

**UNI Apro Commerce Sector Rules**  
**As amended by the**  
**2<sup>nd</sup>. UNI Apro Commerce Sector Conference (2004)**

**1. Name and Membership**

1. This Sector shall be known as UNI Apro Commerce Sector or UNI Apro Commerce.
2. Membership is open to all affiliates representing employees in the commerce sector in the Asia and Pacific region.

**2. Objectives**

1. UNI Apro Commerce shall aim to further the objectives of the UNI within its own sphere of influence and to defend and promote the interests of employees in the commerce sector in conformity with the established principles and policy of the UNI, UNI Apro and the UNI Commerce Sector.
2. UNI Apro Commerce shall pursue an equal opportunity policy with a view to eliminate all forms of discrimination.
3. UNI Apro Commerce shall develop and strengthen relations among commerce employees and their unions in the region and with those in other regions as part of the comprehensive strategy to develop and strengthen the trade union movement for commercial employees.
4. UNI Apro Commerce shall defend and promote a diverse commerce sector which builds its competitiveness through producing quality services with a well trained, qualified and engaged personnel, working under secure and favourable employment conditions and earning a proper living for them and their families.
5. UNI Apro Commerce shall seek dialogue and co-operation with employers, companies, strategic global and regional organisations which share the general objectives of developing the industry based on high qualifications, respect for workers and trade unions and commitment to meaningful and constructive social dialogue to influence the employment and labour relations effect of structural and technological change in global commerce.

**3. Activities**

1. Maintaining or establishing agreements and links with other appropriate organisations in the region to protect and promote the best interests of employees in the sector.
2. Consider all policy decisions from a gender perspective.
3. Convening Sector meetings, seminars, training or educational activities as required within the region in order to discuss policy issues or matters of a general or specific concern to the sector.
4. Establishing Working Parties or Sub committees as required to promote special issues and propagate the interests of the sector or part of the membership at the regional level and in close

association with other Regional Commerce Sector and the UNI World Commerce Steering Committee and in co-operation with other sectors and Inter-professional Groups.

5. To monitor developments by conducting and publishing research and studies on major developments affecting the Commerce sector in general and the employees in particular to assist affiliates in formulating their policies and strategic response.
6. To assist in organising commerce employees into trade unions and recruiting potential affiliates into UNI in order to expand the solidarity and influence of commerce employees and their trade unions in the region.
7. To establish regional works council or other structures for social dialogue and where appropriate engage in social partnership agreement with management and regional economic groupings.

#### 4. UNI Apro Commerce Conference

1. UNI Apro Commerce Conference shall be held once every four years, at a time and place to be determined by the UNI Apro Commerce Committee in consultation with the UNI Apro Regional Executive Committee.
2. The agenda for UNI Apro Commerce Conference shall include the following:
  - a. Adoption of the Agenda
  - b. Adoption of Conference Standing Orders
  - c. Election of the Credentials Committee
  - d. Election of the Resolutions Committee
  - e. Report on activities for the period since the last Conference
  - f. Policy and Programme proposal
  - g. Election of the UNI Apro Commerce Committee
  - h. Election of the  
President, UNI Apro Commerce Committee  
Vice Presidents, UNI Apro Commerce Committee  
Committee member representing Women
  - i. Nomination of the UNI Apro Commerce representatives on the UNI Commerce Steering Committee
  - j. Nomination of the Vice President of UNI World Commerce representing UNI Apro Commerce.
3. The UNI Apro Commerce Conference shall be conducted in accordance with the procedure applying to the UNI Apro Regional Conference as provided for in UNI Apro Statutes and Conference Standing Orders, particularly in regard to the question of representation at the Conference.
4. In order to be represented and have voting rights at the UNI Apro Commerce Conferences and Committees, affiliated organisations must not be more than six months in arrears of affiliation fees to the UNI.

5. Affiliates should ensure that there is a gender balance in their delegations that reflects the percentage of their women members.
6. Decisions of the UNI Apro Commerce Conference shall be referred to the UNI Apro Regional Executive Committee, UNI World Commerce Steering Committee and the UNI World Executive Board.

**5. UNI Apro Commerce Committee**

1. The UNI Apro Commerce Committee shall be composed of the following:
  1. President and three Vice Presidents who shall in the first instance be elected members of the UNI Apro Commerce Committee
  2. Vice President for UNI World Commerce Steering Committee representing UNI Apro Commerce
  3. Committee members to be elected from the respective areas.
  4. Reserved seat for a woman to be elected at the Conference
  5. UNI Apro Director for Commerce Sector
  6. UNI Apro Regional Secretary

2. The affiliates of each Area represented at the UNI Apro Commerce Conference shall elect the respective number of representatives for each Area in the UNI Apro Commerce Committee as follows:

➤ Area I:	Central and East Asia	4 members
➤ Area II:	South East Asia	<u>3 members</u>
➤ Area III:	South Asia	2 members
➤ Area IV:	Oceania	2 members

3. The UNI Apro Commerce Conference shall nominate four members for the UNI World Commerce Steering Committee from among those elected to the UNI Apro Commerce Committee.
4. The term of office of all elected officers, including the Committee members, shall extend from the close of one UNI Apro Commerce Conference to the close of the next Conference. Any vacancy or vacancies occurring during the term of Committee shall be filled by nomination made by the UNI Apro Commerce Committee.
5. UNI Apro Commerce Committee shall manage the affairs of UNI Apro Commerce, under the framework of UNI Apro during the period between UNI Apro Commerce Conferences. The UNI Apro Commerce Committee shall, ordinarily, meet at least once every year.

**6. UNI Apro Commerce Steering Committee**

1. The UNI Apro Commerce Steering Committee shall be composed of the President, three Vice Presidents, Vice President for UNI World Commerce Steering Committee representing UNI Apro Commerce, Committee member representing women, Director of the UNI Apro Commerce, and UNI Apro Regional Secretary.

2. The UNI Apro Commerce Steering Committee shall be responsible for managing the affairs of the said Sector during the period between UNI Apro Commerce Committee Meetings. The UNI Apro Commerce Steering Committee shall meet once every year.
3. Issues of general policy arising at the UNI Apro Commerce Conference or UNI Apro Commerce Committee shall be referred to the UNI Apro Regional Executive Committee, as appropriate.
4. UNI Apro Commerce Conference and Committee shall report on their activities to the UNI Apro Regional Executive Committee, and the conclusions of the Sector Conference and Committee shall be referred for approval to the UNI Apro Regional Executive Committee.

## **7. UNI Apro Commerce President and Vice Presidents**

1. The President of UNI Apro Commerce Committee shall open and preside over the Sector Conferences, Sector Committee Meetings, and all other meetings convened in accordance with these Rules and the general principles of UNI Apro Conference Standing Orders.
2. In the absence of the President of the UNI Apro Commerce, one of the Vice Presidents shall conduct the meetings.

## **8. UNI Apro Director for Commerce Sector**

1. The UNI Apro Director for Commerce Sector shall be appointed by the UNI Apro Executive Committee on the recommendations of the UNI Apro Regional Secretary in consultation with the UNI Apro Commerce Steering Committee.
2. The Director shall service the work of the UNI Apro Commerce and support the Head of UNI Commerce in servicing the work of UNI Commerce, as directed by the Regional Secretary. He or she shall be entitled to participate in all UNI Apro Commerce meetings without the right to vote.
3. The UNI Apro Director for Commerce Sector shall submit annual reports to the UNI Apro Executive Committee, UNI Apro Commerce Committee and quadrennial reports to the UNI Apro Commerce Conference and UNI Apro Regional Conference.

## **9. Funding**

1. The UNI Apro Commerce Sector Activities shall be funded by allocation from the general budget of UNI Apro and supplemented by UNI and special contribution by affiliated organizations to the UNI Apro Activities Fund.
2. The travelling, accommodation, and subsistence expenses of delegates and observers participating in UNI Apro Commerce Activities, including Conferences and Committee Meetings organised by the UNI Apro Commerce shall be the responsibility of the affiliates concerned, unless, in exceptional circumstances, the UNI Apro Executive Committee decide otherwise.

3. In the spirit of solidarity, all affiliates should donate to the UNI Apro Activities Fund and, in addition, if they so desire, make special contributions earmarked for specific activities or projects conducted by UNI Apro Commerce Sector.

#### **10. General Provisions**

1. These rules are suggested to govern the operation of the UNI Apro Commerce Sector including the Committee and subject to the provisions of the UNI and UNI Apro Statutes. It is understood that the rules may be adapted to suit changing circumstances and future developments.
2. Any changes to the rules which are considered necessary must be made by majority decision of the UNI Apro Commerce Conference.