a rate to be determined by the G.B. from time to time plus such additional remuneration as may be granted to him from time to time by the G.B. A part-time R.S.O. shall be remunerated at such rate as may be determined by the G.B. The provisions of paragraph (f) of sub-section (5) of this Section shall apply *mutatis mutandis* to a full-time R.S.O.

5. INDEMNITY OF OFFICERS

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| Indemnity in respect of financial loss | (1) The officers of the Union shall be indemnified against any financial loss which might be occasioned by them in the performance of their duties as such, and the G.B. shall have authority to defend any officer in any action at law which might be taken against him in respect of any matter arising out of the performance of his duties as such. This indemnity shall apply also in the case of officers of a Branch or Chapel and in respect of any member who is appointed or elected by the Union, the G.B. or a Branch or Chapel to act in any official or representative capacity on behalf thereof in any matter arising out of the performance of their duties as such. |
| Procedure — Claims | (2) Any claims arising under this section shall be dealt with by the G.B., through the Chapel and Branch concerned as the case may be, and the decision of the G.B. thereon shall be final. |
| Indemnity in respect of injury or death | (3) The G.B. shall be empowered to indemnify any or all of the officers, officials or members of the Union against injury or death as a result of an accident arising out of or during the course of any duties performed on behalf of the Union or any of its Branches or Chapels. |

Clause VIII — Governing Board Meetings

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| Procedure | 1. Meetings of the G.B. shall be conducted in accordance with the procedure prescribed in Clause XVI of this Constitution. |
| Ordinary voting | 2. Voting at a meeting of the G.B. shall be by a show of hands and every member of the G.B. (other than the G.S.) shall be entitled to exercise one vote, subject to Section 3 hereof. |
| Card vote | 3. In the event of any member of the G.B. being dissatisfied with the result of any vote by show of hands he may ask for a card vote to be taken on the question and such card vote shall be taken forthwith without further debate. |
| Voting strength | 4. In any card vote, the voting strength of each Branch shall be calculated in accordance with Section 6 of Clause XXIII, and a Branch representative shall be required to record the vote of the Branch represented by him. |
| E.C. card vote | 5. With the approval of the majority of the members of the E.C., a member of that body shall participate in any card vote on behalf of the members attached to Headquarters. |

Clause IX — Conferences

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| Functions | <p>1. An annual Conference of delegates shall be held during the last quarter of each year or at such other time and place as may be decided by the G.B. or the E.C. for the purpose of considering and deciding:</p> <p>(1) Proposed amendments to this Constitution.</p> <p>(2) The proposals which shall be included on the agenda of the N.I.C. meeting called for the specific purpose of negotiating a new agreement. Proposals submitted for the consideration of Conference must reach the G.S. in writing at least six weeks prior to a Conference and the G.S. must issue an agenda including all such</p> |
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proposals to all branches and delegates at least three weeks prior to the Conference.

- (3) Any other matter concerning policy of which at least six weeks' notice has been given to the G.S. by the G.B. or the E.C. or any branch of the Union. Such notice by branches shall be given in writing.
2. The delegates to a Conference shall consist of the members of the G.B. and the R.S.O. of each region. The E.C. shall be empowered to appoint an alternate delegate after consultation with the Branch Committees concerned in the unavoidable absence of the delegate representing a region. Delegation
3. Voting at a Conference shall be on the basis of branches, each branch having one vote which shall be declared by the delegation representing the region. In the event of a delegate being dissatisfied with the result of any such vote, he may call for a card vote, in which event the voting strength of the branches for and against the proposition shall determine the issue. Voting procedure
4. At least half the voting strength of the ordinary membership of the Union shall be represented at a Conference before a quorum can be constituted. Quorum
5. Notice of an ordinary conference, with a copy of the agenda thereof, shall be posted to delegates at least three weeks prior to the Conference. Notice of a special Conference which may be convened by the E.C. or at the request of three or more branches, shall be given as expeditiously as possible after the business and date of the Conference have been determined. Notice and agenda

Clause X — National Industrial Council

1. (1) Delegates of the Union on the National Industrial Council shall consist of: N.I.C. delegation — Composition of
 - (a) The General Secretary (with the Assistant General Secretary as his alternate) and the General President with a Vice-President as his alternate.
 - (b) The Regional Secretary-Organiser of each of the eight regions of the Republic. Should a Regional Secretary-Organiser not be available when required, the Branch Committees in the regions concerned shall meet in order to nominate a Grade I member in that region to act for the time being.
 - (c) Six Branch Representatives (one each to be elected by all the members of the A, B and C Branches respectively of the Coastal Area, and one each to be elected by all the members of the A, B and C Branches respectively of the Inland Area).
 - (d) Five delegates to be selected by the E.C. to ensure representation of special interests such as typography, book-binding, corrugated board making, lithography, photogravure or any other special interests deemed advisable by the E.C. in respect of any particular meeting of the N.I.C.
- (2) N.I.C. delegates, other than those mentioned in Section 1(1)(a) and (b) shall be elected in accordance with the provisions of Section 3 of Clause VII of the Constitution, provided that no member shall be eligible for nomination as a delegate unless he is an ordinary member and has completed at least five consecutive years of ordinary membership immediately prior to date of nomination provided that the G.B. shall be empowered to waive this provision in exceptional circumstances. Election of N.I.C. delegates
2. In the event of the National Industrial Council ceasing to exist and a conciliation board having to be appointed in terms of the Labour Relations Act, 1956, the Union's representatives on such board shall be appointed by the G.B. Conciliation Board — procedure
3. The Union's representatives on any other industrial council that may be established

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| Other Industrial Councils | covering members of this Union shall be the G.S. and one or more members appointed by the G.B. from nominations submitted by the members employed in such industry. |
| Consultation | 4. For purposes of consultation the E.C. may convene meetings of representatives of members whenever deemed necessary. |
| Joint Board delegates | 5. Representation of the Union on local Joint Boards shall comprise the R.S.O. and representatives (who must be members of the Branch Committees concerned) of the Branches functioning in the area of jurisdiction of a Joint Board. The number of representatives each Branch will be entitled to appoint shall be determined by the G.B. on the basis of the voting strength of such Branches. |

Clause XI — Terms of Admission, Subscriptions, Inactive Membership and Resignation

1. TERMS OF ADMISSION

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| Applications for membership | (1) (a) Applications for membership shall be made upon the forms provided by the G.B. for that purpose to the Committee of the Branch in which the applicant is or desires to be employed, and shall be forwarded, with a recommendation thereon by the Branch Committee, to the G.B. for approval. All applications must be accompanied by a medical certificate certifying the applicant's freedom from infectious or contagious disease. Provided that members re-admitted after an absence of twelve months or less shall not be required to submit such certificate. The G.B. shall notify its acceptance or otherwise of any application as soon as possible thereafter, and in case of acceptance shall state the date from which membership shall commence, the period of probation and the amount of entrance fee in terms of paragraph (3) hereof. |
| Provisional membership | (b) The G.B. may grant provisional membership for any period and on any terms it deems fit in any case of doubt, or where further information is required, in respect of any application. Such provisional membership shall entitle the person concerned to take up or continue employment in the industry, but shall not involve the Union in any obligation whatsoever to such person in respect of the benefits prescribed in this Constitution, nor constitute a right to full membership of the Union. |
| Applications to go to Headquarters | (c) In any case where a Branch recommends the rejection of an application, full particulars thereof must be forwarded to Headquarters immediately. |
| Credentials | (d) Any card, credential or similar document, submitted by an applicant, must be forwarded to Headquarters with the application form. |
| Obligation of membership | (2) Every person admitted to membership shall subscribe to the obligations of membership set out in this Constitution in the manner prescribed by the G.B. |
| Entrance fees | (3) Every person admitted to membership shall pay within fourteen days of notification thereof an entrance fee of not more than the following amounts:
<div style="margin-left: 40px;"> Grade I — Five rand
 Grade II — One rand
 Grade III — Fifty cents
 Grade IV — Twenty-five cents. </div> <p>The G.B. may, however, impose an entrance fee of a greater amount being not in excess of R20.00 in the case of persons who have stood aloof from or acted in antagonism to the Union or to trade unionism, and for any other good and sufficient reason, and such entrance fee shall be paid within a period fixed by the G.B.</p> |
| Probationary period | (4) Every person admitted to membership shall serve a probationary period of at least eighteen months from the date of payment of entrance fee; provided that the G.B. may increase the period of probation in the case of persons who have stood aloof |

from or acted in antagonism to the Union or to trade unionism, and in the case of persons applying for re-admission who have previously drawn a retiral grant, and in the case of applicants who, in the opinion of the G.B. may become an unreasonable liability on the Union in respect of benefits, and for any other good and sufficient reason.

- (5) Every member on becoming eligible for transfer from Grade III to Grade II, or from Grade II to Grade I, as the case may be, in terms of this Constitution, shall be transferred to the grade concerned by Headquarters, and the Branch advised immediately such transfer has been effected. Where members are transferred from Grade IV, as well as any other transfer not provided for, the Branch concerned shall advise Headquarters of the date from which such transfer shall be made. Transfer from one grade to another
- (6) The G.B. may, in its discretion, transfer a member from Grade I to Grade II, provided such is approved by his Branch Committee. Any member so transferred shall not be retransferred to Grade I until a period of two years has elapsed from date of transfer to Grade II, except in special cases recommended by a Branch Committee where, if it deems fit, the G.B. may agree to such transfer. Transfers from Grade I to II
- (7) Any apprentice in the industry shall be eligible for admission to Grade II membership immediately on commencing his period of contract. Apprentices

2. SUBSCRIPTIONS

- (1) A weekly subscription shall be payable to Headquarters, through the Branch in which a member is enrolled, by every employed member earning half-wages or more as follows: Amount of subscriptions
 - Grade I -*
Three-quarters of one per cent of Scale 1 of Table 1 of the N.I.C. Agreement.
 - Grade II -*
Half of the amount payable by Grade I
 - Grades III & IV -*
One-quarter of the amount payable by Grade I
- (2) Members employed in towns outside the jurisdiction of any Branch shall pay their subscriptions either to the Secretary of the nearest Branch or direct to Headquarters, as the G.B. may determine. Payments in these cases shall be made at intervals of not more than one month. Unattached members
- (3) Any member who is unable to follow his employment through sickness or accident, whether in receipt of compensation or not, shall pay a weekly subscription as follows: Grade I, 5c; Grade II, 3c; Grades III and IV, 2c; provided that in all cases a doctor's certificate or other satisfactory evidence shall be produced. Sick Member
- (4) Any member who is unemployed and is ready and able to take up employment at his trade or occupation in the industry when offered, and any member who is partially employed and earning less than half-wages, and is ready and able to take up full employment in the industry when offered, shall pay the following weekly subscriptions: Grade I, 5c; Grade II, 3c; Grades III and IV, 2c; The G.B. may on the recommendation of the Branch Committee concerned regard any period of unemployment (not due to genuine sickness) in excess of a total of 17 weeks in any calendar year during which a member was not eligible for benefits from the J.U.F. or the Union, as inactive membership. Unemployed members
- (5) Any member who is transferred to inactive membership in terms of Section 3 hereof shall pay the following weekly subscriptions: Grade I, 5c; Grade II, 3c; Grades III and IV, 2c; and may remain under the jurisdiction of the Branch in which he transferred or that wherein he is resident. Inactive membership
- (6) Any ordinary member who is or becomes a fulltime official in the Union or in any Branch shall continue as an ordinary member. Full-time officials

Military service (7) Any ordinary member on active military service or who is required to undergo compulsory military training, shall be exempted from payment of subscriptions and levies. Any such period of service or training shall be taken into account as ordinary membership when computing the amount of benefit such member may become entitled to in terms of this Constitution.

3. INACTIVE AND BENEFIT MEMBERSHIP

Qualifications for inactive membership

- (1) Any ordinary member in compliance
- (a) who ceases to be employed in a technical capacity in the industry; or
 - (b) who becomes a manager, an employer, partner; or
 - (c) who enters business in the industry on his own account; or
 - (d) who leaves the industry;

may, at the discretion of the G.B., be allowed to transfer to inactive membership, provided he makes written application immediately when ceasing to be eligible for ordinary membership. Where transfer to inactive membership is not applied for or granted by the G.B., the applicant shall cease to be a member of the Union.

Inactive sub-
scriptions

- (2) During any period of inactive membership, a member shall pay subscriptions at the rate applicable to unemployed members (see sub-section (5) of Section 2 of this clause) together with such other dues as may be required by the Branch of which he is a member. Such period shall not count as qualifying membership for purposes of benefits. Should an inactive member fall into arrears to the extent of 26 weeks he shall be liable to expulsion without notice.

Unpaid leave
conditions

- (3) Any member who leaves the industry for the purpose of taking unpaid leave shall pay full dues to the Union for any period up to six weeks per annum of unpaid leave. Should the period of unpaid leave exceed six weeks but not 26 weeks per annum, the member shall have the option of retaining ordinary membership for such period, provided that if he so elects he shall pay, in addition to his dues to the Union and his own contributions to the N.I.C. funds, the contributions which would otherwise be payable by his employer.

Condonation of
inactive member-
ship

- (4) Any member who leaves the industry and is permitted to transfer to inactive membership and who subsequently transfers back to ordinary membership on returning to the industry, may be granted continuity of ordinary membership by the G.B. in respect of his period of inactive membership provided he pays the full ordinary subscriptions and levies to the Union and the full contributions to the benefit funds to which the Union is party. This privilege shall not be extended to any member who had the option of retaining ordinary membership for the period concerned but failed to do so, except where the G.B. is satisfied that a member who left the industry was genuine in his intention not to return thereto within a period of 26 weeks.

Forfeiture of benefits
Saving Proviso

- (5) Subject to the provisions of sub-section (4) and (7) of this clause and the rules of any benefit fund, a member who transfers to inactive membership shall forfeit all interest in the benefit funds of the Union (other than the Mortality Benefits) and on his transfer back to ordinary membership shall be required to requalify for benefits as if he had rejoined the Union. This provision shall not serve to deprive any member who transferred to inactive membership prior to the 1st July, 1959, of the right to exercise the option prescribed in sub-section (6) of this Clause not later than a date to be determined by the G.B.

Benefit members

- (6) A member who becomes engaged in the industry in a capacity or an area which excludes him from ordinary membership shall have the option, subject to the approval of the G.B. and the payment of the dues of ordinary membership, to retain his membership of the Union for benefit purposes only. The G.B. shall have the discretion to terminate this arrangement in respect of any such member at any time by giving the member four calendar weeks' notice of the intention to do so, in

which case the member shall be entitled to receive all the benefits normally accorded a member who resigns in good order. Any such member who is expelled from membership for any reason shall not be entitled to claim this privilege.

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| (7) Members who are granted the retirement allowance of the Union Pension Fund and/or National Industrial Council Pension Fund or the N.I.C. Benevolent Fund shall be transferred to inactive membership as from date of being placed on such allowance or benefit, but shall not be required to pay subscriptions in accordance with sub-section (5) of Section 2 of this clause. | Pensioners |
| (8) Benefit members and members transferred to inactive membership shall not be eligible to vote on any Union matter nor be allowed to attend or take part in any meeting of members, or serve the Union or any of its Branches in any official or representative capacity whatsoever, provided, however, that members who are granted the retirement allowance of the Union Pension Fund and/or the National Industrial Council Pension Fund shall be allowed to attend Branch general meetings. This provision shall not serve to deprive a benefit member from exercising a vote in any ballot of the membership conducted with the specific object of amending the rules of a benefit fund of which he is a member. | Inactive status

Benefit members-
Eligibility to vote |
| (9) In the event of an inactive member being offered employment in the industry, he shall make application for transfer to ordinary membership and shall not take up such employment until such transfer has been approved by the G.B., provided that, in an emergency, the R.S.O. concerned may grant temporary permission for such employment to be commenced pending the decision of the G.B. | Transfer to
Ordinary membership |

4. RESIGNATION

Any member who ceases to be employed or available for employment in the industry, or who becomes a works manager or overseer in the industry in a purely supervisory capacity, or who becomes an employer in the industry, may resign his membership of the Union on payment of all amounts due by him to the Union and its Branches as at date of tendering of resignation.

5. GENERAL FUND

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| (1) The subscriptions payable by members in terms of this Clause as well as all other income of the Union other than the contributions to the Union Pension Fund and the Mortality Trust Fund or a levy struck for a special purpose, shall accrue to the General Fund account, which shall be utilised for the general purposes of the Union. | Allocation of
income |
| (2) Payment by a member shall be allocated in the following order: entrance fees, fines, levies, subscriptions. | Precedence of dues |

Clause XII — Levies

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| 1. Should a certified valuation of the Funds of the Union at any time show a credit balance insufficient for the normal administrative needs, the G.B. in consultation with the Auditor, may strike a levy not exceeding the amount of subscriptions prescribed in clause XI 2.(1) on members in full employment, such levy to continue until the position is restored to normal. | How levies imposed |
| 2. Whenever the G.B. shall deem it necessary, it may impose a special levy not exceeding the amount of subscriptions prescribed in Clause XI 2.(1) for the purpose of raising funds for a specific purpose. | Special levy |

Clause XIII — Cards and Rules

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| 1. The G.S. shall issue a membership card to each member. | Membership cards. |
| 2. The G.S. shall issue for every member a clearance card, which shall show the date and | Clearance card |

conditions of admission to membership and shall be kept by the Branch Secretary of the Branch to which the member is attached or in which he is employed.

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| Clearance from branch to branch | 3. All amounts received during the current six months by a member in benefit allowed under Clause XIV hereof, and all amounts then due by the member to the Union or any Branch, shall be entered upon his clearance card by the Branch Secretary at the time of such member's departure from a Branch and such member shall deposit his clearance card with the Branch Secretary concerned within 48 hours of arrival in another Branch. Should a member fail to deposit his clearance card as required by this Section, or arrive in a Branch without a clearance card, a fine (Grade I, R2; Grade II, R1; Grade III, 50c; Grade IV, 25c) may be imposed, and the member shall not be paid any benefits until he has produced such card, properly filled in, or obtained a new one. Branch Secretaries shall enter on clearance cards particulars of any penalty imposed upon members by the G.B. |
| Working card | 4. Any person who makes application for membership may be granted a working card by the Branch concerned during such period as the application may not have been finalised. The holder of a working card shall not be entitled to any of the benefits of membership, provided that if he is admitted to membership such membership shall be dated back to the date of issue of the working card, no subscriptions being payable in respect of such period. The holder of a working card shall from date of issue thereof pay to the Branch weekly a sum equal to the weekly contribution payable by members of the grade concerned, plus such additional sum as the Branch Committee may fix in reduction of the amount due by way of entrance fee or of any money due by the said applicant to the Union in respect of (a) fines, levies or arrear subscriptions due by the applicant in respect of any former period of membership, (b) amounts paid by the Union on behalf of any such applicant to any employer in the Printing Industry in respect of any financial transaction between such applicant and his employer arising out of his employment. All amounts paid on a working card shall be credited to Headquarters less an amount equal to the contributions payable to the Branch by an ordinary member of the Branch. |
| Working card dues | |
| Allocation of working card dues | |
| Lost cards | 5. When the renewal of a lost clearance or membership card or one that has been rendered useless through the carelessness of the member, is applied for, a charge of 25c shall be made on the member concerned, such sum to be paid, and particulars forwarded to Headquarters, before the issue of another card. |
| Doubtful documents | 6. Any card or document upon which an erasure has been made, or the genuineness of the entries which may be doubted by a Branch Secretary or other authorised officer, shall be detained and particulars immediately sent to the G.S. and the G.B. shall have power to prosecute any offender, or to inflict such punishment it may deem fit. |
| Copies of Constitution | 7. Every member shall be entitled to a copy of this Constitution on application to his Branch Secretary or to Headquarters. Any member who loses his copy and requires another may obtain one on payment of 25c. Any alterations or additions shall be published in the official journal. |

Clause XIV — Benefits

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| Pension and Mortality Funds | 1. A Pension Fund, a Mortality Trust Fund and any other approved benefit scheme underwritten by an insurance company and registered in terms of legislation applicable to such benefit scheme shall be maintained in accordance with rules approved by the G.B. or a ballot of the membership: Provided that no fund which is not subject to registration under any other law shall be established before the rules governing such fund have been incorporated in this constitution and approved in terms of section 9(3) of the L.R. Act. |
| Benefits payable | 2. All pensions and mortality allowances shall be payable from the Union Pension Fund account and the Mortality Trust Fund account supplemented by the insurance scheme as prescribed , respectively. |

Clause XV — Branches

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| 1. For the purpose of efficient organisation, and with a view to attaining its objects, the Union shall be divided into Branches. The area of jurisdiction of each Branch shall be defined by the G.B. | Jurisdiction |
| 2. It shall be the function of each Branch to supervise the interests and administer the affairs of the Union in accordance with these rules within its jurisdiction. | Function |
| 3. Each Branch shall be governed by a President, one or more Vice-Presidents, Secretary (who shall be the R.S.O.), and not less than three members. These officers shall constitute the Branch Committee and be elected by ballot of members falling within the region of the branch concerned and shall hold office for such period as determined by the branch by-laws. Immediately after election each Branch Secretary shall forward to Headquarters a full list of officers elected in his Branch, and shall notify Headquarters immediately of any changes thereof from time to time. A member shall not be eligible for any office in a Branch until he has completed his probationary period, or if out of compliance or under suspension, nor be eligible for nomination for any such office unless he has completed two years' continuous ordinary membership immediately prior to date of nomination. The G.B. shall have power to waive any of such qualifications in exceptional circumstances. | Branch Committee

Qualifications |
| 4. Each Branch Committee shall meet at least once a month. At each monthly meeting the Chairman shall require the Secretary to produce the bank statement. The amount of the bank balance as at date of meeting shall be entered in the minutes of such meeting. It shall be the duty of the Secretary to forward to Headquarters a duplicate bank deposit-slip immediately upon banking moneys to the credit of his Branch. | Committee meetings

Financial procedure |
| 5. A Branch shall have the power to make by-laws, relating to administrative, disciplinary and procedural matters to operate within its jurisdiction, provided that such by-laws are not in conflict with these rules, the L.R.A. or any other law and have been submitted to and approved of by the G.B. | By-laws |
| 6. Vacancies on a Branch Committee which occur between the general meetings of the Branch shall be temporarily filled by the Branch Committee until the next general meeting. | Vacancies |
| 7. General meetings in Branches shall be held as required, but in any event no longer than six months shall elapse between meetings. One such meeting shall be held in the first or second calendar months in each half-year. | General meetings |
| 8. Whenever a breach of these rules has occurred in an establishment, and the Chapel and Branch Committee in turn have failed to secure a satisfactory settlement, the matter shall be dealt with by the National Industrial Council and/or reported to the G.B., which shall have power to take such steps as it may deem necessary or advisable. | Breaches of rules |
| 9. A Branch shall not accept a reduction in wages or undertake any movement for the advance of wages, reduction of hours or alteration of any of the recognised conditions of employment, without having first intimated to the G.B. the wish to do so and received its sanction. Any petition or other document by which the Union may become responsible shall not be issued to employers or the public without the consent of the G.B. | Restriction on branches |
| 10. When a strike is in progress, the Branch Secretary concerned shall forward to Headquarters a weekly statement of all moneys paid on account of such strikes, together with the names of recipients, with a report giving particulars of the situation to date and the changes which may reasonably be expected. | Strike procedure |
| 11. All Branch correspondence, including that between Headquarters and Branches, shall be conducted by the Branch Secretary or (in his absence) by the Branch President or other member appointed as temporary secretary. | Correspondence |
| 12. All correspondence between Branches affecting the principles or policy of the Union, or its officers, shall be conducted through Headquarters. | Inter-branch correspondence |

Returns to Headquarter	13. Each Branch Secretary shall forward to Headquarters regularly and promptly, and by the dates specified by the G.B., all periodical returns or information required on any other particulars considered necessary by the G.B., or required for publication in the official journal.
Branch accounts	14. Each Branch Secretary shall keep a correct record of all receipts and disbursements, and shall obtain from every member to whom payments are made a signed receipt. Such receipts shall be forwarded to Headquarters immediately after each Branch audit or examination of accounts. All accounts between Branches and Headquarters shall be made up to and include quarter days.
Half-yearly accounts required	15. The officers of each Branch, through the Branch Secretary shall draw up a detailed statement of income and expenditure, made up to the 30th June and 31st December in each year, and shall forward a copy thereof, duly audited or examined, to Headquarters, together with a remittance for the balance due to Headquarters, not later than two calendar months after the close of each half-year.
Administration allowance	16. Each Branch shall be granted from the General Fund of the Union for purposes of efficient administration such amount as may be deemed necessary by the G.B.
Branch levies	17. A Branch may impose a levy on its members for any purpose not in conflict with the objects of the Union, the L.R.A. or any other law, provided a ballot is first taken to decide the matter. Such ballot may be taken at a general meeting, provided that due notice thereof is given and that the specific proposal to be balloted on is stated on the notice of such meetings and provided further that such levy shall not exceed an amount as determined by the G.B.
Responsibility	18. Each Branch shall be held responsible to the Union for the proper carrying out of these rules within its jurisdiction, and for the performance of all duties assigned in them to Branch officers.
Initiation meetings	19. Each Branch Committee shall (subject to the approval of the G.B.) prescribe the procedure to be followed in respect of initiation or instructional meetings to be attended by new members within a specified period after admission to membership and the penalties which may be imposed upon any member in default.
Branch ballot	20. The procedure with regard to Branch ballots shall be as follows:
Meeting ballots	(1) In respect of a ballot taken at a general meeting, the Chairman shall appoint two or more scrutineers who shall issue the ballot papers to those present who are entitled to vote, and such members shall record their votes thereon, and return the papers to the scrutineers, who shall forthwith count such votes and submit their report thereon to the Chairman, who shall declare the result at the meeting.
General ballots	(2) Ballots other than those taken at a general meeting shall be conducted in the following manner: The Branch Committee shall appoint two or more scrutineers for such ballot. The scrutineers shall, in consultation with the Branch Secretary, prepare the necessary ballot paper and printed copies shall be distributed by the Branch Secretary to the members of the Branch who are entitled to vote. The ballot paper shall state the closing date of the ballot. Members shall record their votes and return the papers to the Branch Secretary promptly. The scrutineers shall count the votes and shall submit their report thereon to the Branch President and the result thereof shall be communicated to the members of the Branch as soon as possible thereafter.

Clause XVI — Conduct of Meetings

Standing orders	1. The following shall be the Standing Orders and Rules of procedure at G.B. meetings and Branch meetings: (1) The business shall be proceeded with according to the agenda paper except by consent of the majority at the meeting.
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(2) All motions and amendments shall be presented in writing and delivered to the Chairman immediately on being seconded. The Chairman may, however, in his discretion, accept verbal motions and amendments.	Propositions — Precedence
(3) When a proposition is duly moved and seconded, no other motion shall be in order, except to adjourn, to postpone, to refer to a committee, to divide the question, or to amend. These motions shall have precedence in the above order.	Propositions — Procedure
(4) The motion to adjourn or divide shall be decided without debate.	Motion to adjourn
(5) When an amendment is moved to an original proposition, no further motion to amend shall be in order until the first is disposed of. If such motion to amend is carried the amended proposition becomes the proposition and further amendments thereto may be moved; if the motion to amend be negative, another may be moved. When all motions to amend have been disposed of, the proposition shall be put to the meeting.	Amendments — Procedure
(6) All questions shall be put to the meeting first in the affirmative, and then in the negative.	Voting procedure
(7) All votes shall be counted by the Chairman, but, in the case of a ballot, scrutineers shall be appointed by the Chairman.	Counting of Votes
(8) A member shall not leave a meeting without the consent of the Chairman.	Member leaving
(9) A motion once carried shall not be again debated or rescinded, unless a motion to debate or rescind is on the agenda of the meeting concerned and a majority of the members thereat has approved of such motion; provided, however, that a question that has been decided may be reopened upon a motion carried by two-thirds of those present.	Rescinding of decision
(10) The mover of an original proposition shall have the right to reply, but no other member shall be allowed to speak more than once on the same motion, or longer than 15 minutes, except with the consent of the meeting.	Debating rules
(11) Questions of order shall be decided by the Chairman but in the case of an appeal from his decision, duly seconded, the member appealing and the Chairman shall each be allowed time to explain, after which the Chairman shall put the question in this form: "All in favour of sustaining the decision of the Chair", "All opposed to the decision."	Questions of order
(12) All cases not herein provided for shall be decided according to common use.	Common practice
2. Any member who is disorderly or creates a disturbance at any meeting shall leave the meeting when called upon to do so by the Chairman, and his case shall be dealt with by the G.B., or the Branch Committee, as the case may be. On a repetition of the offence he shall be deemed guilty of misconduct and dealt with therefor in terms of this Constitution. At any time when required the members present at a meeting shall assist the Chairman in maintaining order.	Disorderly conduct

Clause XVII — Chapels

1. Chapels shall consist of the members of the respective Branches of the Union in the region concerned (and the members of any other trade union with which the Union has a reciprocity agreement) employed in any establishment, and such Chapel shall be properly constituted, with duly elected officers, in each establishment where four or more members of a Branch are employed. Sub-chapels may be formed in the various departments of large establishments.	Chapels — Composition of
2. The function of the Chapel shall be to ensure in the establishment concerned the proper observance of this Constitution and the provisions of any agreement concerning wages and working conditions to which the Union is party, and to exercise a careful supervision of all matters affecting the interests and well-being of the Union and	Functions of Chapels

	its members in such establishment and to advise the Branch on all matters pertaining to such establishment.
Duties of officials	3. The Clerk of the Chapel (or, in his absence, the Father or other authorised officer) shall examine the cards or credentials of any new employees immediately on their commencing work and shall report forthwith to the Branch Secretary any irregularities in connection therewith. He shall draw the attention of the management at once to any case of a person commencing work who is not a member of the Union or who does not produce a provisional card or working card issued by the Branch Secretary, and the management shall be requested to suspend such person from working until the matter has been satisfactorily adjusted by the Branch Secretary or Headquarters.
Clerk's duties	4. The Clerk shall be responsible for the collection of subscriptions and other dues to the Chapel, Branch and or Union, from all members employed in the establishment, and shall pay to the Branch Secretary (or other duly authorised Branch officer) all amounts collected in respect of Branch and Union dues not later than the Monday following the last Saturday in each month. The members of the Chapel shall render the Clerk all reasonable assistance in carrying out his duties. The Branch Secretary shall be empowered to call for the books of any Chapel or Chapel fund, and such shall be delivered to him on demand. The Clerk shall also be responsible for the annual audit of the Chapel's books of accounts.
Qualifications for Office	5. Only members in compliance and who have served their probationary period shall be eligible to hold office in a Chapel or to serve on a Chapel Committee. The stipulation with regard to probationary period may be waived, however, in cases where a qualified member is not available and where the approval of the Branch Committee and G.B. has been obtained therefor. After any election of a Chapel officer, or officers, a report of such election shall be submitted within seven days by the responsible officers to the Branch Committee for endorsement or otherwise.
Breaches of rules	6. The Chapel through its officers shall immediately report to the Branch Secretary any breach of those rules, or the provisions of any agreement to which the Union is party, or encroachments upon its rights. No question affecting the general interests of the Union shall be decided by any Chapel.
Advice or assistance	7. Any Chapel which requires the advice or assistance of the Union shall cause representatives of the Chapel to attend personally before the Branch Committee for that purpose.
Chapel rules	8. Each Chapel shall draw up a code of rules (conforming as near as possible with the specimen Chapel Rules drafted by the G.B.) which shall not be contrary to the provisions of the rules, the L.R.A. or any other law, which shall be submitted to the Branch Committee for approval. In cases where such rules contain any special provision for payments or other matters outside the ordinary Chapel routine, they shall be submitted to the G.B. for approval or otherwise. Each member of such Chapel shall be supplied with a copy of such approved rules. In cases where a Chapel fails to comply with this provision, the specimen Chapel Rules drafted by the G.B. shall automatically apply to such Chapel.
Arrear Chapel dues	9. Any member who refuses or fails to pay Chapel dues shall, on the representations of the Father of such Chapel to the Branch Committee, have such dues debited against him as dues to the Branch, and these shall be collected by the Branch Secretary. This provision shall apply also in the case of any moneys due by a member to any Chapel fund which has received the approval of the Branch Committee.

Clause XVIII — Obligations on Members

Branch membership	Any member employed within the jurisdiction of a Branch shall, unless specially exempted by the G.B., be a member of that Branch. Upon leaving a Branch for another Branch, a member shall draw his clearance card and deposit it with the Branch Secretary of any Branch visited, but should he return to his former Branch within a period of six weeks, he
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shall be deemed not to have broken his membership in that Branch. A member who fails to observe the foregoing provision shall be liable to be dealt with in terms of Clause XIX, Section 2, of this Constitution. Penalties

Clause XIX — Misconduct and Penalties

1. Any member who defrauds, attempts to defraud, embezzles, wilfully withholds or mis-applies moneys, is a party to fraudulent practices in connection with the Union, or any other organisation to which the Union or any of its Branches have contributed sums of money in which such are interested, or who wilfully connives at any such offence or offences being committed by any other person, may be immediately expelled from the Union, fined and dealt with as the E.C. may deem fit and, if deemed desirable, proceeded against according to law. He shall also be debarred for all time from holding office in any capacity within the Union. Fraud
2. Any member who is found guilty by the E.C. of conduct which is injurious to, or likely to injure, the interests of the Union, or any Branch, or any member of the Union, or trade unionism generally, shall be liable to a fine not exceeding R20-00, suspension from holding any office in the Union (including Chapel or Branch) or expulsion, as may be decided by the E.C. Misconduct penalties
3. Any member charged with such misconduct shall be summoned to appear before the Branch Committee concerned to answer such charge and shall be entitled to call witnesses in support of his defence. The Branch Secretary shall forward full particulars of each case to Headquarters, with the recommendation thereon of the Branch Committee. In any case where the E.C. is disposed to inflict a penalty other than that recommended by a Branch Committee, the matter shall be referred back to such committee for further consideration. Misconduct — Procedure
4. Any member who insults or interferes with Branch or Union officers in the execution of their duty shall be deemed guilty of misconduct and shall be dealt as provided in Section 2 hereof. Insulting officers
5. Any person who gains admission to the Union or obtains (or attempts to obtain) benefits by means of any false statements or false pretences may be prosecuted according to law or otherwise dealt with as the E.C. may decide. False statements
6. Should a Branch refuse to carry out any instructions of the E.C., the matter shall be referred to the Governing Board for disciplinary action. Branch obligations
7. Should a member be guilty of wilful misconduct, neglect or refusal to accept employment (casual or regular) or lose his employment through his negligence or misconduct, the E.C. may, after investigation and report by a Branch Committee, suspend him for any period deemed fit. Repeated neglect, intoxication or misconduct in respect of a member, shall render such member liable to expulsion. Any member who, whilst in receipt of unemployment allowance, refuses to accept employment in a centre other than the one in which he resides, shall be liable to suspension from unemployment allowance, unless he is able to furnish the local Branch Committee with satisfactory reasons for such refusal. Neglecting work
8. No member in regular employment shall be allowed to work for any employer other than the one with whom he is ordinarily engaged except with the written consent of such employer and the Branch Secretary. Except with the prior approval of the Branch Committee concerned and subject to endorsement by the E.C., an ordinary member shall not encroach on the work of any trade union member or conduct any business or undertaking to the detriment of the Union or trade unionism generally. Work encroachment
9. Any member employed in an establishment where a breach of these rules or of any agreement to which the Union is party, occurs, or where an encroachment is made or about to be made upon the privileges or working conditions of any branch of the Industry, shall immediately report such breach or encroachment to the Chapel officers Breaches of rules

or, where no Chapel exists, to the Branch Secretary. Failure to report shall render every member employed in such establishment liable to such fine and/or suspension from benefits as shall be decided by the E.C., unless they can prove, to the satisfaction of the Branch Committee concerned, that they were totally unaware of any such breach or encroachment.

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| Non-payment of dues
Penalties | 10. A member not in compliance through failure to pay his dues to the Union and its Branches on the dates specified in the definition of "in compliance" in this Constitution shall be suspended from and disentitled to all benefits from the date when he became out of compliance until one month after he has paid the amounts and complied with the rules in respect of which he became out of compliance, and for such further period as may be decided by the E.C. He may also be fined an amount not exceeding R20-00 and/or expelled from the Union. Unless otherwise decided by the G.B. in specific cases, a member more than six months in arrears with his dues to the Union or any of its Branches shall be deemed to have been automatically expelled from the Union. The E.C. may take such legal action against him as it may deem advisable for the recovery of any amount due by him to the Union or any of its Branches. The E.C. shall have the power to publish in the S.A. Typographical Journal the names of members out of compliance. For the purpose of this section, accounts which have been rendered and are more than three months overdue to the Printing Industry Medical Aid Society shall be regarded as Union dues. |
| Failure to transfer | 11. Any member who fails or refuses to transfer from one grade to another as required by this Constitution, or who refuses to sign the necessary application form for transfer, shall be liable to expulsion from the Union. |
| Expulsion forfeiture | 12. Persons expelled from the Union shall, as from date of expulsion, forfeit all claims upon the Union or any of its funds. |
| Unattached members | 13. In any instance where a member is not attached to a Branch of the Union, the reference to a "Branch Committee" in this Clause and any other relevant provision of the Constitution, shall mean three members in compliance appointed by the E.C. to serve in an <i>ad hoc</i> capacity. |

Clause XX — Appeals

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| Appeals — Procedure | 1. Any member who considers that an injustice has been done him, either by a Branch, the E.C. or by any other member, may appeal to the G.B. within three months of the cause of the appeal, provided he is in compliance and has given due notice to the Branch Secretary concerned and supplied a copy of all relevant documents thereto and that all such documents are forwarded to the G.B. through the Branch Secretary. Should the Branch Secretary refuse or neglect to forward such appeal to the G.B. within one month of receipt of same, it shall be competent for the member concerned to appeal direct to the G.B. In the event of any other member being concerned in the matter, he shall on request be supplied with a copy of such documents as in the opinion of the G.S. specially concern him. |
| Interim procedure | 2. In the case of an appeal of a member against the decision of a Branch or the E.C. such decision, if endorsed by the E.C., must be complied with in the interim. The E.C. may, however, suspend the operation of any decision in any case where such is deemed advisable. |

Clause XXI — The Official Journal

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| Monthly publication — Contents | 1. There shall be published monthly a journal of 12 or more pages, entitled "The South African Typographical Journal". It shall contain, in addition to reports and other matters required by the Constitution to be published, postal addresses of Branch Secretaries, state of trade, advertisements meeting the approval of the G.B., reports and proceedings of Branches, and such other matters as may be of interest to the industry generally. |
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2. Every chapel shall be supplied with a reasonable number of copies of the Journal monthly as agreed upon between the R.S.O. and the Chapel. Circulation

Clause XXII — Union Label

1. The Union label shall be in the form approved by the G.B. and may be issued by the G.B. to any firm observing Union conditions and employing one or more financial Grade I member. Form of label
2. Union label blocks shall not be issued direct to any employer, but shall remain the property of the Union, and Branches shall be responsible for placing such blocks in charge of a Grade I member in the employ of each firm using the label. Any employer using the label shall be required to sign a document agreeing to deliver upon demand from the G.B. any blocks of the label in his possession or in his establishment. Label blocks
3. Any Branch may issue a localised Union label, provided that such is issued only on the conditions laid down by the G.B. Any Branch which issues a localised label shall bear the whole of the cost thereof. Local label

Clause XXIII — Ballots

1. All propositions affecting the fundamental principles of the Union, increasing the rates of subscriptions or making new rules or additions to those in existence, upon which it is decided by the G.B. that a ballot of the Union be taken, shall be printed in the official journal and, subject to the provisions of Section 3 of this clause, no ballot paper shall be issued until a lapse of at least two months from the first publication of such proposals. Should any definite amendments to any such proposition be passed within such period by a Branch general meeting, they shall also be published and in due course be submitted with the original propositions, to ballot, but only on condition that such amendments to the printed propositions were published in the notice convening the Branch general meeting, a copy of which shall be sent to Headquarters. Ballots — Questions and procedure
Amendments to ballot propositions
2. Should 500 members in compliance petition the G.B. for the submission to ballot of any proposition or amendment, such shall be submitted to ballot in the manner provided in Section 1 hereof. Petitions for ballot
3. The G.B. may at any time submit to a ballot propositions which, in its opinion, require immediate action. G.B. powers
4. Should a majority of those voting in any ballot vote in favour of the proposition (provided that at least one-third of the total voting strength of the ordinary membership in compliance has voted) such proposition shall be deemed to be carried and shall take effect in accordance with this Constitution; provided that in all ballots to take strike action at least two-thirds of the members eligible to vote shall be required to vote in favour of the proposition before it is deemed to be carried. Majority decisions
5. Any matter upon which a ballot has been taken shall not be again submitted to ballot until a period of 12 months has elapsed from date of such ballot, unless deemed advisable or necessary by the G.B. Interval between ballots
6. On all ballots, requisitions or petitions, and in all cases where a vote of the members is taken, the voting value of Grade II members shall be calculated as one-half and that of Grades III and IV as one-quarter, respectively, of Grade I members. Value of votes
7. The number of votes for and against recorded by each Branch in any ballot of the Union shall be published in the official journal, provided that on matters relating to the wages, hours and working conditions of members the G.B. shall decide whether or not the result of any ballot thereon shall be published. Publication of results
8. No member shall be entitled to make propositions or to vote who is out of compliance or under suspension for any offence against these rules, or while serving any period of Members not eligible to vote

probation in excess of the minimum prescribed in Clause XI of this Constitution. This provision shall apply in respect of any ballot taken by the Union or any Branch or at any meeting of members.

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| Separate ballots | 9. Where the subject for ballot affects one grade only, the G.B. may specify that only members of such grade may vote and the ballot shall be treated as if it were in fact a ballot of the Union. |
| Ballot procedure | 10. Ballots shall be conducted and controlled in the following manner: |
| Ballot papers —
How prepared | (1) The question to be decided shall be prepared in suitable form by the G.S. endorsed by the E.C. or G.B., and printed with the necessary instructions for the guidance of members, and copies shall be issued to members through the Branch Secretary concerned. The ballot papers shall state the date on which the ballot closes at Headquarters. |
| Distribution | (2) Ballot papers shall be distributed to the members in each Branch by the Branch Secretary concerned and shall be returned by members promptly after completion to the Branch Secretary, who shall forward them to Headquarters by the closing date specified thereon. |
| Counting | (3) The G.B. shall appoint two or more scrutineers for each ballot and such scrutineers shall receive and count the ballot papers on a date subsequent to the closing date of the ballot and shall submit their signed report thereon to the G.B. as soon as possible thereafter. |

Clause XXIV — New Rules

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| Amendment of
Constitution | 1. A Conference shall be empowered to amend this Constitution provided any such amendment has been published in the official journal at least two months prior to the Conference concerned for the consideration of members. In the event of any Branch desiring a Conference to consider any proposed amendment to the Constitution, such amendment shall first have been approved at a general meeting of members of the Branch concerned, and at least three months' notice thereon shall be given to the G.S. |
| Amendments adopted
in principle | 2. Notwithstanding anything to the contrary contained in the Constitution, amendments to the Constitution may be adopted in principle by a Conference or by a ballot of the membership. The Executive Council shall be empowered to reduce such principles to the verbal formula or phraseology necessary for approval by the Industrial Registrar, in terms of the Labour Relations Act, 1956, and shall draft such consequential amendments as may be necessary, but shall not be entitled to introduce new principles or alter any principle so adopted. |
| Effective date —
New rules | 3. All additions and amendments to this Constitution shall, subject to the provisions of section 9(3) of the L.R. Act, be in full force and effect with effect from date of approval by the Industrial Registrar. |

Clause XXV — Interpretation of Rules

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| Power of G.B. | When a question of procedure at any time arises which is not provided for in these rules, or any doubt exists as to their interpretation, such shall be determined by the G.B. |
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Clause XXVI — Dissolution

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| Power to dissolve
Union | 1. The Union shall not be dissolved except by a ballot of the Union, in which a two-thirds majority shall be required to be effective. No such resolution shall be in order unless six months' notice thereof has been given to each Branch. |
| Winding-up procedure | 2. If a resolution for the winding-up of the Union has been passed as provided in Section 1 or if for any reason the Union is unable to continue to function the following shall apply: |

- (1) The last-appointed General President of the Union or if he is not available, the available members of the last-appointed Executive Council of the Union shall forthwith transmit to the Industrial Registrar appointed in terms of the Labour Relations Act, 1956, a statement signed by him or them setting forth the resolution adopted or the reasons for the Union's inability to continue to function, as the case may be, and the available members of the Union's last-appointed Executive Council shall appoint a liquidator to carry out the winding-up. The liquidator shall not be a member of the Union and shall be paid such fees as may be agreed upon between him and the said members of the Union's last-appointed Executive Council. Should the parties fail to agree upon the fees to be paid, the Registrar shall fix the basis on which the liquidator shall be paid. Appointment of liquidator
- (2) The liquidator so appointed shall call upon the last appointed office-bearers of the Union to deliver to him the Union's books of account showing the Union's assets and liabilities together with the register of members showing for the 12 months prior to the date on which the resolution for winding-up was passed or the date as from which the Union was unable to continue to function, as the case may be, hereinafter referred to as the date of dissolution, the subscriptions paid by each member and his address as at the said date. The liquidator shall also call upon the said office-bearers to hand over to him all unexpended funds of the Union and to deliver to him the Union's assets and the documents necessary in order to liquidate the assets. Liquidator's functions
- (3) The liquidator shall take the necessary steps to liquidate the debts of the Union from its unexpended funds and any other moneys realised from any assets of the Union and if the said funds and moneys are insufficient to pay all creditors after the liquidator's fees and the expenses of winding-up have been met. The order in which creditors shall be paid shall, subject to the provisions of paragraph (5) be the same as that prescribed in any law for the time being in force relating to the distribution of the assets of an insolvent estate and the liquidator's fees and the expenses of winding-up shall rank in order of preference as though he were a liquidator of an insolvent estate and as though the expenses were the cost of sequestration of an insolvent estate. Liquidation of debts
- (4) After the payment of all debts in accordance with sub-section (3) the remaining funds, if any, shall be distributed by the liquidator amongst the members of the Union who were in good financial standing as at the date of dissolution and each member shall be awarded a share in proportion to the subscriptions actually paid by him in respect of the 12 months immediately preceding the said date. Distribution of assets
- (5) The liability of members shall for the purposes of this section, be limited to the amount of subscriptions due by them to the Union in terms of this Constitution as at the date of dissolution. Limitation of liability

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SUID-AFRIKAANSE TIPOGRAFIESE UNIE

GRONDWET

Soos gewysig, herdruk en uitgegee
September 1982

**SUID-AFRIKAANSE
TIPOGRAFIESE UNIE**

(Gestig 1898)

In die Republiek van Suid-Afrika geregistreer
ingevolge die Nywerheidsversoeningswet, 1924,
op 15 Oktober 1924.

Herregistreer op 10 Junie 1931 en beskou
as geregistreer ingevolge die
Nywerheidsversoeningswette van 1937 en 1956.



Grondwet

Soos gewysig, herdruk en uitgegee
Augustus 1971

Soos gewysig, herdruk en uitgegee
Julie 1984

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Klousule 1 — Naam en Jurisdiksie

Hierdie organisasie staan bekend as die “Suid-Afrikaanse Tipografiese Unie”, en lidmaatskap daarvan is (onderworpe aan die goedkeuring van die B.R.), oop vir alle persone in die Republiek van Suid-Afrika wat in diens is in enige vak of beroep, genoem in die omskrywing van Druk- en Nuusbladbedryf.

Naam en
jurisdiksie

Klousule II — Woorbepalings

Tensy teenstrydig met die sinsverband geld die volgende woordebepalings in hierdie grondwet:

Woordebepalings

“A.H.S.” beteken die Assistent-hoofsekretaris van Unie.

“Amptenaar” beteken vir die doeleindes van hierdie grondwet òf ’n ampsdraer òf ’n amptenaar van die Unie soos bepaal in die A.V. Wet.

“A-Tak” beteken ’n tak, lidmaatskap waarvan beperk is tot blanke lede van die Unie.

“A.V. Wet” beteken die Wet op Arbeidsverhoudings, 1956 (Wet No. 28 van 1956)

“Bedryf” beteken die Druk- en Nuusbladbedryf.

“Binnelandse gebied” beteken die Provinsies Transvaal en Oranje-Vrystaat en insluitende daardie gedeelte van die Kaapprovinsie begrens deur en insluitende die dorpe Colesberg, De Aar, Prieska, Onseepkans en langs die grens van Suidwes-Afrika, Botswana, Transvaal en die Oranje-Vrystaat tot by Colesberg.

“B.R.” beteken die Beheerraad van die Unie.

“B-tak” beteken ’n tak, lidmaatskap waarvan beperk is tot Kleurlinglede van die Unie.

“C-tak” beteken ’n tak, lidmaatskap waarvan beperk is tot Swart lede van die Unie.

“Druk- en Nuusbladbedryf” beteken, sonder om enigsins die algemeen aanvaarde betekenis daarvan te beperk, die bedryf, vak of onderneming waarin werkgewers en werknemers saamwerk in die produksie van drukwerk van enige aard hoegenaamd deur enige proses hoegenaamd en omvat verder:

- (a) ondergenoemde bedrywe (saam met die beroepe of werksaamhede wat daarby hoort), hetsy genoemde bedrywe, beroepe en/of werksaamhede afsonderlik, gesamentlik met of apart van drukwerk beoefen word of nie, naamlik:

Boekbindwerk, Kartonvervaardiging, Setwerk, Kettingskryfbehoeftes masjienbediening, Riffelkarton- en houers masjienbediening, Snywerk, Dupliserings (soos van tyd tot tyd in die Hoofdooreenkomste van die Druk- en Nuusbladnywerheid omskryf ingevolge die bepalinge van die Wet op Arbeidsverhoudings No. 28 van 1956, soos gewysig), Elektrotipeerwerk, Graveer en Stempelsny en Stempeldruk, Gravure masjienbediening, Inkstraaldrukwerk, Inkmengwerk [as dit onderneem word deur werkgewers wat die werksaamhede in paragrawe (a), (b) en (c) hiervan bedoel uitvoer], Hoogdrukmasjienbediening, Litografie, Masjienbediening (verpakking), Monotype-gietwerktoegeskikte, Fotogravure graveerwerk, Fotolitografie, Drukkerselektrisië, Drukkersingenieurswerk, Drukkerswerktoegeskikte, Drukkerspakhuiswerk, Druk- en Litografiese kunswerk, Drukkers- en Litografiese kuns, Blokmaak, Proeflees, Hoogdrukrolpersbediening, Afsetrolpersbediening, Liniëerwerk, Skermdrukwerk, Skryfbehoeftes en Koevertmasjieninstelling, Stereo- en Elektrotipeerwerk en Lettergietwerk.

- (b) Die vervaardiging en/of herstel, met inbegrip van watter proses ook al by die vervaardiging, van:

- (i) eierdoosvullers, geëmbosseerde seëls en etikette (bedruk of nie maar uitgeslote geboetseerde seëls en etikette), koeverte, vrugtetoedraaipapiere, - bedruk of nie), gegomde papier, papier of lap hangetikette, papierkardoele, papiersakke, rubberstempels, skryfbehoeftes, toiletrolle.
- (ii) riffelkarton uit papier en/of enige samestelling van papier en/of dergelike materiaal waarvan papier en/of ’n samestelling van papier ’n bestanddeel is;

- (iii) alle soorte houers (met of sonder metaaldele) uit veselstof en/of karton (geriffel of andersins) en/of papier en/of 'n samestelling van papier en/of 'n soortgelyke materiaal waarvan veselstof en/of karton en/of papier en/of 'n samestelling van papier 'n bestanddeel is, maar uitgeslote die vervaardiging, hoofsaaklik uit veselstof, van koffers, dokumenttasse, sakke en dergelyke houers wat bedoel is om persoonlike besittings sportuitrusting, gereedskap en dokumente te bevat;
 - (iv) artikels van watter aard ook al uit karton (geriffel of andersins) en/of papier en/of 'n samestelling van papier en/of enige soortgelyke materiaal waarvan karton en/of papier en/of 'n samestelling van papier 'n bestanddeel is;
 - (c) Die druk op papier, gegomde papier, band, plastiek, tin of ander metale, doek, goiing of ander materiale, glas, kartonhouers of ander artikels in paragraaf (b) bedoel:
- “Gewone lid” beteken 'n lid wat nie tot onaktiewe lidmaatskap oorgeplaas is nie.
- “G.W.F.” beteken die Gesamentlike Werkloosheidsfonds van die Nasionale Nywerheidsraad.
- “Halfjaar” beteken die finansiële halfjaar van die Unie wat 1 Januarie en 1 Julie elke jaar begin, en dit sluit die volle weke in waarin hierdie datums val.
- “Halfloon” beteken in die geval van vakmanne, die helfte van die vasgestelde minimumlone vir vakmanne in die betrokke gebied, en in die geval van nie-vakmanne, die helfte van die voorgeskrewe minimumlone vir die betrokke beroep, volgens die ervaring van die werknemer en die skaal wat in die gebied van toepassing is.
- “H.S.” beteken die Hoofsekretaris-organiseerder van die Unie.
- “Hy” of “sy” is van toepassing op albei geslagte.
- “Konferensie” beteken 'n vergadering van afgevaardigdes soos in klousule IX van hierdie Grondwet bepaal.
- “Kusgebied” beteken die Provinsies Natal en die Kaap maar uitgeslote daardie gedeelte begrens deur en insluitende die dorpe Colesberg, De Aar, Prieska, Kenhardt, Onseepkans en langs die grens van Suidwes-Afrika, Botswana, Transvaal en die Oranje-Vrystaat tot by Colesberg.
- “Kwartaaldae” beteken die laaste Saterdag in Maart, Junie, September en Desember.
- “Nasionale Nywerheidsraad” of “N.N.R.” beteken die Nasionale Nywerheidsraad van die Druk- en Nuusbladbedryf van Suid-Afrika.
- “N.N.R.-afgevaardigde” beteken 'n afgevaardigde wat die Unie op die Nasionale Nywerheidsraad verteenwoordig.
- “Onaktiewe lid” beteken 'n lid wat toegelaat is om sy lidmaatskap kragtens hierdie grondwet oor te plaas.
- “Reëls” beteken die bepalinge en voorwaardes van hierdie grondwet.
- “S.S.O.” beteken Streeksekretaris-organiseerder.
- “Stemkrag” word bereken volgens klousule XXIII, artikel 6, van hierdie grondwet, met dien verstande dat by sodanige berekening slegs lede wat nie in gebreke is aan die einde van die voorafgaande kalenderkwartaal of die laaste datum waarop opgawes voltooi is nie, in aanmerking kom.
- “Streek” beteken sodanige gedeelte van die hele regsgebied van die Unie soos van tyd tot tyd deur die B.R. bepaal word.
- “U.R.” beteken die Uitvoerende Raad van die Unie.
- “Unie” beteken die Suid-Afrikaanse Tipografiese Unie.
- “Vakman” beteken 'n werknemer wat 'n behoorlike tydperk van vakleerlingskap gedien het of wat 'n deur die Beheerraad erkende vakoets geslaag het.
- “Verdienste” beteken loon, salaris of vergoeding wat in die bedryf verdien word.

“Volwaardig”: ’n Lid sal as volwaardig beskou word indien hy al die reëls van die Unie nagekom het, vir nie meer as drie maande agterstallig is met die betaling van alle bedrae verskuldig aan die Unie of enige van sy takke en aan die N.N.R. en nie onder skorsing is weens enige oortreding nie.

“Voorman” beteken ’n werknemer wat verantwoordelik is vir ’n inrigting of ’n afdeling daarvan, wat werk aan werknemers onder sy beheer uitdeelen toesig hou oor die gang daarvan deur die inrigting of afdeling, en dissipline handhaaf en teenoor die werkgewer in die algemeen verantwoordelik is vir die doeltreffendheid van die inrigting of afdeling.

Klousule III — Doelstellings

Die doelstellings van die Unie is:

Doelstellings

1. Om alle werknemers binne sy jurisdiksie te verenig en te beskerm, om betrekkings tussen lede en hul werkgewers te reël en om die belange van lede met betrekking tot hul werkgewers te beskerm en te bevorder.
2. Om die status van lede te bepaal en te handhaaf vir hul onderlinge voordeel, beskerming en vooruitgang.
3. Om die tegniese bekwaamheid van lede te verseker.
4. Om die getal vakleerlinge en hul behoorlike opleiding te reguleer en te verseker.
5. Om minimum loonskale en behoorlike werktoestande te handhaaf en werkure te reguleer.
6. Om voorsiening te maak vir bejaarde lede en lede wat onbevoeg is om te werk.
7. Om voordefondse vir alle lede te voorsien soos van tyd tot tyd deur die Beheerraad bepaal.
8. Om aandag te gee aan geskille tussen lede en werkgewers en te poog om alle verskille op regverdige en billike voorwaardes te besleg.
9. Om voorsiening te maak vir die aankoop en beheer van eiendomme en vir die belegging of opneming van geld op verband.
10. Om die belange van billike werkgewers te beskerm teen onbillike wedywing en wanpraktyke.
11. Om in die algemeen toesig te hou oor alle sake aangaande die bedryf.
12. Om te probeer om regstreekse arbeidsklas-verteenwoordiging in openbare liggame te verkry.
13. Om die vakbondbelange in die algemeen te bevorder en om met ander vakbonde in te skakel tot onderlinge voordeel.
14. Om enige saak of bedrywigheid te onderneem wat in belang van die Unie of sy lede is en nie strydig is met die doelstellings of enige ander aangeleentheid uitdruklik in hierdie grondwet bepaal nie.

Klousule IV — Lidmaatskap

1. Onderworpe aan die bepalings van artikels 1 en 2(6) van klousule XI, is enige persoon in die bedryf in die R.S.A. werksaam geregtig op lidmaatskap.
2. Lidmaatskap van die Unie bestaan uit die volgende vier grade:
 - (a) Graad I: (i) Witkaart: Alle vakmanne (ii) Rooikaart: Persone behalwe vakmanne wat vakmanwerk of ’n gedeelte daarvan verrig behalwe by wyse van vrystelling, bv. Proeflesers, Drukkershulpe, Papiersak Masjienbedieners, Blokmonteurs, Snyers, Perforeerder Operateurs, Reprosamestellers.
 - (b) Graad II: Alle vakleerlinge en persone nie tot Graad I toelaatbaar nie wat vir ’n tydperk van agtien maande of langer in die bedryf werksaam was, met dien verstande

Persone
toelaatbaar

Samestelling
van Grade

dat die B.R. in buitengewone gevalle persone sonder hierdie kwalifikasies tot Graad II mag toelaat.

- (c) Graad III: Persone wat geregtig is tot oorpasing na Graad II terwyl hulle 'n proeftydperk van agtien maande dien.
- (d) Graad IV: Fabriekshulpe en/of ander klasse werkers wat tot vakbondlidmaatskap toelaatbaar is.

Werkgewers nie toelaatbaar

- 3. Geen werkgewer in die bedryf (of enige persoon wat sy eie besigheid in die bedryf het, hetsy hy werknemers in diens het of nie) mag lid van die Unie word nie.

Klousule V — Bestuur

Ligging van streke en Hoofkantoor

- 1. Ten einde doeltreffende administrasie en organisasie te verseker, sal die regsgebied van die Unie verdeel word in streke, wat van tyd tot tyd deur die B.R. bepaal word. Die hoofkantoor en die bestuur van die Unie sal in Pretoria gevestig wees.

Samestelling van Beheerraad

- 2. Die sake van die Unie word bestuur deur 'n Beheerraad soos volg saamgestel:
 - (1) 'n Hoofpresident wat 'n Graad I lid sal wees, by wyse van nasionale stemming van die lede verkies te word;
 - (2) ses Hoof-onderpresidente: een elk verkies te word deur alle lede van die A, B en C takke onderskeidelik, van die Kusgebied en een elk verkies te word deur al die lede van, onderskeidelik, die A, B en C takke van die Binnelandse gebied;
 - (3) 'n Hoofsekretaris-organiseerder, met 'n Assistenthoofsekretaris as sy plaasvervanger, beide van wie Graad I lede moet wees;
 - (4) 'n Takpresident verkies deur lede in die onderskeie takke in die verskillende streke geregistreer.

Samestelling van Uitvoerende Raad

- 3. Die Hoofpresident, Onder-hoofpresident, en Hoofsekretaris-organiseerder, vorm die Uitvoerende Raad van die Unie. Die Assistent-hoofsekretaris sal optree as plaasvervanger van die Hoofsekretaris-organiseerder op die U.R., maar geeneem van hierdie twee amptenare mag op enige vergadering van die B.R. of U.R. stem nie.

B.R. — vergaderings

- 4. Die Gewone vergadering(s) van die B.R. word een keer elke kalenderjaar gehou op 'n datum deur die B.R. bepaal. Spesiale vergaderings mag gehou word soos deur die U.R. of B.R. besluit, of op versoek van 'n tak of takke wat in totale getal nie minder as een-derde van die totale stemkrag van die Unie is nie, of op 'n versoek deur minstens twaalf lede van die B.R. onderteken. Skriftelike kennisgewing van die gewone vergadering(s) met 'n afskrif van die agenda daarvan, sal deur die H.S., minstens sewe dae voor die datum van elke vergadering aan lede gepos word. In die geval van spesiale vergaderings word skriftelike kennisgewings gestuur soos dit nodig mag wees. Sestien lede vorm 'n kworum op elke vergadering van die B.R., mits minstens die helfte van die stemkrag van die Unie daarop verteenwoordig is.

B.R. vakatures

- 5. As 'n lid van twee agtereenvolgende vergaderings van die B.R. afwesig is sonder om 'n aanneemlike skriftelike verskoning aan die B.R. voor te lê, moet die Hoofpresident sy setel vakant verklaar. 'n Lid moet onmiddellik sy setel verlaat in geval van bedanking, skorsing of uitsetting van lidmaatskap van die Unie, of wanneer hy nie meer volwaardig is nie. 'n Lid mag op twee weke skriftelike kennisgewing daarvan aan die H.S., uit die B.R. bedank.

Klousule VI — Pligte en Bevoegdhede van die Beheerraad

B.R. — funksies

- 1. Die B.R. moet die sake en fondse van die Unie beheer, aandag skenk aan alle sake rakende die Bedryf, en te eniger tyd gereed wees om die takke en lede van raad te dien oor enige saak wat mag voorkom. Die B.R. verteenwoordiger moet algemene en komiteevergaderings van die Tak wat hy verteenwoordig bywoon en moet die S.S.O. minstens twee dae kennis gee ingeval van sy onvermoë om dit te doen.

B.R. lede en Takvergaderings

- 2. Die B.R. moet optree teen die amptenare van 'n tak, afsonderlik of gesamentlik, in gevalle waar hulle spesifiek verantwoordelik is, as hulle geen ag slaan op of versuim om enige van

Takamptenare pligsversuim

die pligte uit te voer wat betrekking het op hul amp of die pligte wat in hierdie reglement aan hulle toegesê is.

3. (1) Die B.R. sal gemagtig wees om na goeëddunke geldelike bystand aan lede van die Unie te verleen in gevalle van werkloosheid, siekte, stakingoptrede, uitsluiting of ander buitengewone omstandighede. Geldelike bystand aan lede
- (2) Die B.R. sal ook, onderworpe aan die bepalings van artikel 8(6) van die A.V. Wet gemagtig wees om 'n lening van tot R2 000 toe te staan en of 'n skenking van hoogstens R2 000 te maak aan enige liggaam wat goedgekeur is deur 'n twee-derde meerderheid van lede van die B.R. met dien verstande dat minstens twee-derdes van die totale lidmaatskap van die B.R. ten gunste van die voorstel gestem het. Lenings en skenkings
4. Die B.R. moet 'n personeeldiensstaat opstel, wat die salarisskale en ander voorwaardes vir indiensneming wat van toepassing is, insluit en is verder gemagtig om enige bepalings te maak wat noodsaaklik is vir die behoorlike administrasie van die Unie. Die H.S., of betrokke S.S.O. in geval van streekpersoneel, is gemagtig om personeellede aan te stel of af te dank binne die beperkings van die betrokke staat sonder om in enige opsig die gesag van die B.R. in hierdie verband te beperk. Personeel-aanstellings en salarisse
5. Onder buitengewone omstandighede (en in afwagting van die verkiesing van 'n wettige opvolger deur stemming kragtens hierdie reglemente binne 'n tydperk van drie maande) het die B.R. die mag om tydelik 'n geskikte amptenaar van die Unie as H.S. aan te stel of om enige vakature te vul wat op die U.R. mag ontstaan. Lede wat aldus aangestel word, sal dieselfde salaris as sodanige amptenaar ontvang.
6. Die B.R. is gemagtig om enigen van sy lede na 'n sentrum te stuur ingeval van 'n geskil, met volmag om te onderhandel om 'n bevredigende oplossing te vind. As dit onmoontlik blyk om die geskil te besleg, is die B.R., onderworpe aan die bepalings van die A.V. Wet, gemagtig om 'n staking uit te roep in so 'n sentrum mits 'n meerderheid van lede van die betrokke tak ten gunste van 'n staking in 'n stemming oor die saak gestem het. Geskille — Prosedure
7. Waar tot bevrediging van die B.R. bewys is dat 'n lid of lede afgedank is as gevolg van enige stappe wat hulle in belang van die Unie gedoen het, of vir die doel van intimidasie, kan die B.R., onderworpe aan die bepalings van die A.V. Wet, die terugtrekking van alle lede van sodanige inrigting magtig, of enige stappe doen wat nodig of raadsaam geag word. Viktimasasie
8. Die B.R. is gemagtig om 'n geregtelike geding teen enige lid of ander persoon in te stel vir ledegelde of ander gelde wat hoegenaamd deur hom aan die Unie of enigen van sy takke verskuldig is. Verhaal van skulde
9. Die B.R. moet van tyd tot tyd die grondslag vir die bepaling van uitgawes wat toegestaan word in verband met alle amptelike sake van die Unie, voorskryf. In die verdeling tussen takke binne 'n streek van uitgawes waarvoor hulle gesamentlik verantwoordelik is, is die grondslag van sodanige verdeling die stemkrag van die betrokke takke op daardie tydstip. Hierdie selfde grondslag word toegepas in die verdeling van enige bates tussen takke. Uitgawes — Amptelike besigheid
10. Die B.R. moet uit sy geledere een lid van die A-takke, een lid van die B-takke en een lid van die C-takke aanstel, wat tesame met die U.R. 'n appèllekomitee sal vorm. Die komitee sal gemagtig wees om enige appèl wat aan die B.R. gerig word te behandel.

Klousule VII — Amptenare

1. DUUR VAN AMPSTYD

- (1) Die lede van die B.R. (die President, die Onderpresidente, die H.S. en die A.H.S. uitgeslote) beklee hul amp vir die tydperk as President van die Tak wat hulle verteenwoordig verkies soos deur die bywette van daardie Tak bepaal en is by verstryking van hul ampstermyn herverkiesbaar deur daardie Tak. In geval 'n vakature op die B.R. ontstaan sal die plaasvervanger, ingevolge die bywette van die betrokke Tak aangewys, die vakature vul tot tyd en wyl 'n ander Takpresident verkies word. Die Hoofpresident en die Onderpresidente word vir 'n tydperk van drie jaar verkies of totdat hul opvolgers verkies word en is herverkiesbaar by hulle ampsverstryking.

Hoofsekretaris-organiseerder —	(2) Die aanstelling van die Hoofsekretaris-organiseerder is permanent, onderworpe aan die volgende voorwaardes:
Ontslagprosedure	(a) Geen liggaam behalwe die B.R. mag hom ontslaan nie, en dan slegs deur 'n stemming van lede wat twee-derdes van die totale stemkrag van die Unie verteenwoordig, met dien verstande dat by ontvangs van 'n versoek (onderteken deur lede wat minstens vyf persent van die totale stemkrag van die Unie verteenwoordig) dat 'n stemming gehou word oor die ontslag van die H.S., die B.R. binne twee maande na ontvangs van sodanige versoek die saak aan 'n stemming deur alle lede van die Unie moet voorlê.
Pligsversuim of wangedrag	(b) Die B.R. mag die H.S. om enige van die volgende redes summier skors: (i) Pligsversuim of wangedrag; (ii) doelbewuste pleging van enige daad wat die belange van die Unie ernstig kan skaad; (iii) weiering om aan 'n versoek van enige tak gehoor te gee as so 'n versoek deur die B.R. of U.R. bekragtig is; of (iv) weiering of versuim om opdragte uit te voer wat uitdruklik in die grondwet neergelê of deur die B.R. opgelê is. Ingeval van skorsing kan die B.R. besluit of die H.S. salaris sal ontvang gedurende enige tydperk van skorsing.
Salaris terwyl geskors	
Tydperk van kennisgewing	(c) Die H.S. moet drie maande kennis aan die B.R. gee van sy voorgename bedanking en hy sal dieselfde kennisgewing ontvang ingeval van ontslag om enige ander redes as dié wat bepaal is in paragraaf (b).
Tydlike plaasvervanger	(d) Die B.R. is gemagtig om in geval van afwesigheid, siekte, skorsing of oorlye van die H.S., 'n tydelike plaasvervanger aan te stel. Indien die H.S. vir 'n tydperk van ses maande nie in staat is om sy pligte waar te neem nie, mag sy pos vakant verklaar word.
Reg op appêl	(e) Indien die H.S. op enige wyse behalwe deur 'n stemming van lede of skorsing van sy amp onthef is, het hy die reg om hom te beroep op 'n stemming van lede, en indien lede wat minstens vyf persent van die totale stemkrag van die Unie verteenwoordig, die B.R. versoek om die H.S. in sy amp te herstel, ingeval hy ontslaan is op 'n ander wyse as deur 'n stemming van die lede, sal sodanige versoek by wyse van 'n stemming aan lede voorgelê word. In enige stemming oor die skorsing, ontslag, of heraanstelling van die H.S., sal 'n meerderheid van stemme die uitslag bepaal, mits minstens twee-derdes van die totale stemkrag van die Unie gestem het.
A.H.S. Ontslag-prosedure	(3) Die bepalings van sub-artikel (2) is <i>mutatis mutandis</i> van toepassing op die A.H.S.
B.R. lede — ontslagprosedure	(4) (a) Geen liggaam behalwe die B.R. is gemagtig om die Hoofpresident van sy amp te onthef nie, met dien verstande dat, by ontvangs van 'n versoekskrif onderteken deur lede wat minstens vyf persent van die totale stemkrag van die Unie verteenwoordig en waarin 'n stemming geëis word oor die vraag of die lid van sy pos onthef moet word, moet die H.S. binne twee maande na ontvangs van so 'n versoekskrif, die aangeleentheid verwys na 'n stemming van die algehele Unielidmaatskap. (b) Geen liggaam behalwe die B.R. is gemagtig om 'n Hoof-onderpresident van sy amp te onthef nie, met dien verstande dat by ontvangs van 'n versoekskrif onderteken deur lede verteenwoordigend van minstens vyf persent van die totale stemkrag van lede in die Takke van die Streek deur die betrokke Hoof-onderpresident verteenwoordig, en waarin 'n stemming geëis word oor die vraag of die lid van sy pos onthef moet word, moet die H.S. binne twee maande na ontvangs van so 'n versoekskrif die aangeleentheid verwys na 'n stemming van die algehele lidmaatskap van die Takke in die betrokke streek.

(c) Geen liggaam behalwe die B.R. is gemagtig om 'n B.R. lid van sy amp te onthef nie, met dien verstande dat by ontvangs van 'n versoekskrif onderteken deur lede verteenwoordigend van vyf persent van die totale stemkrag van die betrokke Tak waarin om 'n stemming geëis word oor die vraag of die lid van sy amp onthef moet word, moet die H.S. binne twee maande na ontvangs van so 'n versoekskrif die aangeleentheid verwys na 'n stemming van die alhele lidmaatskap van die betrokke Tak.

(d) Die B.R. is gemagtig om 'n lid van die B.R. onder enige van die volgende omstandighede summier te skors:—

- (i) pligsversuim;
- (ii) opsetlike pleeg van enige daad wat die Unie ernstig mag skaad;
- (iii) weiering of versuim om opdragte uitdruklik in die Grondwet of Takbywette neergeleë of deur die B.R. uitgereik uit te voer.

In gevalle van sodanige skorsing is die B.R. gemagtig om te beslis of enige vergoeding of honorarium gedurende die skorsingstydperk betaal sal word.

(5) (a) Die B.R. mag streeksekretaris-organiseerders aanstel na beraadslaging met elke takkomitee binne die betrokke streek, en die bepallings van subartikel (2) *mutatis mutandis* van toepassing op sulke amptenare, behalwe dat stemreg oor hul skorsing of onthefling van amp of heraanstelling beperk is tot lede geregistreer in die betrokke streek en 'n versoek om skorsing of heraanstelling onderteken moet wees deur lede wat minstens vyf persent van alle lede van sodanige streek verteenwoordig.

Streeksekretaris-
organiseerders —
Aanstelling en
ontslag

(b) Die B.R. sal gemagtig wees om 'n Tegniese Organiseerder en 'n Nywerheidsorganiseerder op Hooftkantoorpersoneel aan te stel onder beheer van die H.S. en die bepallings van subartikel (2) van artikel 1, subartikel (4) van artikel 2 en paragrawe (e) en (f) van subartikel (5) van artikel 4 van hierdie klousule sowel as enige ander toepaslike bepaling van hierdie grondwet sal *mutatis mutandis* op sodanige amptenare van toepassing wees. Die besoldiging aan elke sodanige amptenaar betaalbaar en die uitgawes waarop elkeen geregtig sal wees sal van tyd tot tyd deur die B.R. bepaal word.

Tegniese Organiseer-
der en Nywerheids-
organiseerder —
Aanstelling en ontslag

(c) Die Tegniese Organiseerder sal die U.R., die B.R. en alle Takke ten volle inlig oor alle nuwe tegnologiese en meganiese ontwikkelings wat in die drukbedryf mag plaasvind, plaaslik en oorsee, by wyse van breedvoerige verslae en aanbevelings aan die H.S. Ten einde hom in staat te stel om dit doelmatig te doen, sal die U.R. gemagtig wees om hom die reg te gee om sodanige sentrums binne en buite die Republiek te besoek en om sodanige literatuur aan te koop as wat van tyd tot tyd nodig geag mag word. Die Tegniese Organiseerder sal ook optree as adviseur aan die H.S. insake tegniese en vakleerlingaangeleenthede en sal op sodanige komitees dien as wat te eniger tyd besluit mag word. Die B.R. mag, na goeë dunske, 'n geskikte persoon aanwys om die Tegniese Organiseerder in 'n raadgewende hoedanigheid te vergesel op oorsese reise indien dit nodig geag word.

Tegniese Organi-
seerder — Pligte

(d) Die Nywerheidsorganiseerder sal so gereeld moontlik elke drukkerij in die Republiek besoek en sal nuwe lede werf, poog om klagtes van lede tot die beste van sy vermoë op te los, Kapel- en Takvergaderings toespreek en in die algemeen poog om 'n groter en meer lojale belagstelling in Uniesake onder lede aan te wakker. Hy sal ook enige verbrekings van enige Loonooreenkoms wat op daardie tyd van toepassing is, en wat hy gedurende sy werksaamhede opmerk, aan die betrokke S.S.O. rapporteer. Die Nywerheidsorganiseerder sal die U.R., die B.R. en alle Takke ten volle ingelig hou betreffende sy aktiwiteite by wyse van uitvoerige en gereelde verslae en aanbevelings aan die H.S.

Nywerheidsorgani-
seerder — Pligte

(e) Niks in hierdie subartikel vervat sal dien om die B.R. of U.R. te verhoed om ander pligte aan die betrokke amptenare toe te wys nie.

Voorbehoud

Assistente van H.S.
Aanstelling en
pligte

- (f) Die Beheerraad mag een of meer assistente van die H.S. aanstel. Die assistente van die H.S. sal, onder beheer van die H.S., hom behulpsaam wees in die uitvoer van sy pligte. Die besoldiging, uitgawes en ander werkvoorwaardes van sodanige amptenare sal wees soos van tyd tot tyd deur die Beheerraad bepaal.

2. KWALIFIKASIES VIR AMPTE

B.R. Kwalifikasies

- (1) Kandidate vir die B.R. moet voldoen aan die volgende vereistes:

- (a) Hulle moet burgers van die Republiek van Suid-Afrika wees.
- (b) Hulle moet gewone lede wees en moet minstens vyf agtereenvolgende jare gewone lidmaatskap van die Unie voltooi het onmiddellik voor hul benoeming, met dien verstande dat die B.R. van hierdie voorwaarde onder uitsonderlike omstandighede mag afsien.
- (c) In die geval van Takverteenwoordiging moet hulle as lede geregistreer wees in die betrokke Tak wat hulle wil verteenwoordig en moet vir minstens een jaar op die takkomitee gedien het.
- (d) Hulle moet ten tye van hul kandidatuur in staat wees om beide ampstale sonder moeite te verstaan en tweetalig wees.
- (e) Die B.R. is gemagtig om die vereistes van subartikels (a), (b), (c) en (d) vir buitengewone gevalle ter syde te stel.

Lede nie
verkiesbaar nie

- (2) Lede van die U.R. sal nie verkiesbaar wees om 'n tak- of kapelamp te beklee nie.
- (3) Geen lid is verkiesbaar vir enige amp in die Unie as hy nie volwaardig is nie of as hy geskors is vir enige oortreding van die reglemente van die Unie, of terwyl hy 'n proeftydperk deurmaak of terwyl hy die posisie van voorman soos in klousule II van hierdie Grondwet omskryf of 'n hoër bestuurspos beklee. In geval van twyfel oor 'n kandidaat se verkiesbaarheid om 'n amp te beklee moet die Hoofsekretaris ondersoek instel en verslag doen aan die Uitvoerende Raad.

Amptenare — twee-
taligheidsvereiste

- (4) Die H.S. moet albei amptelike tale magtig wees tot bevrediging van die B.R. (Hierdie selfde bepaling is van toepassing op die Assistent-Hoofsekretaris sowel as op die Streeksekretaris-organiseerders).

3. WYSE VAN VERKIESING

Aard van
Benoeiming

- (1) Benoemings vir die poste van Hoofpresident, H.S. en A.H.S., wat Graad I lede moet wees, moet onderteken word deur ses gewone volwaardige lede, wat tot dieselfde graad behoort as die kandidaat, en deur die kandidaat as bewys van aanvaarding daarvan, en moet voor die sluitingsdatum vir sodanige benoemings aan Hoofkantoor gestuur word in 'n verseelde kovert, wat die pos waarvoor die benoeming gemaak is, aandui. Sodanige benoemings sal alleenlik na die sluitingsdatum geopen word in teenwoordigheid van die U.R., of sodanige ander amptenare wat deur die U.R. vir daardie doel aangestel mag word. In die geval van alle ander poste wat by wyse van stemming gevul moet word, moet die benoemers en kandidate ook lede wees van 'n tak of takke wat jurisdiksie het in die betrokke streek.

Een kandidaat

- (2) Indien net een kandidaat vir elke of enige pos benoem is, sal hy as verkose verklaar word.

Stemmings —
hoe gehou

- (3) Indien twee of meer kandidate vir een pos benoem is, sal 'n stemming deur die Unie of deur al die lede van die betrokke Streek of Gebied soos die geval mag wees, die saak beslis. Stemming geskied as gevolg:

Twee kandidate
vir een pos

- (a) As twee kandidate vir een pos benoem is, plaas lede die syfer 1 teenoor die naam van die kandidaat vir wie hulle wil stem. Die kandidaat wat die hoogste aantal stemme kry, sal as verkose verklaar word.

Meer as twee
kandidate vir een pos

- (b) As daar meer as twee kandidate vir een pos benoem is, moet lede die kandidate in volgorde van voorkeur nommer deur die syfer 1 voor die eerste keuse te plaas, ens. Indien 'n kandidaat 'n meerderheid eerste-voorkeurstemme oor alle ander

kandidate behaal, sal hy as verkose verklaar word. Indien geen kandidaat 'n besliste meerderheid kry nie, word die kandidaat met die kleinste aantal eerste-voorkeurstemme uitgeskakel, en sy tweedevoorkeurstemme toegeken aan die kandidaat of kandidate op wie dit uitgebring is. Hierdie metode van uitskakeling word voortgesit totdat een kandidaat 'n besliste meerderheid het van alle stemme wat uitgebring is.

- (c) Wanneer meer as een pos van soortgelyke aard gevul moet word, is die metode van stemming dieselfde as in paragraaf (b). Die totale aantal uitgebragte eerste-voorkeurstemme word gedeel deur die aantal poste wat gevul moet word waarby een getel is. Die gevolglike syfers waarby weer een getel is, is die kwota vir verkiesing van 'n lid. Enige kandidaat wat by die eerste telling die kwota behaal, word as verkose verklaar. Enige surplus bo die kwota word verdeel volgens die tweede-voorkeurstemme, die grootste surplus eerste. Die briefies wat sodanige te verdeelde surplus bevat, word bepaal deur al die briefies van die gekose kandidaat weer te sorteer volgens die volgende voorkeur daarop aangedui. 'n Persentasie van briefies in verhouding tot die getal volgende voorkeurstemme daarop aangedui, word dan van elke stapel geneem om sy vereiste kwota vol te maak, en die res van die briefies aan die ander kandidate gekrediteer. As alle surplusse verdeel en die vereiste aantal kandidate nie verkies is nie, word die kandidaat met die kleinste aantal stemme uitgeskakel en sy briefies verdeel volgens die volgende voorkeurstemme daarop aangedui.

Soortgelyke poste

- (4) In enige verkiesing vir die Onder-hoofpresidente, sal die suksesvolle kandidate gelyke rang en status beklee. In enige verkiesing vir 'n B.R.-verteenwoordiger of 'n N.N.R.-afgevaardigde, is die kandidaat met die hoogste aantal stemme die verteenwoordiger of afgevaardigde, soos die geval mag wees, en die ander kandidate sal dien as plaasvervangers in die volgorde deur die stemming aangedui. Indien geen plaasvervangers beskikbaar is wanneer dit nodig mag wees nie, is die U.R. gemagtig om 'n ander lid in die betrokke streek aan te wys om tydelik as sodanige op te tree.
- (5) Enige stemming ingevolge hierdie artikel sal gehou word ingevolge die bepalings van klousule XXIII, artikel 10 van hierdie grondwet.
- (6) Alle voltydse poste, behalwe die van H.S. en A.H.S. sal in die JOERNAAL geadverteer word en, onderworpe aan subartikel (5) van artikel I van hierdie klousule, sal die aanstellings deur die U.R. gemaak word uit die applikante, tensy die U.R. geeneen van hulle as geskik beskou nie, in welke geval die U.R. na goedgekeurde enige ander geskikte lede met die nodige kwalifikasies mag nader om die poste te vul. Enige aanstellings gemaak ingevolge die bepalings van hierdie subartikel sal aan die B.R. voorgelê word vir bekragtiging.

Senioriteitsorde

Stemmings-prosedure

Voltydse poste behalwe die van H.S. en A.H.S. moet geadverteer word.

4. PLIGTE VAN AMPTENARE

- (1) Die funksie van die U.R. is om die sake van die Unie tussen vergaderings van die B.R. te bestuur. Die U.R. sal so dikwels as nodig mag wees vergader op datums deur die U.R. bepaal, met dien verstande dat dringende sake deur die H.S., A.H.S. en drie lede van die U.R. behandel mag word.
- (2) Alle eiendom van die Unie, roerend of onroerend aktes, sekuriteite, verbande en huurkontrakte wat daarop betrekking het is in berusting by die Uitvoerende Raad. Die U.R. is gemagtig om aan enige twee amptenare of ander persone soos van tyd tot tyd deur hulle goedgekeur en op sodanige voorwaardes of stipulasies as wat hulle mag voorskryf, op te dra om sulke aktes, sekuriteite, verbande en huurkontrakte namens en ten behoeve van die Unie aan te neem of vry te stel.
- (3) Die President sal die voorsitterstoel beklee op vergaderings van die U.R. en die B.R. en konferensies. Nadat die notule van die vorige vergadering of vergaderings goedgekeur is, moet hy die notuleboek teken in teenwoordigheid van die vergadering. Hy teken rekening deur die U.R. goedgekeur; en gee in dringende gevalle advies aan die H.S. tussen vergaderings, wanneer dit nie moontlik is om die U.R. byeen te roep nie. Die President ontvang 'n honorarium soos van tyd tot tyd deur die B.R. bepaal na sy

U.R. pligte

Unie-eiendom in berusting by U.R.

Pligte van Hoofpresident

goedduke getrek, en hierdie bedrag word beskou as dekking vir normale onkoste aan sy amp verbonde.

Pligte van Onder-
Hoofpresidente

- (4) Die Onderhoofpresidente moet alle vergaderings van die U.R., B.R. en konferensies bywoon. Ingeval van die tydelike afwesigheid van die Hoofpresident moet een van die Onder-hoofpresidente soos deur die B.R. aangestel sy pligte uitvoer, maar in die geval van sy oorlye, bedanking of afdanking om welke rede ook al, moet die Onder-hoofpresident soos deur die B.R. aangestel die vakature vul wat so ontstaan het totdat 'n ander Hoofpresident verkies is om die vakature vir die onverstreke termyn te vul. In geval die pos van 'n Onder-hoofpresident vakant raak, sal die vakature vir die onverstreke termyn gevul word uit die lys van onsuksesvolle kandidate in die laaste verkiesing in die betrokke geografiese gebied op grondslag van die getal stemme uitgebring, in gebreke waarvan 'n verdere stemming vir daardie doel gehou moet word. Die Onder-hoofpresidente sal elkeen 'n honorarium soos van tyd tot tyd deur die B.R. bepaal ontvang, maar indien enigeen van hulle die pligte van die Hoofpresident oorneem sal hy dieselfde toelaag as daardie amptenaar op 'n pro rata-basis ontvang.

Pligte van Hoof-
sekretaris-
organiseerder

- (5) (a) Die H.S. moet in die Hoofkantoor van die Unie (Hoofkantoor) aanwesig wees op die ure deur die B.R. vasgestel. Hy moet die takke periodiek besoek vir organisasiewerk, wanneer sy dienste dringend nodig is, of wanneer 'n geskil in enige sentrum mag dreig, onderworpe aan die goedkeuring van die B.R. wat ook die duurte van sy besoek moet bepaal. Hy moet in Hoofkantoor 'n register van lede van die Unie hou en, op las van die B.R. moet hy sodanige boeke en rekeninge hou as wat van tyd tot tyd nodig is, die nodige korrespondensie met takke voer, notule hou van verrigtinge op die U.R. en die B.R. en alle gelde deur en aan takamptenare of lede verskuldig, ontvang en uitbetaal. Hy moet 'n register laat hou van die ledes wat deur elke lid betaal word en van die tydperke waarop sulke betalings betrekking het. Alle uitbetalings moet per tjek geskied, geteken deur die Hoofpresident, Onder-hoofpresidente, H.S., A.H.S., Tegniese Organiseerder, Nywerheidsorganiseerder en Assistent van die H.S., enige drie van wie se handtekening vereis sal word. Ontvangsbewyse moet genommer wees met afskrifte. Hy moet jaarliks 'n staat van inkomste en uitgawes en 'n balansstaat opstel en vir ouditering aan 'n beroepsrekenmeester voorleë en juiste afskrifte daarvan en van die ouditeursverslag daarvoor moet aan die B.R. voorgelê en aan elke taksekretaris gestuur word ter insae by die takkantoor deur enige lid wat volwaardig is. Hy moet alle gelde namens die Unie ontvang binne drie dae na ontvangs inbetaal op rekening van die Unie. Hy moet aan elke tak 'n afskrif van die notule van elke U.R. en B.R. vergadering, behalwe notules van vertroulike aard, stuur na goedkeuring daarvan. Op die U.R. vergadering wat gehou word gedurende die eerste helfte van elke kalenderjaar moet hy 'n verslag voorleë oor die sake en bedrywighede van die Unie gedurende die voorafgaande kalenderjaar, en na goedkeuring daarvan deur die U.R. moet sodanige verslag gepubliseer word in die amptelike Joernaal, of op sodanige ander wyse soos deur die B.R. beslis, vir inligting van lede. Die H.S. (of die A.H.S. in sy afwesigheid) moet alle afvaardigings en deputasies namens die Unie lei. By afwesigheid van beide daardie amptenare moet die B.R., U.R. of N.N.R.-koukus, na gelang van die geval, 'n tydelike aanstelling maak.

- (b) Die H.S. moet die amptelike Joernaal redigeer en publiseer en is aan die B.R. verantwoordelik vir die inhoud daarvan.

- (c) Die H.S. sal deur 'n goedgekeurde getrouheidsversekeringsmaatskappy gewaarborg word vir 'n bedrag van minstens R5000.

- (d) Die H.S. ontvang 'n maandelikse salaris teen 'n koers soos van tyd tot tyd deur die B.R. bepaal en sodanige bykomende vergoeding as wat deur die B.R. bepaal mag word. Wanneer hy vir Uniesake van Hoofkantoor afwesig is, sal sy reiskoste en sodanige redelike lewens- en ander onvoorsienbare uitgawes as wat die B.R. goedkeur, vergoed word. 'n Lid wat verkies is tot H.S. sal vooruit vergoed word vir enige onkoste in verband met nodige verhuising van hom en sy gesin na sy

Redakteur van
Joernaal

Getrouheids-
waarborg



nuwe tuiste; hierdie bepaling geld ook indien Hooftkantoor van een sentrum na *n ander verskuif.

- | | |
|---|---|
| <p>(e) Die vergoeding (indien enige) aan die H.S. gedurende tydperke van siekte betaalbaar, word deur die B.R. bepaal wanneer die geleentheid hom voordoën. Die H.S. is geregtig op een maand betaalde vakansie per jaar.</p> <p>(f) Die H.S. mag geen ander pos beklee, ere- of andersins, tensy die B.R. dit goedkeur nie. In enige geval waar dit onmoontlik is om vooraf toestemming te verkry, moet bekragtiging op die volgende vergadering van die B.R. aangevra word en waar dit nie toegestaan word nie, moet die H.S. sodanige pos onmiddellik laat vaar. Versuim om dit na te kom, beteken wangedrag ingevolge klousule VII, artikel 1, subartikel (2)(b)(i).</p> | <p>Siekteverlof</p> <p>Vakansieverlof</p> <p>Beklee van ander poste</p> |
| <p>(6) Die A.H.S. staan die H.S. by in die uitvoering van sy pligte onder voorskrif van die H.S. Hy word op dieselfde manier as die H.S. onder *n getrouheidswaarborg geplaas. Hy ontvang *n maandelikse salaris soos van tyd tot tyd aan hom toegestaan word. Hy is onderworpe aan dieselfde voorwaardes met betrekking tot reis- en ander uitgawes, siekte- en vakansieverlof en die beklee van enige ander pos as die wat op die H.S. van toepassing is. Die bepalings van artikels 2 en 3 van hierdie klousule is <i>mutatis mutandis</i> op hom van toepassing.</p> | <p>Pligte en aanstellings-voorwaardes van Assistent-hoof-sekretaris</p> |
| <p>(7) (a) *n S.S.O. voer die pligte en funksies uit van *n taksekretaris, soos voorgeskryf in hierdie grondwet, met betrekking tot al die takke binne sy jurisdiksie en sodanige ander pligte as wat van tyd tot tyd deur die B.R. aan hom opgedra mag word. Hy moet, met die hulp van die betrokke takpresidente (of hul plaasvervangers aangevys deur die betrokke takkomitee) in hul hoedanigheid as stemopnemers as kiesbeampte optree in verband met alle streekverkiezings binne sy jurisdiksie. In gevalle waar hy *n kandidaat is, sal die U.R. *n ander amptenaar aanstel om sy pligte uit te voer. *n S.S.O. of waarnemende S.S.O. is nie verkiesbaar vir die B.R. nie.</p> | <p>Streeksekretaris-Organiseerder-Pligte</p> <p>S.S.O. of uitgesluit van B.R.</p> |
| <p>(b) *n S.S.O. word onder *n getrouheidswaarborg geplaas op dieselfde wyse as die H.S. Hy is onderworpe aan dieselfde voorwaardes betreffende reis- en ander ontkoste en siekteverlof as wat van toepassing is op die H.S. *n Volydse S.S.O. is ook geregtig op dieselfde voorwaardes van vakansieverlof as die H.S. en ontvang *n maandelikse salaris soos van tyd tot tyd deur die B.R. bepaal en sodanige bykomende vergoeding soos van tyd tot tyd deur die B.R. aan hom toegestaan mag word. *n Deelydse S.S.O. sal vergoed word teen *n koers deur die B.R. bepaal. Die bepalings van paragraaf (f) van subartikel (5) van hierdie klousule is <i>mutatis mutandis</i> van toepassing op *n voltydse S.S.O.</p> | <p>Diensvoorwaardes</p> |

5. SKADELOOSSTELING VAN AMPTENARE

- | | |
|--|--|
| <p>(1) Die amptenare van die Unie word skadeloos gestel teen enige finansiële verlies wat deur hulle veroorsaak mag word in die uitvoering van hul pligte as sodanig en die B.R. is gemagtig om enige amptenaar te verdedig in enige regsgeding wat teen hom ingestel mag word ten opsigte van enige saak wat voortspruit uit die uitvoering van sy pligte as sodanig. Hierdie vrywaring geld ook in die geval van amptenare van *n tak of kapel en ten opsigte van enige lid wat deur die Unie, die B.R. of *n tak of *n kapel aangestel of gekies word om in enige amptelike of verteenwoordigende hoedanigheid ten behoeve daarvan op te tree in enige saak wat voortspruit uit die uitvoering van hul pligte as sodanig.</p> | <p>Skadeloosstelling in geval van finansiële verlies</p> |
| <p>(2) Enige eis wat ingevolge hierdie artikel ontstaan, moet deur die B.R. behandel word, deur die betrokke kapel of tak, soos die geval mag wees, en die beslissing van die B.R. daaromtrent is finaal.</p> | <p>Eiseprosedure</p> |
| <p>(3) Die B.R. is gemagtig om enige of alle amptenare, beamptes of lede van die Unie skadeloos te stel teen besering of dood wat voortspruit uit of ontstaan gedurende die uitvoering van enige pligte wat namens die Unie of enigeen van sy takke of kapelle uitgevoer is.</p> | <p>Skadeloosstelling in geval van besering of dood</p> |

Klousule VIII — Vergaderings van die Beheerraad

- | | |
|-------------------|---|
| Prosedure | 1. Vergaderings van die B.R. word gehou volgens die prosedure voorgeskryf in klousule XVI van hierdie Grondwet. |
| Gewone stemming | 2. Stemming op 'n B.R.-vergadering geskied deur die opsteek van hande, en elke lid van die B.R. (die H.S. uitgeslote) mag een stem uitbring, onderworpe aan artikel 3 hiervan. |
| Blokstemming | 3. Indien enige lid van die B.R. ontevrede is met die uitslag van enige stemming wat deur die opsteek van hande plaasgevind het, mag hy 'n blokstemming versoek en sodanige blokstemming moet sonder meer gehou word. |
| Stemkrag | 4. In enige blokstemming word die stemkrag van elke tak bereken ooreenkomstig artikel 6 van klousule XXIII, en 'n tak verteenwoordiger moet die stemming van die tak wat hy verteenwoordig, aanteken. |
| Blokstemming U.R. | 5. Met die toestemming van die meerderheid van die lede van die U.R. sal 'n lid van daardie liggaam deelneem aan enige blokstemming met betrekking tot die lede van Hoofkantoor. |

Klousule IX — Konferensies

- | | |
|------------------------|---|
| Funksies | 1. 'n Jaarlikse konferensie van afgevaardigdes sal elke jaar gedurende die laaste kwartaal van elke jaar of op sodanige ander tyd en plek as wat die B.R. of U.R. mag bepaal, gehou word om oorweging te skenk aan en te besluit oor:
(1) Voorgestelde wysigings van hierdie grondwet.
(2) Die voorstelle wat ingesluit moet word in die agenda van 'n N.N.R.-vergadering wat vir die uitdruklike doel belê is om 'n nuwe ooreenkoms te beding. Voorstelle vir oorweging deur 'n konferensie ingedien, moet die H.S. skriftelik minstens ses weke voor 'n konferensie bereik en die H.S. moet 'n agenda wat al sodanige voorstelle insluit ten minste drie weke voor die konferensie aan alle takke en afgevaardigdes stuur.
(3) Enige ander aangeleentheid rakende beleid waarvan minstens ses weke kennis aan die H.S. gegee is deur die B.R. of U.R. of enige tak van die Unie. Sodanige kennisgewing deur takke moet skriftelik geskied. |
| Afvaardiging | 2. Die afvaardiging na 'n konferensie sal bestaan uit lede van die B.R. en die S.S.O. van elke streek. Die U.R. sal gemagtig wees om, na raadpleging met die betrokke Takkomitees, 'n plaasvervanger aan te stel ingeval van die onvermydelike afwesigheid van 'n afgevaardigde wat 'n streek verteenwoordig. |
| Stemmingsprosedure | 3. Stemming op 'n konferensie sal op takgrondslag wees, met een stem vir elke tak wat deur die afvaardiging wat daardie tak verteenwoordig uitgebring sal word. In geval 'n afgevaardigde nie tevrede is met die uitslag van so 'n stemming nie, mag hy 'n blokstemming aanvra, in welke geval die stemkrag van takke ten gunste van of teen 'n voorstel die saak sal beslis. Vir die doel van hierdie bepaling sal 'n lid van die U.R. deur die U.R. benoem word om namens die voordelede buite die Republiek te stem in gevalle waar voordelefondse onder bespreking is. |
| Kworum | 4. Ten minste die helfte van die stemkrag van die gewone ledetal van die Unie moet op 'n konferensie teenwoordig wees voor 'n kworum gevorm kan word. |
| Kennisgewing en agenda | 5. Kennisgewing van 'n gewone konferensie, met die agenda daarvan, moet minstens drie weke voor die konferensie aan afgevaardigdes gepos word. Kennisgewing van 'n spesiale konferensie wat deur die U.R. of op versoek van twee of meer takke belê mag word, sal so spoedig moontlik geskied na die besigheid en datum van die konferensie bepaal is. |

Klousule X — Nasionale Nywerheidsraad

- | | |
|----------------------|---|
| N.N.R. afvaardigings | 1. (1) Afvaardigings van die Unie op die N.N.R. bestaan uit:
(a) Die Hoofsekretaris (met die Assistent-Hoofsekretaris as sy plaasvervanger) en die Hoofpresident met 'n Onderpresident as sy plaasvervanger. |
|----------------------|---|

- (b) Die Streeksekretaris-organiseerder van elk van die agt streke in die Republiek. Indien 'n Streeksekretaris-organiseerder nie beskikbaar is wanneer benodig nie, moet die Takkomitees in die betrokke Streek vergader om 'n Graad I-lid in daardie streek te benoem om tydelik waar te neem.
 - (c) Ses Takverteenwoordigers (een elk benoem te word deur al die lede van die A-, B- en C-Takke, onderskeidelik, in die Kusgebied en een elk benoem te word deur al die lede van die A-, B- en C-Takke, onderskeidelik, in die Binnelandse gebied).
 - (d) Vyf afgevaardigdes deur die Uitvoerende Raad gekies om te verseker dat die spesiale belange soos byvoorbeeld tipografie, boekbindwerk, riffelbordmaak, litografie, fotogravure en enige ander spesiale belange soos deur die Uitvoerende Raad raadsaam geag ten opsigte van enige besondere vergadering van die N.N.R. te verteenwoordig.
- (2) N.N.R.-afgevaardigdes, uitgesonderd die in artikel 1(1)(a) en (b) gemeld word verkies ingevolge die bepalings van artikel 3 van klousule VII van hierdie Grondwet, met dien verstande dat geen lid verkiesbaar is as 'n afgevaardigde tensy hy 'n gewone lid is en reeds vyf agtereenvolgende jaar gewone lidmaatskap voltooi het in die onmiddellik voorafgaande tydperk voor die datum van benoeming nie met dien verstande dat die B.R. gemagtig sal wees om hierdie bepaling in buitengewone gevalle op te kort.
- 2. Ingeval die Nasionale Nywerheidsraad ontbind word en 'n versoeningsraad aangestel moet word ingevolge die bepalings van die Arbeidsverhoudingswet 1956 sal die Unie se verteenwoordiger op sodanige raad deur die B.R. aangestel word. Versoeningsraad —
prosedure
 - 3. Die Unie se verteenwoordigers in enige ander nywerheidsraad wat gestig mag word en lede van hierdie bedryf dek, sal die H.S. wees, en een of meer lede deur die B.R. aangestel uit benoemings ingedien deur die lede wat in sodanige bedryf in diens is. Ander nywer-
heidsrade
 - 4. Vir die doeleindes van beraadslagging mag die U.R., wanneer dit nodig blyk, vergaderings belê van verteenwoordigers van lede. Beraadslaging
 - 5. Verteenwoordigers van die Unie op plaaslike gesamentlike rade bestaan uit die S.S.O. en verteenwoordigers (wat lede van die betrokke takkomitees moet wees) van elk van die takke wat in die jurisdiksie van 'n gesamentlike raad funksioneer. Die aantal verteenwoordigers wat elke tak mag aanstel, word deur die B.R. bepaal in verhouding tot die stemkrag van sulke takke. Gesamentlike Raad-
verteenwoordigers

Klousule XI — Voorwaardes van toelating, ledegelde, onaktiewe lidmaatskap en bedanking

1. VOORWAARDES VAN TOELATING

- (a) Aansoeke om lidmaatskap word gedoen op die vorms wat vir daardie doel deur die B.R. aan die komitee of tak waarin die applikant werksaam is of wil wees voorsien word, en moet met 'n aanbeveling van die takkomitee daarop aan die B.R. gestuur word vir goedkeuring. Alle aansoeke moet vergesel wees van 'n mediese sertifikaat waarin gesertifiseer word dat die applikant vry is van aansteeklike of besmetlike siekte. Met dien verstande dat lede wat hertoegelaat word na 'n afwesigheid van twaalf maande of minder nie so 'n sertifikaat hoef in te dien nie. Die B.R. moet so spoedig moontlik daarna sy goedkeuring of afwysing van enige aansoek bekend maak, en moet ingeval van goedkeuring die datum aangee waarop lidmaatskap begin, die proeftydperk en die bedrag van intreegeld, ingevolge paragraaf (3) hieronder. Aansoeke om
lidmaatskap
- (b) Die B.R. kan voorlopige lidmaatskap toestaan vir enige tydperk en op enige voorwaardes wat dit geskik ag in enige geval van twyfel, of waar verdere inligting nodig is in verband met enige aansoek. Sodanige voorlopige lidmaatskap gee die betrokke persoon die reg om diens in die nywerheid te aanvar of voort te sit, maar verbind nie die Unie teenoor so 'n persoon ten opsigte van die voordele soos in Voorlopige
lidmaatskap

hierdie grondwet neergelê nie, en verleen nie die reg tot volle lidmaatskap van die Unie nie.

Alle aansoeke na Hoofkantoor

- (c) In enige geval waar 'n tak die afkeuring van 'n aansoek aanbeveel, moet volle besonderhede daaromtrent onmiddellik aan Hoofkantoor gestuur word.

Getuigskrifte

- (d) Enige kaart getuigskrif of soortgelyke dokument deur 'n applikant ingelewer, moet met die aansoekvorm aan Hoofkantoor gestuur word.
- (2) Elke persoon wat as lid toegelaat word, moet die verbintenis, in hierdie Grondwet neergelê soos deur die B.R. voorgeskryf aanvaar.

Intreefooie

- (3) Elke persoon wat as lid toegelaat is, moet binne 14 dae na kennisgewing daarvan, intreegeld betaal van minstens die volgende bedrae:
- Graad I — Vyf rand; Graad II — Een rand; Graad III — Vyftig sent; Graad IV — Vyf-en-twintig sent.

Proef tydperk

- (4) Elke persoon wat toegelaat word, moet 'n proef tydperk deurmaak van minstens agtien maande vanaf die datum van betaling van intreegeld met dien verstande dat die B.R. die proef tydperk kan verleng in die geval van persone wat hulle afsydig gehou het van of vyandig opgetree het teenoor die Unie of die vakbondbeweging, en in die geval van persone wat aansoek doen om hertoelating nadat hy 'n aftredingstoelaag ontvang het, en in die geval van applikante wat volgens die B.R. 'n onredelike las vir die Unie kan word wat voordele betref, en om enige ander goeie en voldoende rede.

Oorplasing van een graad na 'n ander

- (5) Elke lid wat verkiesbaar word vir oorplasing van Graad III na Graad II, of van Graad II na Graad I, soos die geval mag wees, ingevolge hierdie Grondwet, word deur Hoofkantoor na die betrokke graad oorgeplaas en die tak word in kennis gestel sodra sodanige oorplasing plaasgevind het. Wanneer lede van Graad IV oorgeplaas word sowel as enige ander oorplasings waarvoor nie voorsiening gemaak is nie, moet die betrokke Tak Hoofkantoor verwittig van die datum waarop sodanige oorplasing moet geskied.

Oorplasing van Graad I na Graad II

- (6) Die B.R. kan na goeie dinge 'n lid van Graad I na Graad II oorplaas mits dit deur sy takkomitee goedgekeur is. Enige lid aldus oorgeplaas, mag nie weer na Graad I terugkeer voordat twee jaar verloop het vanaf die datum van sy oorplasing na Graad II nie, behalwe in gevalle aanbeveel deur 'n takkomitee waar die B.R. na goeie dinge sy goedkeuring tot sodanige oorplasing mag gee.

Vakleerlinge

- (7) Enige vakleerling in die nywerheid is toelaatbaar tot Graad II-lidmaatskap onmiddellik na aanvang van die tydperk van sy kontrak.

2. LEDEGELDE

Bedrag van ledegelde

- (1) Weeklikse ledegeld is aan Hoofkantoor betaalbaar deur die tak waar 'n lid ingeskryf is, deur elke lid in diens wat halfloon of meer verdien, soos volg:

Graad I -

Drie-kwart van een persent van Skaal I van Tabel I van die N.N.R. ooreenkoms.

Graad II -

Halfte van die bedrag deur Graad I betaalbaar

Graad III en IV -

Een-kwart van die bedrag deur Graad I betaalbaar.

Onverbonde lede

2. Lede wat in dorpe buite die jurisdiksie van enige tak in diens is, betaal hul ledegeld aan die sekretaris van die naaste tak of regstreeks aan Hoofkantoor, soos die B.R. besluit. Betalings in sulke gevalle word met tussenposes van hoogstens een maand gemaak.

Siek lede

- (3) Enige lid wat weens siekte of ongeval onbekwaam is om sy beroep te beoefen, of hy vergoeding ontvang of nie, betaal weeklikse ledegeld as volg: Graad I, 5c; Graad II, 3c; Graad III en IV, 2c; met dien verstande dat in alle gevalle 'n doktersertifikaat of ander bevredigende bewys ingelewer word.

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|--|---------------------------|
| <p>(4) Enige lid wat werkloos en bereid en in staat is om werk in sy beroep of werksaamheid in die bedryf te aanvaar wanneer dit hom aangebied word, en enige lid wat deelyds werk en minder as halfloon verdien en bereid en in staat is om voltydse werk in die bedryf te doen wanneer dit hom aangebied word, betaal die volgende weeklikse ledegeld: Graad I, 5c; Graad II, 3c; Graad III en IV, 2c. Die B.R. mag op aanbeveling van die betrokke Takkomitee, enige tydperk van werkloosheid (nie aan werklike siekte te wyte nie) wat in totaal langer is as 17 weke in enige kalenderjaar en gedurende welke tydperk 'n lid nie geregtig is op voordele van die G.W.F. of die Unie nie, as onaktiewe lidmaatskap beskou.</p> | <p>Werklose lede</p> |
| <p>(5) Enige lid wat ingevolge artikel 3 hiervan tot onaktiewe lidmaatskap oorgeplaas is, betaal die volgende weeklikse ledegeld: Graad I, 5c; Graad II, 3c; Graad III en IV, 2c; en mag binne die jurisdiksie van die tak bly waarheen hy oorgeplaas is of die waarin hy woonagtig is.</p> | <p>Onaktiewe lede</p> |
| <p>(6) Enige gewone lid wat 'n voltydse amptenaar in die Unie of enige tak is of word, bly 'n gewone lid.</p> | <p>Voltydse amptenare</p> |
| <p>(7) Enige gewone lid wat aktiewe militêre diens of verpligte militêre opleiding moet ondergaan, word vrygestel van betaling van ledegeld en heffings. Sodanige dienstyl of opleidingstydperk word gereken as gewone lidmaatskap by berekening van die voordele waarop hy ingevolge hierdie grondwet geregtig mag word.</p> | <p>Militêre diens</p> |

3. ONAKTIEWE EN VOORDELE-LIDMAATSAP

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|--|--|
| <p>(1) Enige gewone lid wat volwaardig is:</p> <ul style="list-style-type: none"> (a) wat nie meer in 'n tegniese hoedanigheid in die nywerheid in diens is nie; of (b) wat 'n bestuurder, 'n werkgewer, vennoot word; of (c) wat besigheid vir eie rekening open in die bedryf; of (d) wat die bedryf verlaat; <p>mag, na goeddunke van die B.R., toegelaat word om na onaktiewe lidmaatskap oorgeplaas te word, mits hy skriftelik daarom aansoek doen onmiddellik wanneer hy nie meer toelaatbaar is vir gewone lidmaatskap nie. Waar oorplasing tot onaktiewe lidmaatskap nie aangevra word of deur die B.R. toegestaan word nie, verval die applikant se lidmaatskap van die Unie.</p> | <p>Kwalifikasies vir onaktiewe lidmaatskap</p> |
| <p>(2) Gedurende enige tydperk van onaktiewe lidmaatskap betaal 'n lid ledegeld teen die koers wat van toepassing is op werklose lede (sien artikel (5) van artikel 2 van hierdie klousule) tesame met sodanige ander heffings as wat die tak waarvan hy lid is, mag vereis. Sodanige tydperk word nie gereken as kwalifiserende lidmaatskap vir voordeledeleindes nie. As 'n onaktiewe lid vir 'n tydperk van 26 weke agterstallig is, is hy blootgestel aan uitsetting sonder kennisgewing.</p> | <p>Onaktiewe ledegeld</p> |
| <p>(3) Enige lid wat die bedryf verlaat om onbetaalde verlof te neem, betaal volle heffings aan die Unie vir enige tydperk tot ses weke per jaar van onbetaalde verlof. As die tydperk van onbetaalde verlof meer is as ses weke maar minder as 26 weke per jaar is, het die lid die keuse om gewone lidmaatskap te behou vir sodanige tydperk, met dien verstande dat indien hy dit so verkies, hy die bydraes betaal wat andersins deur sy werkgewer betaalbaar is, tesame met sy heffings aan die Unie en sy eie bydraes aan die N.N.R.-fondse.</p> | <p>Onbetaalde verlofvoorwaardes</p> |
| <p>(4) Enige lid wat die bedryf verlaat en toegelaat is om tot onaktiewe lidmaatskap oor te gaan en wat daarna terugkeer tot gewone lidmaatskap by sy terugkeer in die bedryf mag kontinuïteit van gewone lidmaatskap van die B.R. ontvang ten opsigte van sy tydperk van onaktiewe lidmaatskap mits hy die volle gewone ledegeld en heffings aan die Unie en die volle bydraes tot die voordelefondse betaal waarin die Unie deel het. Hierdie voorreg is nie van toepassing op enige lid wat die keuse gehad het om gewone lidmaatskap te behou vir sodanige tydperk en dit nie gedoen het nie, behalwe waar tot bevrediging van die B.R. bewys is dat 'n lid wat die bedryf verlaat het, opreg was in sy voorneme om nie daarheen terug te keer binne 'n tydperk van 26 weke nie.</p> | <p>Kondonasie van onaktiewe lidmaatskap</p> |

Verbeuring van voordele	(5) Behoudens die bepalings van subartikels (4) en (7) van hierdie klousule en die reëls van enige voordelefonds, verbeur 'n lid wat oorgaan tot onaktiewe lidmaatskap alle belang in die voordelefonds van die Unie (uitgeslote die Sterfte voordele en by sy terugkeer tot gewone lidmaatskap sal van hom vereis word om te herkwalifiseer vir voordele asof hy weer by die Unie aangesluit het. Hierdie bepaling dien nie om enige lid wat oorgeplaas is tot onaktiewe lidmaatskap voor 1 Julie 1959 die reg te ontnem om die keuse te doen wat voorgeskryf is in subartikel (6) van hierdie klousule nie, nie later as op 'n datum deur die B.R. vasgestel nie.
Voorbehoudsbepaling	
Voordelelede	(6) 'n Lid wat werksaam is in die bedryf in enige hoedanigheid of gebied wat hom van gewone lidmaatskap uitsluit, sal die keuse hê, onderworpe aan die goedkeuring van die Beheerraad en na betaling van verskuldigde bydraes van gewone lidmaatskap, om sy gewone lidmaatskap van die Unie alleenlik vir voordele-doeleindes te behou. Die Beheerraad sal by magte wees om hierdie ooreenkoms te eniger tyd, en ten opsigte van enige lid te beëindig deur kennisgewing van vier kalenderweke van sodanige voorneme aan die lid in welke geval die lid geregtig sal wees op al die voordele wat normaalweg aan 'n lid wat in goeie stand bedank mag toeval. Enige sodanige lid, wat van sy lidmaatskap onthef word, vir watter rede ook al, sal nie geregtig wees om op hierdie voorreg aanspraak te maak nie.
Pensionarisse	(7) Lede wat die aftredingstoelaag ontvang van die Uniepensionerfonds en of Nasionale Nywerheidsraadpensionerfonds of die N.N.R.-Bystandsfonds, word oorgeplaas tot onaktiewe lidmaatskap vanaf die datum waarop hy sodanige toelaag of voordele ontvang, maar dit word nie van hom vereis om ledegeld te betaal ingevolge subartikel (5) van artikel 2 van hierdie klousule nie.
Onaktiewe status	(8) Voordelelede en lede wat oorgeplaas is tot onaktiewe lidmaatskap, is nie geregtig om te stem oor enige Uniesak of toegelaat om aan enige vergadering van lede deel te neem of dit by te woon nie, of die Unie of enigiemand van sy takke te dien in enige amptelike of verteenwoordigende hoedanigheid hoegenaamd nie, met die verstande, egter, dat lede wat die aftredingstoelaag van die Unie-pensionerfonds en of die Nasionale Nywerheidsraad-pensionerfonds ontvang, algemene takvergaderings mag bywoon. Hierdie bepaling sal nie dien om 'n voordelelid sy reg te ontnem om te stem in 'n stemming deur die lede onderneem met die uitdruklike voorneme om die reëls van 'n voordelefonds waarvan hy 'n lid is, te wysig nie.
Voordelelede Stemgeregtig	
Oorplasing na gewone lidmaatskap	(9) Ingeval 'n onaktiewe lid werk in die bedryf aangebied word, moet hy aansoek doen om oorplasing na gewone lidmaatskap en nie sodanige werk aanvaar voordat sodanige oorplasing deur die B.R. goedgekeur is nie, met dien verstande dat in 'n noodgeval, die betrokke S.S.O. tydelike toestemming tot die aanvang van sodanige werk mag gee, hangende die beslissing van die B.R.

4. BEDANKING

Prosedure	Enige lid wat sy diens beëindig of nie meer vir diens beskikbaar is in die bedryf nie, of wat 'n werksbestuurder of opsigter in die bedryf word in 'n suiwer toesighoudende hoedanigheid, of wat werkgewer in die bedryf word, mag as lid van die Unie bedank by betaling van alle bedrae wat hy op die dag van bedanking aan die Unie en sy takke verskuldig is.
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5. ALGEMENE FONDS

Toewysing van inkomste	(1) Die ledegeld betaalbaar deur lede ingevolge hierdie klousule sowel as alle ander inkomste van die Unie, uitgeslote die bydraes tot die Unie-pensionerfonds en die Sterfetrustfonds of 'n heffing vir 'n spesiale doel opgelê, word inbetaal in die Algemene Fondsrekening, aangewend sal word vir die algemene doeleindes van die Unie.
	(2) Betaling deur 'n lid word in dié volgorde toegewys: intreegeld, boetes, heffings, ledegeld.

Klousule XII — Heffings

- | | |
|---|--------------------------|
| 1. Indien 'n gesertifiseerde waardasie van die fondse van die Unie te eniger tyd 'n batige saldo toon wat onvoldoende is vir die normale administratiewe behoeftes, mag die B.R. in raadpleging met die Ouditeur 'n heffing op lede in volle diens lê en so 'n heffing sal van krag bly totdat die toestand tot die normale herstel is. | Hoe heffings opgelê word |
| 2. Wanneer die B.R. dit mag nodig ag, mag dit 'n spesiale heffing op lê ten einde fondse in te samel vir 'n spesifieke doel. | Spesiale heffing |

Klousule XIII — Kaarte en Regulasies

- | | |
|---|-----------------------------------|
| 1. Die H.S. moet 'n lidmaatskapkaart aan elke lid uitreik. | Lidmaatskapkaart |
| 2. Die H.S. moet vir elke lid 'n klaringskaart uitreik wat die datum en voorwaardes van toelating tot lidmaatskap aandui en wat gehou word deur die taksekretaris van die tak waarin die lid behoort of waarin hy werk. | Klaringskaart |
| 3. Alle bedrae gedurende die lopende ses maande deur die lid in voordele ontvang ingevolge klousule XIV hiervan en alle bedrae dan deur die lid aan die Unie of tak verskuldig, moet deur die taksekretaris ingevul word op sy klaringskaart op die dag waarop sodanige lid die tak verlaat, en sodanige lid moet sy klaringskaart by die betrokke taksekretaris inlewer binne 48 uur na sy aankoms in 'n ander tak. Ingeval 'n lid versuim om sy klaringskaart in te lewer soos in hierdie artikel vereis, of sonder klaringskaart in 'n tak kom, mag 'n boete (Graad I, R2; Graad II, R1; Graad III, 50c; Graad IV, 25c) opgelê word, en die lid sal geen voordele ontvang totdat hy die kaart, behoorlik ingevul toon of 'n nuwe gekry het nie. Taksekretarisse moet op klaringskaarte besonderhede invul van enige boete deur die B.R. aan die lede opgelê. | Klaring tussen takke |
| 4. Aan enige lid wat aansoek doen om lidmaatskap, mag 'n werkskaart deur die betrokke taksekretaris toegestaan word gedurende sodanige tydperk waarin die aansoek miskien nog nie afgehandel is nie. Die houër van 'n werkskaart is nie op enige van die voordele van lidmaatskap geregtig nie, met dien verstande dat indien hy tot lidmaatskap toegelaat word, sodanige lidmaatskap terugdateer tot die uitreiking van die werkskaart; geen ledegeld is ten opsigte van sodanige tydperk betaalbaar nie. Die houër van 'n werkskaart moet vanaf die datum van uitreiking daarvan weekliks aan die tak 'n bedrag betaal gelykstaande aan die weeklike bydrae deur lede van die betrokke graad betaalbaar, plus sodanige bykomstige bedrag as wat die takomitee mag bepaal ter vermindering van die bedrag verskuldig by wyse van intreegeld of van enige gelde deur genoemde applikant aan die Unie verskuldig ten opsigte van (a) botes, heffings of agterstallige ledegeld ten opsigte van enige vorige tydperk van lidmaatskap; (b) bedrae deur die Unie namens enige sodanige applikant aan enige werkgewer in die Drukbedryf betaal ten opsigte van enige geldelike transaksie tussen sodanige applikant en sy werkgewer, wat voortspruit uit sy indiensneming. Alle bedrae op 'n werkskaart betaal, word op krediet van Hoofkantoor geplaas, minus 'n bedrag gelykstaande aan die bydraes betaalbaar aan die tak deur 'n gewone lid van die tak. | Werkskaart

Werkskaartfooie |
| 5. Wanneer hernuwing van 'n verlore klaringskaart of lidmaatskapkaart of een wat deur nalatigheid van die lid onbruikbaar geword het; aangevra word, moet die betrokke lid 'n bedrag van 25c betaal, sodanige bedrag moet betaal word en besonderhede aan Hoofkantoor gestuur word alvorens 'n nuwe kaart uitgereik word. | Verlore kaart |
| 6. Enige kaart of dokument waarop iets uitgewis is of waar die egtheid van die gegewens daarop deur 'n taksekretaris of ander gemagtigde amptenaar betwyfel word, moet teruggehou en besonderhede onmiddellik aan die H.S. gestuur word, en die B.R. is geregtig om enige oortreder te vervolg of sodanige straf as wat dit goedgevind op te lê. | Twyfelagtige dokumente |
| 7. Elke lid is geregtig op 'n eksemplaar van hierdie grondwet op aansoek by sy taksekretaris of Hoofkantoor. Enige lid wat sy eksemplaar verloor, kan 'n ander kry teen betaling van 25c. Enige wysigings of aanvullings word in die amptelike Joernaal gepubliseer. | Eksemplare van Grondwet |

Klousule XIV — Voordele

Pensioen- en Sterfiefondse	1. 'n Pensioenfonds, 'n Sterfietrustfonds en enige ander goedgekeurde voordeleskema deur 'n assuransiemaatskappy onderskryf sal in stand gehou word ooreenkomstig regulasies, goedgekeur deur die B.R. of 'n stemming van lede.
Voordele betaalbaar	2. Alle pensioen- en sterfietoelae is betaalbaar uit die Uniepensioenfondsrekening en die Sterfietrustfondsrekening aangevul deur die voorgeskrewe assuransieskema, onderskeidelik.

Klousule XV — Takke

Jurisdiksie	1. Vir doeltreënde organisasie, en om sy doelstellings te bereik, word die Unie in takke verdeel. Die jurisdiksie van elke tak word deur die B.R. bepaal.
Funksie	2. Dit is die funksie van elke tak om die belange van die Unie te behartig en sy sake te bestuur binne sy jurisdiksie ooreenkomstig hierdie reglemente.
Kwalifikasies	3. Elke tak word bestuur deur 'n President, een of meer Onderpresidente, Sekretaris (wat die S.S.O. is) en minstens drie lede. Hierdie amptenare vorm die Takkomitee en word verkies by wyse van stemming van lede wat binne die streek van die betrokke tak ressorteer, en sal hul amp beklee vir die tydperk soos in die takbywette bepaal. Onmiddellik na verkiesing, moet elke taksekretaris 'n volledige lys van verkose amptenare in sy tak aan Hoofkantoor stuur, en moet Hoofkantoor onmiddellik in kennis stel van enige veranderinge daarvan van tyd tot tyd. 'n Lid is nie verkiesbaar vir enige amp in 'n tak totdat hy sy proeftyd voltooi het nie, of as hy nie volwaardig is nie of geskors is, ook is hy nie toelaatbaar vir benoëming vir enige sodanige amp tensy hy twee jaar ononderbroke gewone lidmaatskap voltooi het onmiddellik voor die datum van sy benoëming nie. Die B.R. sal gemagtig wees om kwytsekelding van enige sodanige kwalifikasie in buitengewone omstandighede te verleen.
Komitee vergadering	4. Elke takkomitee vergader minstens een keer per maand. Op elke maandelikse vergadering word van die sekretaris vereis om op versoek van die president die bankstaat voor te lê. Die bedrag van die banksaldo, soos op die dag van die vergadering, moet in die notule van die vergadering aangeteken word. Dit is die plig van die sekretaris om onmiddellik na deponering van geld vir sy tak 'n duplikaat-depositobewys aan Hoofkantoor te stuur.
Bywette	5. 'n Tak het die bevoegdheid om bywette te maak met betrekking tot administratiewe dissiplinêre en prosedureaangeleenthede van krag binne sy regsgebied, met dien verstande dat sodanige bywette nie in stryd is met hierdie reëls, die N.V. Wet of enige ander Wet nie, en dit aan die B.R. voorgelê en goedgekeur is.
Vakatures	6. Vakatures op 'n takkomitee wat tussen algemene vergaderings van die tak ontstaan, word tydelik deur die takkomitee gevul tot die volgende algemene vergadering.
Algemene vergaderings	7. Algemene vergaderings in takke word gehou wanneer nodig, maar in geen geval mag meer as ses maande tussen vergaderings verloop nie. Een sodanige vergadering moet in die eerste of tweede kalendermaand in elke halfjaar gehou word.
Oortreding van reglemente	8. Wanneer 'n oortreding van hierdie reglemente in 'n inrigting plaasgevind het, en die kapel- en takkomitee geen bevredigende oplossing kan vind nie, word die saak behandel soos bepaal in die grondwet van die Nasionale Nywerheidsraad en/of gerapporteer aan die B.R., wat die mag het om sodanige stappe te doen as wat dit nodig of raadsaam ag.
Beperking op takke	9. 'n Tak mag geen loonsverlaging aanneem of enige beweging vir verhoging van lone, verkorting van werksure of wysiging van enige erkende voorwaarde van diens onderneem nie, alvorens die B.R. van sodanige voorneme verwittig is en sy toestemming daartoe verkry is nie. Geen versoekskrif of dokument waardeur die Unie verantwoordelik gehou kan word, mag sonder toestemming van die B.R. aan werknemers of die publiek uitgereik word nie.
Stakingsprosedure	10. Wanneer 'n staking aan die gang is, moet die betrokke taksekretaris weekliks aan Hoofkantoor 'n staat inlewer van die gelde vir so 'n staking uitbetaal, tesame met die name van ontvangers en 'n verslag met besonderhede van die toestand tot op datum, en die verandering wat redelikerwys verwag kan word.

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| 11. Alle takkorrespondensie, insluitende dié tussen Hoofkantoor en takke, word gevoer deur die taksekretaris of (in sy afwesigheid) deur die takpresident of ander lid wat tydelik as sekretaris aangestel is. | Korrespondensie |
| 12. Alle korrespondensie tussen takke wat die beginsels of beleid van die Unie of sy amptenare raak, word deur bemiddeling van Hoofkantoor gevoer. | Korrespondensie tussen takke |
| 13. Elke taksekretaris moet gereeld en stiptelik, en op die datums deur die B.R. bepaal, alle periodieke opgawes, inligting of enige ander besonderhede wat die B.R. nodig ag, of wat vir publikasie in die amptelike Joernaal nodig is, aan Hoofkantoor stuur. | Opgawes aan Hoofkantoor |
| 14. Elke taksekretaris moet 'n juiste aantekening hou van alle ontvangste en uitgawes, en 'n getekende ontvangsbewys van elke lid aan wie betalings gemaak word, verkry. Sodanige ontvangsbewyse word onmiddellik na elke tak se ouditering of ondersoek van rekeninge aan Hoofkantoor gestuur. Alle rekeninge tussen takke en Hoofkantoor word tot en met kwartaaldae opgemaak. | Takrekenings |
| 15. Die amptenare van elke tak moet, deur die taksekretaris, 'n gespesifiseerde staat van inkomste en uitgawes tot op 30 Junie en 31 Desember in elke jaar opstel en 'n afskrif daarvan, behoorlik geouditeer of ondersoek, hoogstens twee kalendermaande na sluiting van elke halfjaar aan Hoofkantoor stuur, tesame met die betaling van die balans aan Hoofkantoor verskuldig. | Rekenings halfjaarliks vereis |
| 16. Elke tak ontvang vir die doeleindes van doeltreffende administrasie uit die Algemene Fonds van die Unie sodanige bedrag soos die B.R. nodig ag. | Administratiewe toelaag |
| 17. 'n Tak mag 'n heffing op sy lede lê vir enige doel wat nie teenstrydig is met die doelstellings van die Unie, die A.V.W. of enige ander wet nie, mits 'n stemming eers gehou word om dit te beslis. So 'n stemming mag op 'n algemene vergadering gehou word, mits behoorlike kennis daarvan gegee is en die bepaalde voorstel waaroor gestem word, op die kennisgewing van die vergadering vermeld is, en met dien verstande verder dat sodanige heffing nie 'n bedrag soos deur die B.R. bepaal mag oorskry nie. | Takhellings |
| 18. Elke tak word vir behoorlike nakoming van hierdie reglemente binne sy jurisdiksie, en vir die uitvoering van alle pligte wat daarin aan takamptenare opgelê word verantwoordelik gehou. | Verantwoordelikheid |
| 19. Elke takkomitee skryf (onderworpe aan goedkeuring van die B.R.) die prosedure voor vir vergaderings van inlywing of onderrig, wat nuwe lede binne 'n bepaalde tyd na toelating tot lidmaatskap moet bywoon, en die boetes wat elke versuimende lid opgelê mag word. | Inlywingsvergaderings |
| 20. Die prosedure met betrekking tot takstemmings, is soos volg: | Takstemmings |
| (1) In verband met 'n stemming op 'n algemene vergadering, stel die voorsitter twee of meer stemopnemers aan wat die stembriefies aan die aanwesige lede wat stemgeregtig is, moet uitdeel en sodanige lede moet hul stemme daarop uitbring en die briefies aan die stemopnemers teruggee, wat onmiddellik die stemme tel en verslag doen aan die voorsitter, wat die uitslag aan die vergadering sal meedeel. | Vergaderingstemmings |
| (2) In verband met 'n stemming wat nie op 'n algemene vergadering gehou word nie, stel die takkomitee een of meer stemopnemers in die stemming aan. Die stemopnemers moet in oorleg met die taksekretaris die nodige stembriefies in gereedheid bring en gedrukte afskrifte word deur die taksekretaris gestuur aan die lede van die tak wat stemgeregtig is. Op die briefie word die datum van sluiting van stemming aangegee. Lede moet hul stemme uitbring en die briefies sonder versuim aan die taksekretaris terugstuur. Die stemopnemers tel die stemme en lê hul verslag daaroor aan die takpresident voor, en die uitslag word so spoedig moontlik daarna aan die lede van die tak meegedeel. | Algemene stemmings |

Klousule XVI — Prosedure by vergaderings

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| 1. Die volgende is die Reglement van Orde en Prosedurereëls by B.R.-vergaderings en takvergaderings: | Reglement van orde |
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Agenda	(1) Die sake sal bespreek word volgens die agenda behalwe deur toestemming van die meerderheid van die vergadering.
Voorstelle — Prosedure	(2) Alle mosies en amendemente moet skriftelik wees en onmiddellik na sekondering aan die voorsitter voorgelê word. Die voorsitter mag egter na goeë drunke mondelinge voorstelle en amendemente aanvaar.
Voorstelle — Volgorde	(3) Wanneer 'n voorstel behoorlik ingedien en gesecondeer is, is geen ander mosie in orde nie, behalwe om te verdaag, uit te stel, na 'n komitee te verwys, te stem of te wysig. Sulke mosies het voorkeur in bogenoemde volgorde.
Voorstel om te verdaag	(4) 'n Mosie tot verdagting of stemming word sonder bespreking beslis.
Amendemente — Prosedure	(5) Wanneer 'n amendement op 'n oorspronklike voorstel ingedien is, is geen ander mosie tot wysiging in orde totdat die eerste afgehandel is nie. As 'n mosie tot wysiging aanvaar is, word die gewysigde voorstel die voorstel en verdere amendemente kan ingedien word; as die mosie tot wysiging verwerp is, kan 'n ander voorgestel word. Wanneer alle mosies tot wysiging afgehandel is, word die voorstel tot stemming gebring.
Stemprosedure	(6) Alle vrae word eers in bevestigende, dan in ontkennende vorm aan die vergadering gestel.
Tel van stemme	(7) Alle stemme word deur die voorsitter getel, maar in geval van 'n stemming per briefie benoem die voorsitter stemopnemers.
Lid wat vergadering verlaat	(8) 'n Lid mag die vergadering nie verlaat sonder toestemming van die voorsitter nie.
Herroeping van besluit	(9) Wanneer 'n mosie aanvaar is, mag dit nie weer bespreek of herroep word nie, tensy daar 'n mosie wat bespreking of herroeping eis op die agenda van die betrokke vergadering is en 'n meerderheid van die lede daarop aanwesig, sodanige mosie goedgekeur het; met dien verstande egter, dat 'n saak wat beslis is, heropen mag word op 'n mosie gesteun deur twee-derdes van die aanwesige lede.
Besprekingsreëls	(10) Die indiner van 'n oorspronklike voorstel het die reg van repliek, maar geen ander lid mag meer as een maal, of langer as 15 minute dieselfde mosie bespreek nie, behalwe met toestemming van die vergadering.
Ordevrae	(11) Vrae van orde word deur die voorsitter beslis, maar in geval van beroep teen sy beslissing, behoorlik gesecondeer, word aan die protesterende lid en die voorsitter elk tyd vir verduideliking toegestaan, waarna die voorsitter die saak aan stemming onderwerp as volg: "Almal ten gunste van bevestiging van die voorsitter se beslissing"; "almal teen sy beslissing".
Algemene gebruik	(12) Alle gevalle waarvoor nie hierin voorsiening gemaak is nie, word volgens algemene gebruik beslis.
Wangedrag	2. Enige lid wat hom wanordelik gedra of oproer veroorsaak op enige vergadering, moet die vergadering verlaat as die voorsitter hom daartoe gelas, en sy optrede sal bespreek word deur die B.R., of die takkomitee, soos die geval mag wees. By herhaling van die oortreding, word hy aan wangedrag skuldig geag en ingevolge die bepalings van hierdie grondwet behandel. Te eniger tyd wanneer dit nodig is op 'n vergadering moet die aanwesige lede die voorsitter help om die orde te handhaaf.

Klousule XVII — Kapelle

	1. Kapelle bestaan uit die lede van die onderskeie Takke van die Unie in die betrokke streek (en die lede van enige ander vakunie waarmee die Unie 'n wederkerigheidsooreenkoms het) in diens in enige inrigting, en so 'n kapel moet behoorlik saamgestel word met behoorlik verkose amptenare, in elke inrigting waar vier of meer lede van 'n Tak werksaam is. Onder-kapelle mag in die verskillende afdelings van groot inrigtings gestig word.
Funksies	2. Die funksie van die kapel is om in die betrokke inrigting behoorlike inagneming van hierdie grondwet en voorwaardes van enige ooreenkoms aangaande lone en arbeids-

toestande waaraan die Unie deel het, te verseker, en om sorgvuldig toesig te hou oor alle sake aangaande die welsyn van die Unie en sy lede in so 'n inrigting.

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| <p>3. Die klerk van die kapel (of, in sy afwesigheid, die vader of ander gemagtigde amptenaar) ondersoek die kaarte of getuigskrifte van enige nuwe werknemers onmiddellik by hul indienstreding en moet onmiddellik enige onreëlmatigheid in verband daarmee aan die taksekretaris rapporteer. Hy moet onmiddellik die aandag van die bestuur vestig op enige geval van 'n persoon wat begin werk en nie lid van die Unie is of geen voorlopige kaart of werkkaart van die taksekretaris toon nie, en die bestuur moet versoek word om sodanige persoon uit die werk te skors totdat die saak bevredigend deur die taksekretaris of Hoofkantoor opgelos is.</p> | <p>Pligte van amptenare</p> |
| <p>4. Die klerk is verantwoordelik vir die invordering van alle ledegeld en ander heffings aan die kapel, tak en/of Unie, van alle lede in die inrigting, en moet aan die taksekretaris (of ander behoorlik gemagtigde takamptenaar) alle bedrae betaal wat as tak- en Uniegeld gekollekteer is, nie later nie as die Maandag wat volg op die laaste Saterdag in elke maand. Die lede van die kapel moet die klerk alle redelike hulp verleen om sy pligte uit te voer. Die taksekretaris mag om die boeke van enige kapel of kapelfonds vra, en sodanige boeke moet op aanvraag aan hom gelewer word. Die klerk is ook verantwoordelik vir die jaarlikse oudit van die kapel se rekeningboeke.</p> | <p>Klerk se pligte</p> |
| <p>5. Slegs volwaardige lede wat hul proef tyd voltooi het, is verkiesbaar vir ampte in die kapel of om op die kapelkomitee te dien. Vrystelling van die voorwaarde aangaande proef tyd mag egter verleen word in gevalle waar geen gekwalifiseerde lid beskikbaar is nie en die goedkeuring van die takkomitee en B.R. verkry is. Na enige verkiesing van 'n kapelamptenaar of amptenare moet 'n verslag van so 'n verkiesing binne sewe dae deur die verantwoordelike amptenare aan die takkomitee vir goedkeuring of andersins gestuur word.</p> | <p>Kwalifikasies vir ampte</p> |
| <p>6. Die kapel moet deur sy amptenare onmiddellik aan die taksekretaris verslag doen oor enige oortreding van hierdie reglemente of van voorwaardes van enige ooreenkoms waaraan die Unie deel het, of oor inbreuk op sy regte. Geen sake rakende die algemene belange van die Unie mag deur enige kapel beslis word nie.</p> | <p>Oortreding van reëls</p> |
| <p>7. Enige kapel wat raad of hulp van die Unie nodig het, moet afgevaardigdes van die kapel persoonlik vir daardie doel voor die takkomitee laat verskyn.</p> | <p>Raad of hulp</p> |
| <p>8. Elke kapel moet 'n kode van reëls opstel (so na moontlik in ooreenstemming met die voorbeeld van kapelreëls deur die B.R. opgestel) wat nie teenstrydig is met die bepalinge van die reëls, die N.V.W. of enige ander Wet nie, wat vir goedkeuring aan die takkomitee voorgeleë moet word. In gevalle waar sulke reëls spesiale bepalinge vir betaling of ander sake buite die gewone kapelroetine bevat, moet hulle aan die B.R. vir goedkeuring of andersins voorgeleë word. Elke lid van so 'n kapel moet van 'n afskrif van sulke goedgekeurde reëls voorsien word. In gevalle waar 'n kapel nie aan hierdie voorwaarde voldoen nie, sal die voorgeskrewe kapelreëls deur die B.R. opgestel, outomaties op sodanige kapel van toepassing wees.</p> | <p>Kapelreëls</p> |
| <p>9. Elke lid wat weier of versuim om sy gelde aan die kapel te betaal, word op vertoog van die vader van so 'n kapel aan die takkomitee, met sulke skulde as skulde aan die tak gedebiteer, wat deur die taksekretaris ingevorder moet word. Hierdie bepaling geld ook in die geval van enige gelde deur 'n lid verskuldig aan enige kapelfonds wat deur die takkomitee goedgekeur is.</p> | <p>Agterstallige Kapelgelde</p> |

Klousule XVIII — Verpligtings van lede

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| <p>1. Enige lid werksaam binne die jurisdiksie van 'n tak, is, tensy spesiaal deur die B.R. vrygestel, lid van daardie tak. Wanneer 'n lid van een tak na 'n ander gaan, moet hy sy klaringskaart aanvra en dit by die taksekretaris van enige tak wat hy besoek indien, maar indien hy na sy vorige tak terugkeer binne 'n tydperk van ses weke, word sy lidmaatskap van daardie tak as ononderbroke beskou.</p> | <p>Taklidmaatskap</p> |
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Klousule XIX — Wangedrag en Strafbepalings

Bedrog	1. Enige lid wat bedrog pleeg of probeer pleeg of geld verduister, moedswillig terughou of misbruik, is skuldig aan praktyke van bedrog teenoor die Unie of enige organisasie waar-toe die Unie of een van sy takke geld bygedra het of belange in het, of wat doelbewus saam-werk in sodanige oortreding of oortredings deur ander persone gepleeg, kan onmiddellik uit die Unie uitgesit, beboet word of mee gehandel word soos die U.R. goeddink en indien wenslik geag, kan geregtelike stappe teen hom gedoen word. Hy is ook vir altyd uitgesluit van enige amp in enige hoedanigheid in die Unie.
Wangedrag: Strafbepalings	2. Enige lid wat deur die U.R. skuldig bevind word aan gedrag wat skadelik is vir of moontlik skadelik kan wees vir die belange van die Unie of enige tak of enige lid van die Unie of die vakbondbeweging in die algemeen, stel hom bloot aan 'n boete van hoogstens R20,00 uit-sluiting van bekleding van enige amp in die Unie (insluitende kapel of tak) of uitsetting, soos die U.R. mag besluit.
Wangedrag: Prosedure	3. Enige lid wat van sodanige wangedrag aangekla word, moet voor die betrokke takkomitee gedaag word om verantwoordig te doen oor sodanige aanklag en sal geregtig wees om getuie ter steun van sy verdediging te roep. Die taksekretaris moet alle besonderhede van elke geval, tesame met die aanbeveling van die takkomitee, aan Hoofkantoor stuur. In enige geval waar die U.R. geneig is om 'n ander straf op te lê as wat die takkomitee aanbe-veel, word die saak na sodanige komitee terugverwys vir verdere oorweging.
Belediging van amptenare	4. Enige lid wat tak- of Unie-amptenare in die uitoefening van hul pligte beledig of verhin-der, word skuldig geag aan wangedrag en stel hom bloot aan optrede ingevolge die bepaling van artikel 2 hiervan.
Valse verklarings	5. Enige persoon wat tot die Unie toegelaat is of voordele verkry (of probeer verkry) deur middel van valse verklarings of onder valse voorwensels, kan geregtelik vervolg word, of daar kan op 'n ander wyse met hom gehandel word soos die U.R. mag besluit.
Takverpligtings	6. Ingeval 'n tak weier om enige instruksie van die B.R. uit te voer sal die aangeleentheid na die Beheerraad vir tugoptrede verwys word.
Werkverwaarlosing	7. Ingeval 'n lid skuldig is aan moedswillige wangedrag, versuim of weiering om werk (los of vas) aan te neem, of sy betrekking verloor deur sy nalatigheid of wangedrag, kan die U.R. na ondersoek en verslag deur 'n takkomitee, hom vir enige tydperk wat dit geskik ag, skors. Herhaalde nalatigheid, dronkenskap of wangedrag van 'n lid, stel die lid bloot aan uitset-ting. Enige lid wat, terwyl hy werkloosheidstoelae ontvang, weier om werk in 'n ander sentrum as waar hy woonagtig is, aan te neem, kan deur die B.R. van werkloosheids-voordele geskors word, tensy hy aan die plaaslike takkomitee bevredigende rede vir sy weier-ing kan verstrek.
Inbreuk op werk	8. Geen lid in 'n vaste betrekking mag vir enige ander werkgever werk as dié vir wie hy ge-woonlik werk nie, behalwe met skriftelike toestemming van sodanige werkgever en die taksekretaris. Behalwe met goedkeuring vooraf deur die betrokke takkomitee gegee en onderworpe aan bekragtiging deur die U.R., mag 'n gewone lid nie inbreuk maak op die werk van enige vakbondlid of enige besigheid of onderneming tot nadeel van die Unie of vakbondbeweging in die algemeen onderneem nie.
Verbreking van reëls	9. Enige lid in diens in 'n inrigting waar 'n oortreding van hierdie reglemente of enige ooreen-koms waaraan die Unie deel het plaasvind, of waar inbreuk gemaak word of gemaak gaan word op die regte of werktoestande van enige afdeling van die bedryf, moet sodanige oortreding of inbreuk onmiddellik rapporteer aan die kapelamptenare, of, waar geen kapel bestaan nie, aan die taksekretaris. Versuim om dit te rapporteer, stel elke lid in so 'n inrigting in diens bloot aan sodanige boete en/of uitsluiting van voordele as waarop die U.R. besluit, tensy hulle die betrokke takkomitee kan oortuig dat hulle van sodanige oortreding of inbreuk totaal onbewus was.
Nie-betaling van heffings: Strafbepalings	10. 'n Lid wat onvolwaardig is deur versuim om sy heffings verskuldig aan die Unie en sy takke te betaal op die datums wat vasgestel is in die omskrywing van "volwaardig" in hierdie grondwet, word van alle voordele geskors en uitgesluit vanaf die datum dat hy in gebreke geraak het tot een maand nadat hy die bedrae betaal het en aan die regulasies ten opsigte

waarvan hy in gebreke geraak het, voldoen het, en vir sodanige verdere tydperk as wat die U.R. mag vasstel. Hy kan ook 'n boete van hoogstens R20 opgelê en/of uit die Unie gesit word. Tensy anders deur die Beheerraad in spesifieke gevalle besluit, sal 'n lid wat vir meer as ses maande met sy bydraes tot die Unie of enige tak daarvan agterstallig is, geag word as outomaties uit die Unie geskors te wees. Die U.R. mag sodanige geregtelike stappe teen hom doen as wat dit nodig ag vir die betaling van enige bedrag deur hom aan die Unie of enigeen van sy takke verskuldig. Die U.R. is gemagtig om die name van onvolwaardige lede in die amptelike Joernaal te publiseer. Vir die doeleindes van hierdie artikel sal rekeninge wat gelewer en meer as drie maande by die Drukkersbedryf Mediese Bystandsvereniging agterstallig is, beskou word aan die Unie verskuldig te wees.

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| 11. Enige lid wat versuim of weier om van een graad na 'n ander oor te gaan soos in hierdie grondwet vereis word, of weier om die nodige vorm te teken, stel homself bloot aan uitsetting uit die Unie. | Versuim om oorgeplaas te word |
| 12. Persone wat uit die Unie gesit is, verbeur vanaf die datum van uitsetting alle aanspraak op die Unie of enige van sy fondse. | Uitsetting — verbeuring |
| 13. In enige geval waar 'n lid nie aan 'n tak van die Unie behoort nie, sal verwysing na 'n "Takkomitee" in hierdie grondwet beteken drie lede in goeie stand, deur die U.R. aangestel om in 'n <i>ad hoc</i> hoedanigheid te dien. | Onverbonde lede |

Klousule XX — Beroepe

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| 1. Enige lid wat van mening is dat hom onreg aangedoen is, of deur 'n tak, die U.R. of enige ander lid, kan hom op die B.R. beroep binne drie maande van die oorsaak van sy beroep, mits hy volwaardig is en behoorlik kennis aan die betrokke taksekretaris gegee het en 'n afskrif van alle dokumente in verband daarmee ingelewer het en dat al sulke dokumente deur die taksekretaris aan die B.R. gestuur is. Indien die taksekretaris weier of nalaat om sodanige beroep aan die B.R. te stuur binne een maand van ontvangs daarvan, mag die betrokke lid hom direk op die B.R. beroep. Indien enige ander lid in die saak betrokke is, moet hy op versoek voorsien word van 'n afskrif van sodanige dokumente wat hom, volgens die mening van die H.S., spesifiek raak. | Beroepe — prosedure |
| 2. In geval van 'n beroep van 'n lid teen die beslissing van 'n tak of die U.R. moet die beslissing, indien deur die U.R. bekragtig, in die tussentyd gehoorsaam word. Die U.R. mag egter die uitvoering van enige beslissing ophef in enige geval waar dit raadsaam geag word. | Tussentydse prosedure |

Klousule XXI — Die Amptelike Joernaal

- | | |
|--|--------------------------------|
| 1. Daar moet maandeliks 'n Joernaal van 12 of meer bladsye, getiteld "Die Suid-Afrikaanse Tipografiese Joernaal" uitgegee word. Benewens verslae en ander sake wat volgens die grondwet gepubliseer moet word, moet dit die posadres van taksekretaris, die toestand in die bedryf, advertensies deur die B.R. goedgekeur, verslae en bedrywighede van takke en sodanige ander sake bevat as wat vir die bedryf in die algemeen van belang mag wees. | Maandelikse publikasie: inhoud |
| 2. 'n Redelike getal eksemplare van die Joernaal, soos ooreengekom tussen die S.S.O. en die Kapel, sal maandeliks aan elke Kapel verskaf word. | |

Klousule XXII — Unie-stempel

- | | |
|--|------------------|
| 1. Die Unie-stempel moet in die vorm wees soos deur die B.R. goedgekeur, en kan aan enige firma, wat aan die voorwaardes van die Unie voldoen en een of meer finansiële Graad I-lede in diens het, verskaf word. | Vorm van stempel |
| 2. Unie-stempelblokke mag nie regstreeks aan enige werkgewer verskaf word nie, maar bly die eiendom van die Unie en takke is verantwoordelik vir die oorhandiging van sulke blokke onder toesig van 'n Graad I-lid in diens van enige firma wat die stempel gebruik. Enige werkgewer wat die stempel gebruik, moet 'n dokument onderteken waarmee hy | Stempelblokke |

Indien die partye nie daarin slaag om ooreen te kom oor die vergoeding wat betaal sal word nie, moet die Registrateur die grondslag vasstel waarop die likwidateur betaal sal word.

- (2) Die likwidateur aldus aangestel, moet die laaste aangestelde ampsdraers van die Unie versoek om die rekeningboeke van die Unie aan hom te lewer wat die bates en laste van die Unie aantoon, tesame met die register van lede wat vir die voorafgaande 12 maande voor die datum waarop die besluit om die Unie te ontbind, geneem is, of voor die datum waarop die Unie nie meer in staat was om voort te gaan om te funksioneer nie, hierna genoem die datum van ontbinding, die ledegelde betaal deur elke lid en sy adres op die gemelde datum aantoon. Die likwidateur sal ook die voornoemde ampsdraers gelas om alle onbestede gelde van die Unie aan hom te oorhandig en die Unie se bates en die nodige dokumente vir die likwidasie van dié bates by hom in te lewer.
- (3) Die likwadataur moet die nodige stappe doen om die skulde van die Unie uit sy batige fondse en enige ander gelde verkry uit enige bates van die Unie te likwideer en as genoemde fondse en gelde onvoldoende is om al die krediteure te betaal ná betaling van die likwidateur se vergoeding en die koste van likwidasie, is die volgorde waarvolgens krediteure betaal sal word, onderworpe aan die bepalings van paragraaf (5), dieselfde as dié wat voorgeskryf is in enige wet wat op dié tydstip van krag is en van toepassing op die verdeling van bates van 'n insolvente boedel, en die likwidateur se vergoeding en die koste van likwidasie geniet dieselfde voorkeur as dié van 'n likwadataur van 'n insolvente boedel en die koste van sekwestrasie van 'n insolvente boedel.
- (4) Ná betaling van alle skulde ingevolge subartikel (3), word die oorblywende fondse, indien enige, deur die likwidateur verdeel tussen die lede van die Unie wat finansiëel in goeie stand was op die datum van ontbinding, en elke lid kry 'n aandeel in verhouding met die ledegeld in werklikheid deur hom betaal vir die 12 maande wat die genoemde datum onmiddellik voorafgaan.
- (5) Die aanspreeklikheid van lede word vir die doeleindes van hierdie artikel beperk tot die bedrag aan ledegeld deur hulle verskuldig aan die Unie ingevolge hierdie grondwet soos op die datum van ontbinding.

Bladwys	Bladwy	Artikel	Klousule
Algemene Fonds	16	5	XI
Ampte:			
Benoeming vir	8	3(1)	VII
Diskwalifikasie van	8	2(3)	VII
Skriftelike stemming vir	8, 9	3	VII
Appel — Prosedure	23	1	XX
— Tussentydse Prosedure	23	1	XX
Assistent-hoofsekretaris:			
Appel — reg van	6	2(e)	VII
Getrouheidswaarborg	11	4(6)	VII
Heraanstelling in amp	6	3	VII
Kennisgewing — tydperk van	6	3	VII
Kwalifikasies	6	3	VII
Onthelling van amp	6	3	VII
Pligte en voorwaardes aan aanstelling	11	4(6)	VII
Pligsversuim	6	2(b)	VII
Salaris	11	4(6)	VII
Siekteverlof	11	4(6)	VII
Stemreg	6	2(b)	VII
Tweetaligheidsvereiste	8	2(4)	VII
Tydlike plaasvervanger	6	1(2)(d)	VII
Uigawes	11	4(6)	VII
Vakansieverlof	11	4(6)	VII
Assistente van Hoofsekretaris:			
Aanstelling	8	1(5)(f)	VII
Pligte	8	1(5)(f)	VII
Bates — Waardering van	17	1	XII
Bedanking	16	4	XI
Beheerraad:			
Funksies	4	1	VI
Lede:			
Bedanking	4	5	V
Duur van amp	5	1	VII
Heraanstelling van amp	6	1(4)	VII
Kwalifikasies	8	2(1)(2)(3)	VII
Pligte van	4-5	1-10	VI
Pligsversuim	6	1(4)	VII
Reg om te appelleer	6	1(2)	VII
Uitsetting uit amp	6	1(4)	VII
Vakatures	4	5	V
Verbeur van setel	4	5	V
Pligte en Magte	4-5	1-10	VI
Samestelling	4	2	V
Skriftelike stemming	24	1, 3, 5	XXIII
Vergaderings	4	4	V
Blokstemming, versoek om	12	3	VIII
Gewone	4	4	V
Kennisgewing van	4	4	V
Kworum vir	4	4	V
Prosedure	12	1	VIII
Spesiale	4	4	V
Stemkrag	12	4	VIII
Stemming	12	2-5	VIII
Vertolking van Reëls	25	—	XXV
Beroepe — Prosedure	23	1	XX
— Tussentydse prosedure	23	2	XX

Boetes:

Klaringskaart	17	3	XIII
Wangedrag	22	1, 2, 9, 10	XIX
Doelstellings	3	1-14	III
Gesamentlike Raadsafgevaardigdes	13	5	X
Geldelike bystand	5	3(1)	VI

Geskille:

Prosedure	5	6	VI
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Grade:

Oorplasing	14	1(5)(6)	XI
Oorplasing	23	11	XIX
Samestelling van	3-4	2	IV
Stemwaardes	24	6	XXIII

Grondwet:

Afskrifte	17	7	XIII
Verlore afskrifte	17	7	XIII
Vertolking van	25	—	XXV

Wysiging:

Publikasie van	17	7	XIII
Skriftelike stemming oor	24	1	XXIII
Wanneer van krag	25	3	XXIV

Heffings:

Gewone	17	1	XII
Spesiale	17	2	XII
Tak	19	17	XV

Hoofkantoor:

Rekenings	10	4(5)(a)	VII
Standplaas van	4	1	V

Hoofpresident:

Kwalifikasies	8	2(1)(2)(3)	VII
Pligte	9-10	4(3)	VII
Vergoeding	9	4(3)	VII

Hoofsekretaris-Organiseerder:

Waarnemende H.S.	5	5	VI
Bekleding van ander poste	11	4(5)(f)	VII
Beroep — reg op	6	1(2)(e)	VII
Getrouheidswaarborg	10	4(5)(c)	VII
Heraanstelling in amp	6	1(2)(e)	VII
Kennisgewing — tydperk van	6	1(2)(c)	VII
Kwalifikasies	8	2	VII
Onthellings van amp	6	1(2)(a)	VII
Pligte	10	4(5)(a)(b)	VII
Pligsversuim	6	1(2)(b)	VII
Salaris	10-11	4(5)(d)	VII
Salaris tydens skorsing	6	1(2)(b)(IV)	VII
Siekteverlof	11	4(5)(e)	VII
Stemreg	4	3	V
Tweetaligheidsvereiste	8	2(4)	VII
Tydlike plaasvervanger	6	1(2)(d)	VII
Uitgawes	10-11	4(5)(d)	VII
Vakansieverlof	11	4(5)(e)	VII

Inkomste:

Algemene Fonds	16	5	XI
Verdeling van	16	5	XI
Volgorde van heffings	16	5(2)	XI
Inlywingsvergaderings	19	19	XV
Intreegelde	14	1(3)	XI

Joernaal:

Datum van publikasie	23	1	XXI
Inhoud	23	1	XXI
Redakteur	10	4,5)(b)	VII
Sirkulasie	23	2	XXI
Skriftelike stemmings	24	1 & 7	XXIII
Wysigings van grondwet	17	7	XIII

Jurisdiksie:

Kapelle	20	1	XVII
Streek	4	1	V
Tak	18	1	XV
Unie	1	1	I

Kaarte:

Klaring	17	2 & 3	XIII
Klaring	21	1	XVIII
Lidmaatskap	17	1	XIII
Twyfelagtige dokumente	17	6	XIII
Verlore	17	5	XIII
Voorlopige	13	1(1)(b)	XI
Werk	17	4	XIII

Kapelle:

Advies of hulp aan	21	7	XVII
Agterstallige gelde	21	9	XVII

Amptenare:

Goedkeuring van	21	5	XVII
Kwalifikasies	21	5	XVII
Pligte van	21	3,4	XVII
Beperking op	21	6	XVII
Fondse	21	9	XVII
Funksies van	20-21	2	XVII
Oortreding van reëls	21	6	XVII
Pligte van — Amptenare	21	3, 4	XVII
— Klerke	21	3, 4	XVII
Reëls	21	8	XVII
Samestelling	20	1	XVII
Klaringskaarte	17	2 & 3	XIII

Konferensie:

Alvaardiging	12	2	IX
Blokstemming	12	3	IX
Funksies	12	1	IX
Kennisgewing en agenda	12	5	IX
Kworum	12	4	IX
Stemprosedure	12	3	IX
Vergaderings	12	1	IX
Voorstelle vir	12	1(2)(3)	IX

Ledegeld:

Agterstallige	5	8	VI
Agterstallige	22	10	XIX
Bepaling van	16-17	5	XI
Bedrag van	14	2(1)	XI
Buite-lede	14	2(2)	XI
Gewone lede	14	2(1)	XI
Kaarte	17	1	XIII
Militêre Diens	15	2(7)	XI
Nie-betaling van	22-23	10	XIX
Onaktiewe lede	15	2(5), 3(2)	XI
Pensioentrekkers	16	3(7)	XI
Siek lede	14	2(3)	XI
Skriftelike stemming	24	1	XXIII

Verlengde vakansieverlof	15	3(3)	XI
Volgorde van	16	5(2)	XI
Voltydse amptenare	15	2(6)	XI
Voordelelede	16	3(6)	XI
Werklose lede	15	2(4)	XI
Werkkaart	17	4	XIII
Lenings:			
Unie	5	3	VI
Lidmaatskap:			
Aansoeke:			
Getuigskrifte	14	1(1)(d)	XI
Proeftydperk	14	1(4)	XI
Prosedure	13-14	1(1)(a)(c)	XI
Aktiewe diens	15	2(7)	XI
Bedanking	16	4	XI
Grade — hoe saamgestel	3	2	IV
Inwydingsvergadering	19	19	XV
Kaarte	17	1	XIII
Klaringskaarte	17	2	XIII
Militêre diens	15	2(7)	XI
Onaktief	15-16	3	XI
Oorplasing	14	1(5)(6)	XI
Pensioentrekkers	16	3(7)	XI
Tak	21	1	XVIII
Toelaatbaar tot	3-4	2, 3	IV
Uitsetting	23	12	XIX
Vakleerlinge	14	1(7)	XI
Verlating van Nywerheid	15	3(1)(3)	XI
Verlenging vakansieverlof	15	3(3)	XI
Verpligting van	14	1(2)	XI
Voltydse amptenare	15	2(6)	XI
Voordele	16	3(6)	XI
Voorlopige	13-14	1(1)(b)	XI
Werkkaart	17	4	XIII
Mediese hulp:			
rekenings	22-23	10	XIX
Naam	1	1	I
Nasionale Nywerheidsraad:			
Afvaardiging:			
Kwalifikasies	8	2(3)	VII
Kwalifikasies	13	1(2)	X
Samestelling	12, 13	1(1)	X
Verkieping van	13	1(2)	X
Benoemingsprosedure	8	3(1)	VII
Nywerheidsorganiseerder:			
Aanstelling	7	1(5)(b)	VII
Ander pligte	8	1(5)(f)	VII
Pligte	7	1(5)(e)	VII
Tweetaligheid	8	2(4)	VII
Onaktiewe Lidmaatskap:			
Agerstallige gelde	15	3(2)	XI
Kondonasie van	15	3(4)	XI
Kwalifikasies vir	15	3(1)	XI
Lede wat die Nywerheid verlaat	15	3(1) & (2)	XI
Ledegelde	15	2(5), 3(2)	XI
Nie-stemregtig	16	3(8)	XI
Onbetaalde verlof: voorwaardes	15	3(3)	XI
Oorplasing tot	15	3(1)	XI
Oorplasing van	16	3(9)	XI
Status	16	3(8)	XI

Stemming	16	3(8)	XI
Verlengde verlof	15	3(3)	XI
Verbeuring van voordele	16	3(5)	XI
Voorbehoudsbepaling	16	3(5)	XI
Voordeel-lede	16	3(6)	XI
Nywerheidsrade:			
Suid-Afrika	12. 13	1-5	X
Onder-Presidente:			
Kwalifikasies	8	2(1)(2)(3)	VII
Pligte	10	4(4)	VII
Vergoeding	10	4(4)	VII
Voorrang	9	3(4)	VII
Ontbinding:			
Aanstelling van likwadeur	25	2(1)	XXVI
Beperking van aanspreeklikheid	26	2(5)	XXVI
Funksies van likwadeur	26	2(2)	XXVI
Likwidasië van skulde	26	2(3)	XXVI
Mag om Unie te ontbind	25	1	XXVI
Verdeling van bates	26	2(4)	XXVI
Ooreenkoms:			
Oortreding	22	9	XIX
Oorplasing:			
Grade	14	1(5)(6)	XI
Grade	23	11	XIX
Gewone Lidmaatskap	16	3(9)	XI
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Onaktiewe lidmaatskap	15-16	3	XI
Takke	21	1	XVII
Oortreding van reëls	18	8	XV
Pensioentrekkers	16	3(7)	XI
Personeel:			
Hooftkantoor	5	4	VI
Streek	5	4	VI
Streek	7	1(5)(b)	VII
Pligte van amptenare	9-10	4	VII
Prosedure by vergaderings	19, 20	1 & 2	XVI
Reëls:			
Kapelreëls	21	8	XVII
Oortreding van	18	8	XV
Oortreding van	21	6	XVII
Oortreding van	22	9	XIX
Rekenings:			
Hooftkantoor	10	4(5)(9)	VII
Tak	19	14-15	XV
Skadeloosstelling van amptenare:			
Prosedure	11	5(2)	VII
Skadeloosstelling — besering of dood	11	5(3)	VII
— geldelike verlies	11	5(1)	VII
Stemmings:			
Afsonderlike skriftelike stemming	24	9	XXIII
Algemene skriftelike stemming	19	20(2)	XV
B.R.-magte	24	1. 3. 5	XXIII
Graad:			
Stemwaardes	24	6	XXIII
Meerderheidsbesluit	24	4	XXIII
Nie-stemregtig	24	8	XXIII
Ontbinding van Unie	25	1	XXVI
Versoeke om stemming	24	2	XXIII
Prosedure	24-25	10(1)(2)(3)	XXIII

Publikasie van uitslag	24	7	XXIII
Staking	5	6	VI
Stakingsoptrede	24	4	XXIII
Stembrieffies:			
Hoe opgestel	24-25	10(1)	XXIII
Telling van	25	10(3)	XXIII
Verspreiding van	25	10(2)	XXIII
Stemwaardes	24	6	XXIII
Tak	19	20	XV
Tak-skriftelike stemming op vergaderings	19	20	XV
Takheffings	19	17	XV
Tydsverloop tussen	24	5	XXIII
Verkiesing van amptenare	8-9	3	VII
Een kandidaat	8	3(2)	VII
Meer as twee kandidate vir een pos	8-9	3(3)(b)	VII
Prosedure	9	3(5)	VII
Soortgelyke poste	9	3(3)(c)	VII
Twee kandidate vir een pos	8	3(3)(a)	VII
Volgorde van kandidate	9	3(4)	VII
Vrae en prosedure	24	1	XXIII
Wysiging van voorstelle	24	1	XXIII
Staking:			
Geldelike stem	5	3	VI
Geldelike stem	17	2	XII
Heffing	17	2	XII
Prosedure	5	6	VI
Skriftelike stemming	5	6	VI
Skriftelike stemming	24	4	XXIII
Tak	18	10	XV
Wanneer gehou	5	6	VI
Stemming:			
Krag	24	6	XXIII
Onaktiewe lede	16	3(8)	XI
Pensioentrekkers	16	3(7)	XI
Sterftetrustfonds:			
Magtingsbepalings	18	1 en 2	XIV
Streeksekretaris-Organiseerders:			
Aanstelling — prosedure	7	1(5)(a)	VII
Appel — reg van	7	1(5)(a)	VII
Bekleding van ander poste	11	4(7)(b)	VII
GetrouheidswaARBorg	11	4(7)(b)	VII
Heraanstelling	7	1(5)(a)	VII
Kennisgewing — tydperk van	7	1(5)(a)	VII
Kwalifikasies	8	2(3)(4)	VII
Kwalifikasies	11	4(7)(a)	VII
Nie-verkiesbaar vir B.R.	11	4(7)(a)	VII
Onthelling van amp	7	1(5)(a)	VII
Personeel	5	4	VI
Personeel	7	1(5)(b)	VII
Pligsversuim	7	1(5)(a)	VII
Pligte	11	4(7)(a)	VII
Salaris	11	4(7)(b)	VII
Siekteverlof	11	4(7)(b)	VII
Spesiale bepaling	11	4(7)(b)	VII
Tweetaligheidsvereiste	8	2(4)	VII
Tydlike plaasvervanger	7	1(5)(a)	VII
Vakansieverlof	11	4(7)(b)	VII
Voorwaardes vir aanstelling	11	4(7)(b)	VII
Waarnemende S.S.O.	11	4(7)(a)	VII
Streke — jurisdiksie van	4	1	V

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Takamptenare:

Komitee	18	3	XV
Kwalifikasies	18	3	XV
Pligsversuim	4-5	2	VI
Pligte	19	18	XV

Takke:

Administratiewe toelaag	19	16	XV
Algemene vergaderings	18	7	XV
Amptenare	18	3	XV
Beperkings op	18	9	XV
Bywette	18	5	XV
Finansiële prosedure	18	4	XV
Funksies	18	2	XV
Hellings	19	17	XV
Inlywingsvergaderings	19	19	XV
Jurisdiksie	18	1	XV
Lidmaatskap	21	1	XVIII
Pligte	19	18	XV
Rekening	19	14-15	XV
Skriftelike stemming	19	20	XV
Stakingsprosedure	18	10	XV
Stempel	24	3	XXII
Opgawes	19	13	XV
Komitee — samestelling van	18	3	XV
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Korrespondensie	19	11-12	XV
Korrespondensie tussen takke	19	12	XV
Oordragte	21	1	XVIII
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Verantwoordelikheid	19	18	XV

Tegniese Organiseerder:

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Ander pligte	7	1(5)(e)	VII
Pligte	7	1(5)(c)	VII
Tweetaligheidskwalifikasies	8	2(4)	VII
Twyfelagtige dokumente	17	6	XIII
Uitgawes	5	9	VI
Uitkerings	5	3	VI
Uitsettings	23	12	XIX

Uitsluitings:

Geldelike bystand	5	3(1)	VI
Hellings	17	2	XII

Uitvoerende Raad:

Blokstemming	12	5	VIII
Funksies	9	4(1)	VII
Kwalifikasies	8	2(1)(2)(3)	VII
Samestelling van	4	3	V

Uniepensioenfonds:

Onthouding van voordele	18	2	XIV
Magtigingsvoorwaarde	18	1 en 2	XIV

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Takstempel	24	3	XXII
Uniestempel	23	1	XXII
Vorm	23	1	XXII
Vakleerlinge	14	1(7)	XI

Vergaderings:

Agenda	20	1(1)	XVI
Algemene gebruik	20	1(12)	XVI
Beheerraad	4	4	V
Beheerraad	12	1-5	VIII

Debatreëls	20	1(10)	XVI
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Inlywing	14	1(2)	XI
Inlywing	19	19	XV
Konferensie	12	1-5	IX
Lid verlaat vergadering	20	1(8)	XVI
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— volgorde	20	1(3)	XVI
Vrae van orde	20	1(1)	XVI
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Verkiesing van amptenare:			
Benoemingsprosedure	8	3(1)	VII
Skriftelike stemming:			
Een kandidaat vir een pos	8	3(2)	VII
Meer as twee kandidate vir een pos	8-9	3(3)(b)	VII
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