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APPENDIX

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1. ESTABLISHMENT OF THE ASSOCIATION

- a. There shall be established an Association within the Solomon Islands National University called Lecturers Association of Solomon Islands National University (LASINU)*
- b. The postal address of the association shall be:*

*Solomon Islands National University
P O Box R113
Honiara (SI)*

2. OBJECTIVES

The objective of the Association shall be to advance the welfare of its members in their capacity as member of the academic cadre of the University. In general, the Association seeks to advance the following:

- a. Professional and ethical standards in teaching and research.*
- b. Advance working conditions and other material circumstances affecting the progress of the University*
- c. Participate, organize and lead forums, media, and debate in all aspects of national interest*
- d. Participate in commercial, income generations, consultations, and promote an atmosphere of social stress-free activities.*

3. MEMBERSHIP

- a. Membership of the Association shall be open to all national academic staff (non professorial) including technicians staff in all Faculties, Institutes and Schools within the Solomon Islands National University (SINU).*
- b. The phrase 'academic staff' (non professorial) in 3 (a) above shall bear the meaning attributed thereto under section 2 of the Solomon Islands National University (SINU) Act 2012.*
- c. Honorary membership may be granted to professorial and non professorial personnel. The executive committee shall recommend and approve such membership at its own discretion.*
- d. Application for membership shall be made on the prescribed form and forwarded to the secretary, who shall table the submission for approval in the next executive meeting. The executive may, at its discretion, reject any application without assigning any reason thereof.*

- e. *If application for membership is rejected by the executive committee, the concerned applicant shall exercise right to appeal against the decision in the next general meeting of the association.*
- f. *Applicants whose membership has been approved by the executive committee shall, upon payment of the prescribed entrance fee and annual subscription fee, be officially registered and be supplied with a copy of the constitution.*

4. SUBSCRIPTION AND ARREARS

- i. *The fees payable to the association by members shall be as follows:*
 - i. *Annual subscription fee SBD 200-00 (two hundred dollars)*
 - ii. *The treasurer shall upon the due date for payment of subscription fees write to the Payroll officer to authorize deductions of members subscription fees*
 - iii. *Further increase to the above fees shall only be decided upon by the members in the general meeting.*
- ii. *Payment of annual subscription shall be made in two installments; (i) at the end of April in the first half of the year and at the end of September in the second half of the year.*
- iii. *Any members who allow his or her arrears to exceed six (6) months shall not be entitled to any of the association's benefits, or to be an officer or be trustee of the association. If arrears exceed 12 months membership will be cancelled. The executive committee reserves the right to fix are-entrance fee.*
- iv. *The executive committee shall have the power to fix reduced rates of subscription for members or exempt them from paying subscriptions and levies (if any) in the case or sickness and/or other genuine hardships.*

5. RESIGNATION

Any members who wish to resign from the association shall give three months notice in writing to the secretary and shall pay up all dues outstanding up to the date of resignation.

6. RIGHTS OF MEMBERS

Except as otherwise as provided for in the constitution, all members have equal rights in the association.

7. DUTIES OF MEMBERS

By virtues of memberships to the Association, all members shall agree to have their subscription fees deducted through arrangement with SINU Payroll as stipulated in Section 4 (ii).

- a. *It shall be the duty of the member concerned to notify the secretary of any change of address or place of employment.*
- b. *Any member who attends an association meeting, fundraising, social activity or uses the associations premises must behave in an orderly manner otherwise he or she may be instructed to leave.*
- c. *No document or circular concerning the association shall be issued by any member unless approved by the executive committee or by a general meeting. No member*

shall divulge the business or the affairs of the association to any non-member, other organizations, the press or radio without such approval.

- d. It shall be the duty of all members to attend Associations Annual General Meetings., Extra-ordinary General Meeting\ s and organized functions. Where a member is unable to attend, a letter or telephone or verbal apology must be send to the executive committee through the Secretary 24 hours prior to such events.*
- e. It shall be the duty of all members to attend organized fundraising- drives. Where a member fails to attend, he or she shall pay a non- attendance contribution fee decided by the executive committee.*

8. CONSTITUTION AND GOVERNMENT

- a. The supreme authority of the association shall be vested in the Annual General Meeting or an Extra-ordinary meeting except those matters decided by a secret ballot in accordance with section 25.*
- b. Subject to the foregoing provision, the management of the affairs of the association shall be vested in the executive.*

9. ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be convened in the month of November after every two (2) year. The date, time, and place of the AGM shall be decided by the Executive Committee.*
- b. A preliminary notice of the AGM stating the date, time and place of the meeting and calling for motions for discussions at the meeting, motions for amendments of the constitution and nominations for election of officers shall be send by the Secretary to all eligible members not later than 30 days before the date fixed for the meeting.*
- c. Nominations for elections (with the consent of the nominees) and motions for discussion at the meeting shall be sent by members to reach the Secretary not less than 15 days before the date for AGM.*
- d. The Secretary shall send to all eligible members an agenda, copies of minutes and annual reports not later than 7 days before the date for the AGM.*
- v. One quarter $\frac{1}{4}$ of the total number of members who are eligible to attend (see section 4) shall form a quorum for an AGM.*
- vi. If a quorum is not present once hour after the appointed time, the meeting shall be postponed to a date (not exceeding 14 days from original date) to be decided by the executive committee.*
- vii. The business of the AGM shall be:*
 - i. Receive reports on behalf of the Executive Committee from the president and treasurer.*

ii. Consider and determine all matters affecting the welfare of the members and the progress of the association

lii. Appoint trustees, internal auditors and scrutinizers.

lv. Consider and determine all other matters included on the agenda

v. Receive the scrutineer report on the secret ballot taken for the election of the executive committee.

V1. Each financial member of the association shall be entitled to one vote. In the case of equality in votes, the chairman shall also have a casting vote.

10. EXTRA-ORDINARY GENERAL MEETING

a. An Extra-ordinary general meeting of the association shall be convened:-

i. when the executive committee deems it necessary.

ii. at the joint request, in writing, of not less than two thirds (2/3) of members who are in good financial standing in accordance with section 4. The written submission must state the purpose for which the meeting is requested.

b. An extra-ordinary general meeting requested by members as in (i) and (ii) above shall be convened within 14 days of receipt of such requests by the Secretary.

c. The notice of the extra-ordinary general meeting and the agenda for it shall be forwarded by the Secretary to all members at least 7 days before the date fixed for the meeting.

d. Two thirds (2/3) of the total number of members who are eligible to attend (see section 4) shall form a quorum for an extra-ordinary general meeting. If the quorum is not present after one hour of the scheduled time for commencing the meeting, it shall be cancelled and no extra-ordinary general meeting shall be requested for the same purpose for at least four months from the date thereof.

11. EXECUTIVE COMMITTEE

a. The governing body of the association is, and the conduct and control of each affair, including trade disputes, in the period between AGMs shall be vested in the executive committee.

b. The executive committee shall comprise the following: -

- President*
- Vice President*
- Secretary*
- Treasurer*
- One representative from each school (Faculties/Institutes)*

c. There shall be two (2) ex-officio members chosen by the executive who are made up of the Academic rep to the council and a member that the executive deem chooses.

- d. *An Academic Representative in the Solomon Islands National University (SINU) Council shall be an exceptional executive member in the committee, only in the period of his tenure term, in the Council.*
- e. *The executive Committee of the association shall be elected by a secret ballot at the AGM of the association.*
- f. *The members of the executive Committee shall serve for the period of 24 months and shall be eligible to stand for re-election.*
- g. *No person shall be eligible to be an officer or member of the executive committee of the association unless he or she is:-*
 - i. *a member of the association*
 - ii. *in good financial standing as in section 4*
 - iii. *Not an officer of another registered trade union*
 - IV. *Not a Head/Dean of School/Faculties/Institutes*
 - V. *has clean police record*
- j. *The executive committee shall meet at least once every three (3) months.*
- k. *Quorum at executive committee meetings shall be six (6) members present.*
- l. *Should an urgent matter require approval of the Executive committee and is not possible to convene a meeting, the secretary may obtain such approval of the executive committee by means of a telephone discussion to be followed by a circular letter. The following conditions must be fulfilled before a decision of the executive committee is deemed to have been obtained: -*
- m. *The issue must be clearly set out in the telephone discussion and in the circular letter posted to members of the executive committee.*
 - i. *At least six members of the total members of the executive must indicate (in conversation and later in writing) 'for' or 'against' the proposal.*
 - ii. *The decision must be by a majority vote. Any decision so obtained as in (i) and (ii) above shall be reported by the Secretary at the next executive meeting following the decision and recorded in the minutes.*
 - iii. *A member of the Executive Committee who fails to attend three (3) consecutive meetings of the committee shall be disqualified from holding office unless an explanation satisfactory to the committee is forthcoming.*
- n. *In the event of death, resignation or disqualification of a member of the executive committee, the candidate who received the next highest number of votes at the previous election for the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept the offer, the executive committee shall have the power to appoint any other member to fill the vacancy.*

- o. Subject to these rules and the provisions of the trade union act ,cap 76 the executive committee may exercise all such powers and perform all such acts as it deems necessary for promoting the interest of the association and attaining it's objectives.*
- p. The executive committee shall protect the funds of the association against any misuse including extravagance, unauthorized expenditure and misappropriation. It shall instruct the Secretary or any other appropriate officer to take legal proceedings against any officer, member or paid employee of the association for alleged misappropriation of funds, or withholding any money or property of the association.*
- q. The executive committee shall give instructions to the Secretary, other officers or paid employees of the association for the conduct of the affairs of the association. It may appoint such staff as it deems necessary. It may remove from office, suspend or dismiss any employee of the association, for neglect of duty, dishonesty, and incompetence, refusal to carry out the instructions of the executive committee or for any other reason which the executive committee considers in the best interest of the association.*
- r. The executive committee shall give instructions to the Trustees with regards to the investment of the funds of the association.*
- s. Between AGMs, the executive committee shall interpret these rules and when necessary, determine any point on which the rules are silent.*
- t. Except where a ballot vote of the membership is required, and subject to the provisions of the Trade Unions Act , Cap 76, the decisions of the executive committee shall be binding on all the members of the association unless and until countermanded by a resolution at the AGM.*

12. DUTIES OF THE EXECUTIVE COMMITTEE

- a. The President or in his absence the Vice –President, shall preside as Chairman at all meetings of the Association. In absence of both, the members who are present shall appoint one amongst them to be the Chairperson for that particular meeting.*
- b. Each member of the executive committee shall be entitled to one vote. In the case of equality in votes, the chairman shall also have a casting vote.*
- c. The Secretary shall keep all correspondence, the register of members and such other records as may be necessary.
The Secretary shall keep minute books and shall record therein all decisions made by the executive committee and General Meetings; such minutes shall be read and adopted respectively at the next executive committee and general meetings and signed by the Chairman of that meeting.*
- d. The Secretary shall serve under the direction of the executive committee as an executive officer in respect of the work of the association generally and shall, so far as possible, consult the executive committee on all important matters and report any such matters at the earliest possible moment. He or she shall be responsible for the preparation of the report of the AGM, for the preparation of the Annual return and all other documents*

required by the Registrar of Trade Unions and ensured that they are forwarded to the Registrar of Trade Unions by the prescribed date.

- e. The treasurer shall receive all money due to the association and shall deposit these in the name of the association in the bank decided by the executive committee. He shall keep full and regular accounts and shall make a report at each meeting of the executive committee and the annual general meeting. All payments made on behalf of the association by the treasurer will be approved or notified by the executive committee.*
- f. The treasurer shall have the power to liaise with any members who has failed or misappropriate funds of the association by informing the finance division to directly deduct from his/her salary on conditions agreed by the executive.*
- g. A meeting of the executive committee may be called at any time by the secretary at the request of the President or at the written request of any three members of the committee which states the purpose for which the meeting is required. The secretary shall give at least seven days notice and shall notify members of the meeting business.*
- h. The President, Vice-President, Secretary and the Treasurer shall sign all Cheque and/ or withdrawals on behalf of the association.*

13. TRUSTEES

- a. The association shall appoint three trustees at the AGM, and they shall hold office during the pleasure of the association.*
- b. The trustees shall be over the age of 21 years and shall not be officers of the association.*
- c. Should a vacancy occur in the number of trustees between AGMs, the executive shall appoint one until the next AGM*
- d. All properties of the association shall be vested in the Trustees, in accordance with section 41 of the trade unions act, cap 76. Subject to the provisions of the act, the Treasurer shall deal with the property of the association in such a manner as the executive committee may direct.*
- e. The trustees shall not sell, withdraw, and transfer any of the property of the association without the consent of the executive committee conveyed to them in writing by the secretary and the treasurer.*
- f. A trustee may be removed from office by the executive committee on the grounds that he or she is unable to perform duties or is unable to do so satisfactorily. In such a case the committee shall appoint a replacement until the next AGM.*

14. INTERNAL AUDITORS

- a. The AGM shall appoint two (2) internal auditors who shall be members of the association, at least 21 years of age, but shall not be members of the executive committee.*
- b. The two internal auditors shall work jointly together in carrying out any audit. They must have free access to all books and documents necessary for the completion of the audit.*

15. EXTERNAL AUDIT

- a. *An audit shall be carried out in the accordance with the provisions of section 53 of the Trade Unions Act Cap 76. The auditor shall have free access to all the books and documents necessary for the completion of the audit. This should be completed before the AGM each year.*
- b. *The audited report shall be presented to the annual general meeting. Each member of the association shall receive a copy of the audited report.*

16. SCRUTINEERS

The Annual General Meeting shall appoint three (3) scrutinnners to supervise all voting, including the secret ballot. They shall be serving officers or candidates for posts of the association. At least two (2) two scrutineer shall be present when the ballot is being taken or counted. They shall see that the procedures set out in appendix 1 is strictly adhered to and shall certify the ballot results.

17. SALARIES AND OTHER PAYMENTS

- a. *The salaries of full-time officers of the association shall be determined as when necessary by the Annual General Meeting.*
- b. *Officers, whose duties call for part-time service on behalf of the association, may be paid an honorarium. The amount to be paid shall be determined by the Annual General Meeting.*
- c. *Officers and other representatives of the association shall be paid for any loss of working time and reasonable expenses incurred in the transaction of association business. Payment will only be made after a statement of expenses has been submitted to the executive committee and has received its endorsement.*

18. FUNDS

- a. *The funds of the association may, subject to the provisions of the trade unions act, cap 76, be expended only for the following objects:-*
 - i. *the payment of salaries, allowance and expenses to officers and employees of the association.*
 - ii. *the payment of costs and expenses of the administration including audit of the accounts of the funds of the association.*
 - iii. *The prosecution or defense of any legal proceedings to which the association or any member thereof is*
 - iv. *a party, when such prosecution or defenses is undertaken for the purpose of securing or protecting any rights of the association as such or any rights arising out of the relations of any member with his /her employer or with a person whom the member employs.*
 - v. *The conduct of legal trade disputes on behalf of the association or any member thereof;*

- vi. *The compensation for members for loss arising out of legal trade disputes.*
- vii. *Allowances to members or their dependents on account of death, old age, sickness, accidents or unemployment of such members.*
- viii. *The payment of affiliation fees to a federation of trade unions, trade union council or congress, and a trade union coordinating or advisory body registered under any written law within the Solomon Islands, and such other association or organizations established outside the Solomon Islands as may from time to time be approved by the Registrar of Trade Unions;*
- ix. *Any object which is permitted by law to be an object for which Association funds may be expended such as the payment of;*
 - all fares, other essential transport expenses, cost of food and lodging supported by vouchers or of such amounts as are laid down by the association.*
 - the amount of actual salary lost by representatives of the association attending meetings connected with or related to the promotion of industrial relations.*
 - expenditure for the purpose of the establishment or maintenance of any unlawful trade union coordinating advisory bodies.*
- x. *the editing, printing, publication and circulation of any journal, magazine, news sheet or other printed literature published by the association for the advancement of its objects or the promotion of the interest of the members in accordance with its registered objects and rules.*
- xi. *The payment of affiliation fees to cultural and educational Associations registered under any written law within the Solomon Islands, as may from time to time be approved by the registered of Trade Unions;*
- xii. *The conduct of social, sporting, educational and charitable activities of the members.*
- xiii. *The erection of buildings for the purpose of the business of the association.*
- b. *all money received by the association shall without delay be paid by the treasurer into an appropriate account in the name of the association at the bank decided by the executive. The treasurer shall maintain a separate account for the all money received or paid by the association for any contributory provident fund and pension scheme.*
- c. *all Cheque or withdrawal notices on the association account shall be signed jointly by the President (or in his or her absence the Vice President), the Secretary and the Treasurer. In the absence of the secretary and the treasurer, the executive shall appoint two of its members to sign in their place.*
- d. *The Treasurer may hold petty cash not exceeding One Thousand dollars (\$1000.00) at any one time.*

- e. *No expenditure exceeding One Thousand dollars (\$1000.00) may at any one time, be incurred without the prior sanction of the executive committee.*
- f. *The executive committee may direct the trustees to invest the funds of the association required for current expenses in such trustee securities as the executive committee shall nominate, but in the case of investments relating to any contributory provident fund and pension scheme shall;*
 - i. *maintains such investments separately from all other investments;*
 - ii. *Invest and realize such investments in accordance with the advice of the Permanent Secretary, Ministry of Finance.*
- g. *The financial year of the association shall be at any time between 1st January to 31st December of each year.*

19. INSPECTION OF BOOKS AND ACCOUNTS

Any officer or member of the Association may inspect the account books, receipts books, receipts for expenditure and the list of members after having given the treasurer and/ or the Secretary reasonable notice.

20. LEVIES

- a. *The executive committee may, provided that prior approval of the membership has been obtained by a secret ballot vote in accordance with section 25, impose a levy upon all the members of the association, and all the members, with the exception of those who have been exempted by the executive committee as provided for in section 4 paragraph d, shall be required to pay such a levy.*
- b. *If any member fails to pay such levy within six (6) months of its imposition, the amount due shall be treated as arrears of the association subscriptions and the member concerned shall be notified and liable to be disqualification twelve (12) months after the imposition of the levy.*

21. PROCEDURE FOR PROCESSING CONDITIONS OF EMPLOYMENT MATTERS AND TRADE DISPUTES.

- a. *Should any section of the membership of the association request that action be taken with reference to their conditions of employment etc, they should submit their request in writing to the secretary. The Secretary shall submit the request to the next meeting of the Executive Committee. If in the opinion of the President, the matter is considered urgent, a special meeting of the executive shall be convened.*
- b. *Should any trade dispute arise, the members concerned must bring the matter to the notice of the Secretary who shall immediately inform the executive committee. The executive committee shall decide upon the action and inform those concerned.*
- c. *Before any industrial action is contemplated by the association as a whole or any section of it, the executive committee must endeavor to resolve the issue(s) in dispute by all the means*

available, including the service provided by the government for dealing with industrial relations matter.

- d. If all means available for resolving disputes have failed to find a solution to the issues(s) in dispute, before a cessation of work shall take place, a secret ballot vote in accordance with the procedure set out in appendix 1 shall be held. At least two thirds (2/3) of the members affected must indicate by secret ballot their support for the proposed action to be taken. In addition to receiving the approval of the membership concerned by secret ballot the executive committee must also signify its approval. The executive committee shall not support any industrial, financially or otherwise, unless a secret ballot vote has been taken and the required majority in favor of the industrial action has been obtained.*

22. EDUCATIONAL WORK

The Association may promote the education of its members through holding meetings and classes. Also, it may publish literature and take such action as to promote their industrial, cultural and social knowledge, subject to the statutory provisions relating to the expenditure of the Association.

23. CONSTITUTIONAL AMMENDMENTS

- a. Any amendment to the constitution will require the taking of a secret ballot vote of the members of the Association in accordance with the procedure set out in Appendix 1.*
- b. All amendments to these rules, having being approved by a 2/3 majority of members voting in secret ballot in accordance with appendix 1, shall only take effect from the date specified in the resolution approving the amendments.*
- c. Voting by post will follow the procedure as set out in Appendix 1.*

24. DISCIPLINE

- a. Any member found guilty of misconduct at the executive Committee, and general meeting or acting in such a way as to bring the Association into disrepute shall be dealt with by the Executive Committee.*
- b. The executive committee shall have the power and mandate to disassociate or terminate its members voting right to the Solomon Islands National University (SINU) Academic Representative from SINU Council seat should in its judgment is guilty of misappropriation of the Association funds, perform in contrary to the constitution, scurrilous or abusive attack on the association, as in clause 24 (a, c, and d) and that the association see he/she no longer have the confidence of the association.*
- c. The Executive Committee shall have the powers to suspend from benefit, expel from membership, or prohibit from holding office, any member who, in its judgment is guilty of any attempt to injure the Association, or of taking action contrary to the constitution of the Association, or who makes, or in any way associates himself/herself with any defamatory, scurrilous or abusive attack on the Association, it's officers, or the policy of the Association. Any member who has been debarred, suspended or expelled by the executive Committee shall, however, have the right of appeal, including a personal hearing at a general meeting. The decision of a General Meeting shall be final*

- d. *Any officer of the Executive Committee who has committed a crime, or misbehaved or failed to attend three (3) consecutive Executive Committee Meetings is liable to be removed from office. Such a decision shall be passed by 2/3 majority of members of the Executive Committee.*
- e. *All voting members of the Association shall have equal right to appeal (in writing) to the Executive Committee against any disciplinary decision taken.*

25. SECRET BALLOT

- a. *Decisions on the following matters shall be by secret ballot of vote taken in accordance with the procedures set out in Appendix 1:-*
 - i. *the election of the officers of the Association i.e. the members of the Executive.*
 - ii. *the alterations of the rules of the Association*
 - iii. *all matters relating to strikes*
 - iv. *dissolution of the Association*
 - v. *the amalgamation of the Association with any other trade unions*
 - vi. *the federation of Association with any other trade union with union federation.*
- b. *With reference to (a) (v) above at least one half of the members Of the Association entitled to vote must cast their votes and for the proposal to be approved the total votes in favor of the proposal shall exceed by one-fifth (1/5) or more of the total votes against the proposal.*

26. DISSOLUTION

- a. *The Association shall not be voluntarily dissolved except with the consent of seventy-five percent (75%) of the financial membership obtained by a secret ballot vote in accordance with the procedure set out in Appendix 1.*
- b. *In the event of the Association being dissolved as provided for above, all debts and liabilities Constitutional and legally incurred on behalf of the association shall be fully discharged and the remaining funds shall be disposed off in such manner as shall be decided upon by an extra-ordinary meeting.*

APPENDIX 1

SECRET BALLOT PROCEDURE

1. *The Executive Committee shall fix the date , time and place for Voting and shall give each member of the Association entitled to vote a reasonable opportunity to cast his/her vote.*
2. *The Secretary shall be responsible for the preparation of the required number of ballot papers in the form similar to specimen A or Specimen B. He or She shall forward to each member who is entitled to vote , but who on account of distance is unable to come to the meeting, a ballot paper bearing the Association seal or the Secretary's signature, together with an envelop addressed to the Secretary. The envelope shall have the words 'Ballot Paper' and the member's association membership number written on it. The ballot paper and the envelope must be forwarded to the member in sufficient time to enable him/her to return them to the Secretary before the appointed date.*
3. *Every member entitled to vote who is present at the place of meeting and who has not previously received a ballot paper by post shall receive from the Secretary a ballot paper bearing the Association seal or the Secretary's signature.*
4. *The balloting shall be conducted under the supervision of the three (3) scrutinizers appointed at the Annual General Meeting; at least two (2) scrutineers must be present throughout the period the ballot is in progress.*
5. *Before the voting commences, the Secretary shall supply the Scrutineer with a list of members who have been issued with ballot papers in person as well as by post. The Scrutinizer shall ensure , by checking the list with the Membership and Subscription registers, that only those members who are entitled to vote are given the opportunity to do so and that the ballot is carried out in strict secrecy.*
6. *At the appointed time for voting, each member who has been issued with a ballot paper shall proceed to the place where the ballot box is situated and record his/her vote by placing a cross, or a number of crosses depending upon the number of issues to be voted upon. No other mark or marks, other than a cross or crosses must be on the ballot paper. The ballot paper should then be folded at least in half and then deposited into the ballot box.*
7. *A member who votes by post shall mark his/her ballot paper in exactly the same way as outlined in paragraph 6 above but he/she should enclose it in the envelop provided with the ballot paper and then seal the envelope. It should be forwarded to the Secretary to reach him/her before the closing date of the ballot box.*
8. *On receipt of the sealed envelopes from the Secretary, the Scrutineers shall first check the Association Membership number on each envelope with the list supplied by the Secretary. As each envelope is checked, the membership number shall be deleted in such a manner that it cannot again be read. When all the envelopes have been checked, the Scrutineers shall slit open the envelope s and drop each ballot paper, still folded, into the ballot box.*
9. *At the appointed time, after the last person present who is entitled to vote has voted, the Scrutineers, having declared the voting closing shall open the ballot box and count the votes.*

If in the opinion of a Scrutinner a ballot paper is invalid, such paper shall be marked "SPOILT" and rejected.

10. After all the votes have been counted, the Scrutineers shall prepare a statement, in duplicate, giving the result of the ballot and hand both copies, duly signed, to the Secretary. The President or the Secretary shall then announce the result of the ballot to the members present.

11. One signed copy of the Scrutineer's statement shall be retained the Secretary for at least twelve (12) months and may be inspected by any member who requests to do so. The other copy, counter signed by the President, the Secretary, and the Treasurer, shall be forwarded to the Registrar of Trade Unions.

12. Immediately after the result has been certified as stated, all the ballot papers, including the rejected ones shall be deposited into a large envelop or envelopes and sealed. The sealed envelope(s) shall be kept in safe custody for at least twelve (12) months and shall be available for inspection by the Registrar of Trade Unions. After twelve months have elapsed, the ballot papers shall be destroyed by, under the supervision of the President or the Secretary.

BALLOT FORM FOR ELECTION OFFICERS

1. *You are entitled to record six (6) votes i.e. one (1) vote each for the President, Vice President, Secretary, Treasurer and (2) Executive Committee members. The two (2) votes you have for the Executive Committee members must be recorded against two of the nominees from the institution in which you are employed.*
2. *You will record each vote SECRETLY by placing crosses thus X in the space provided against the name of the nominee for whom you wish to vote. Please note that NO OTHER MARK than X must appear on this ballot form and you must vote on once under each heading i.e. President, Vice President, etc, otherwise your ballot form will be rejected as SPOILT and your votes will not be counted.*
3. *After having recorded your votes, fold the ballot Forms at least in half and drop it in the ballot box provided in the voting place. If you are voting by Post, complete the ballot for as above, fold it and enclose it in the envelope and forward it to reach the Secretary not later than _____.*

4.

President

NO	NOMINEE	VOTE HERE FOR ONLY
1		
2		

Vice President

NO	NOMINEE	VOTE HERE FOR ONLY
1		
2		

Secretary

NO	NOMINEE	VOTE HERE FOR ONLY
1		
2		

Treasurer

NO	NOMINEE	VOTE HERE FOR ONLY
1		
2		

Executive Committee

NO	NOMINEE	VOTE HERE FOR ONLY
1		
2		

LASINU MEMBERSHIP FORM**ACADEMIC SUBSCRIPTION/MEMBERSHIP FORM**

Registered No. _____

1. *Should a national joins SINU with the academic cadre, he or she shall be required to be an academic member of the Lecturers Association of Solomon Islands National University.*
2. *He or She shall be required to fill a subscription membership form as a financial member and*
3. *He or She shall be obliged to abide by virtue of the LASINU Constitution.*

Lecturers Association of Solomon Islands National University (LASINU)**ACADEMIC SUBSCRIPTION/MEMBERSHIP FORM**

(New Members Only)

To: Lecturers Association of Solomon Islands National University.

I hereby apply for admission as a financial Member of the Lecturers Association of Solomon Islands National University in the category of Membership indicated below.

I agree that in the event of my admission, I will be governed by the Memorandum, Articles of Association and Bye-law of the Association as they are now formulated, or as they may hereafter be amended.

I declare that, at the date of this application, I am national of exercise my academically right in the spirit of membership by virtue of the constitution of Lecturers Association of Solomon Islands National University.

Title (Prof. Dr. Mr. Mrs. Miss. Ms. Other:)

Surname: **First Name(s):**

Male (M) or Female (F)

Martial Status: (Married) or (Single)

Year: **Institution:**

School: **Faculty:**

Department:

E-Mail address:

Subscription Fee:

\$200-00

Date of Application:

Signature: