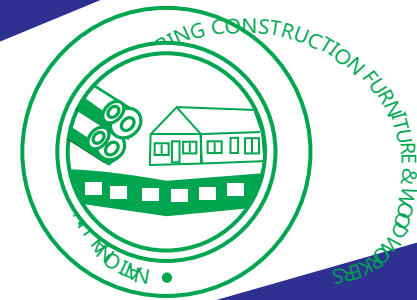


CONSTITUTION
OF THE



NATIONAL UNION
OF
CIVIL ENGINEERING
CONSTRUCTION,
FURNITURE
&
WOOD WORKERS
(NUCECFWW)
2017

18. In ensuring orderly and peaceful election, the Returning Officers shall have powers to send out of the election hall any voter, candidate or conference delegate for any behaviour capable of disturbing in any form, a smooth and orderly election.
19. Any member who is involved in any criminal charge in any court of law which has effect on the integrity of the Union or has been convicted by any competent court of criminal act, not connected with his lawful pursuit of trade union activities, shall be disqualified from contesting any election.

CONSTITUTION

OF



NATIONAL UNION OF CIVIL ENGINEERING
CONSTRUCTION, FURNITURE AND WOOD WORKERS
(NUCECFWW)

2017

- b. The Union's Headquarters Secretariat.
- c. Candidate concerned and
- d. The Nigeria Labour Congress

12. The results of each of the Elections shall be announced on the spot by the Returning Officer/s
13. Where a candidate refuses to sign the election result sheet, after the orderly and proper conduct of the election the Returning Officer/s shall sign in the space provided for the candidate and such result shall be binding on the candidate and the Union.
14. Each candidate shall be required to fill nomination paper for the post he intends to contest and such nomination paper shall reach the union's headquarter secretariat not later than 21 days prior to the date of election.
15. No one candidate shall file nomination papers for more than ONE post in any conference year at both the National and States levels.
16. Candidate filling nomination papers for more than ONE post shall be disqualified from any contest.
17. Each candidate shall, subject to the approval of his/her branch and the State Council, be nominated by two members in good financial standing of the Union and no nominator shall sign nominating paper/s for more than one candidate.

APPENDIX "B"
ELECTION OF OFFICERS

ELECTION RULES AND REGULATIONS:

1. Election shall be by secret ballots.
2. Election shall be by one ballot-box system.
3. Ballot box and ballot papers shall be provided for the purpose of the election.
4. There shall be Returning officer/s appointed by the National Executive Council/Central Working Committee.
5. The ballot papers and boxes shall be under the custody of The Returning Officer/s prior to the election.
6. The Returning Officer/s shall ensure proper and satisfactory examination of the ballot boxes by the candidates concerned before the boxes are securely locked.
7. Each candidate to the election shall reserve a right to appoint an agent of his choice from amongst the voters for the purpose of watching the process of election and counting of ballots.
8. The Returning Officer/s shall ensure that no voter cast more than one vote at the election of each candidate.
9. The Returning Officer/s shall be duty-bound to take such necessary and lawful steps to ensure the orderly and proper conduct of the elections.
10. Counting of votes shall be done publicly in the open conference hall so as to allow each of the contesting candidates and any other members to observe.
11. Each of the contesting candidates shall sign four copies of the election results sheets prepared by the Returning Officer, copies of election result sheets shall be deposited as follows:-
 - a. Registrar of Trade Unions

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15. GENERAL

The principal aim of trade unions is to promote their members interest. They can do this only if the undertakings in which their members are employed prosper. They therefore have an interest in the success of those undertaking and an essential contribution to make it by co-operating in measures to promote increase in productivity and efficiency. They also share with management the responsibility for good industrial relations.

13. POACHING OR RAIDING OF UNION MEMBERS

- i. Poaching or raiding of union members by other unions contrary to trade union morals and a violation of trade union solidarity. It breeds antagonism, unrest, dissatisfaction, disunity, industrial strain and conflict among the unions involved. Above all, poaching adds nothing to the strength and capabilities of the trade union movement as a whole.

- ii. As general principle therefore, no worker who is or has recently been a member of any trade union should be accepted into membership or another union without enquiry from his present or former Union. No member should be allowed to escape his financial obligations by leaving one union, while in arrears of the Union's due and join another. Neither should a union accept members from any other Union which is engaged in a trade dispute. Other circumstances should be considered on their merits.

14. ETHICAL PRACTICES COMMITTEE

There shall be established as part of the machine of the Nigeria labour Congress an Ethical Practices Committee the functions of which shall be to investigate situation where there is reason to believe that affiliates are dominated, controlled or substantially influenced in the conduct of their affairs by any corrupt and other unethical practices. The Nigerian Labour Congress shall impose appropriate penalties.

**NATIONAL UNION OF CIVIL ENGINEERING
CONSTRUCTION, FURNITURE AND WOOD WORKERS
CONSTITUTION.**

RULE1: NAME AND REGISTERED OFFICE:

- i. The name of the Union shall be "NATIONAL UNION OF CIVIL ENGINEERING CONSTRUCTION, FURNITURE AND WOOD WORKERS". (NUCECFWW).

- ii. The registered office of the Union shall be situated at No. 18/24, New Era Road, Iyana-Ipaja, Alimosho, Lagos, Nigeria or such other place as may be decided by the National Executive Council.

- iii. Any change in the situation of the registered office shall be registered with the Registrar of Trade Unions in the prescribed form.

- iv. In furtherance of its objects, the Union may establish and maintain other offices in any part of the country.

RULE2: AIMS AND OBJECTS

The principal objects of the Union shall be as follows:

- i. Organisation of workers who are qualified for membership.

- ii. Regulation of relations between workmen and employers and between workmen and workmen.

- iii. Establishment and maintenance of just and proper hours of work, salary/wages and other conditions of Service.

- iv. Establishment and maintenance of a high standard of workmanship and professional practice.

- v. Advancement of education and training of workers through participation in the business of publishing Newspapers, books, pamphlets or other forms of literature in the Interest of the members with the main purpose of furthering the enlightenment of members of the Union and the working class generally
- vi. Provision of benefits and other assistance to the members as provided in the Constitution
- vii. Encouragement of workers participation in decision making at undertaking; industry and national levels.
- viii. Protection and advancement of the socio-economic and cultural interest of workers, the Union and trade Unionism in general.
- ix. Investment of the Union's funds in business activities calculated to improve the financial position of the Union and members welfare programmes.
- x. To engage in activities that are designed to promote the wider association of workers by fraternizing, collaborating and affiliating with Trade union organizations. The aims of which may assist the Union in the attainment of its own objectives and the advancement of the wider interest of the Union and labour in general.
- xi. To encourage women participation in trade union affairs.
- xii. To uphold independence of the trade union.
- xiii. Such other objects that are not inconsistent with the spirit and practice of trade unionism in the Country.

11. **POLITICAL AFFAIRS**

Unless the rules of a trade union otherwise provide in so far as the funds of a trade union represent payments which members are required to make under the rules; whether by way of subscriptions, dues or otherwise, those funds shall not be applied (whether directly or through any other union, association or body, or in-any other indirect manner) to the furtherance of any political objective.

12. **UNION ELECTIONS**

As bargaining representatives trade union officials have power, in conjunction with employers to fit workers wages, hours and conditions of employment. It is therefore obligatory on all trade union members to ensure that officials who wield such power are responsive to the desire of the workers whom they represent. The responsiveness of union official depends upon the regularity of elections and the honest count of ballots. Every trade union official and member is therefore obliged not to obstruct the free and fair conduct of elections as at when they fall due in accordance with the union's constitution.

- li. All elected and appointed trade union officials as well as employees of Congress and the trade unions should eschew corrupt practices in all its forms, that is not only in financial and political matters but also in those matters which involve lose of Union prestige and jeopardy of union and membership interests rather than Union assets as such.

9. RACKETEERING

The decisive element in racketeering is personal enrichment at the expense of the workers or employers in the industry. For example, excessive demand, invasion of management rights, violence in trade disputes can be racketeering if the end result is personal enrichment of an individual or group of individual utilising their strategic advantages in the union for that purpose.

10. MISCONDUCT OF AFFILIATED TRADE UNIONS

If the activities of affiliate trade unions are in the opinion of the Nigeria Labour Congress detrimental to the Interest of the trade union movement or contrary to the declared principles and policy of the Congress, such activities shall warrant an investigation into the conduct of the union in accordance with the established procedure in the Constitution of the Congress.

RULE 3: MEMBERSHIP OF THE UNION

Any person who is employed in the following services of the construction and wood industries shall become a member of the Union.

- i. Construction, repairs and demolition of buildings, highways, streets and culverts. Heavy construction of such projects as sewers, dams and water distribution networks; rails-roads, piers tunnels, subways, bridges, viaducts, drainage projects, irrigation, flood control projects, hydro electric plants and cable laying and all other types of light construction. Marine construction such as dredging, land draining and reclamations, construction of harbours, waterways, wharfs, jetties, airports, rail-lines, communication systems such as telephone and telegraph lines. And all other engineering, construction and erection facilities such as refineries steel complexes and power works, erection and dismantling of oil rigs and of on-shore and off-shore installation while under construction. Production, construction and laying of oil and gas mains and pipelines.
- ii. Special trade in the field of construction such as carpentry, plumbing, plastering, electrical works, stone breaking and quarrying. Civil architectural and soil engineering, surveying and related services.
- iii. Manufacture of household, office, public building, professional and restaurant furniture, office and store fixtures, windows, door screens and shades regardless of materials used.

- iv. Sawmills and planing mills. Manufacture of lath, Shingles, cooperage. Stock veneers, plywood and excelsior. Wood preserving and manufacture of finished articles made of wood, bamboo, can and cork. Manufacture of Lumber, wooden building materials, prefabricated parts and structures. Manufacture of boxes and crates, drums and other wooden containers.
- v. Special trade in joinery and wood works which include carpentry, veneer, paneling and polishing, woodwork machining, turning and wood lathing.
- vi. A self employed person shall not be eligible for membership of the Union.
- vii. No worker shall be deprived of membership of the Union on grounds of sex, religious persuasion, political belief or ethnic origin provided that such a worker is not a senior staff or a projection of management within the management structure.
- viii. A member of the Union shall maintain his/her membership in a branch to which he/she has been assigned by the National Executive Council.
- ix. The Union shall have power to take disciplinary action against any member found guilty of the following:
 - (a) Gross misconduct calculated to tarnish the good image of the Union.
 - (b) Negligence of Duty.
 - (c) Dishonesty

7. FINANCIAL MATTERS

The fact that a trade union is a democratic organisation implies that the members of the union are entitled to assurance that the Union's funds, which are their funds, are not dissipated. They are also entitled to be reasonably informed as to how the funds of the organisation are being used or invested.

Since a union holds its fund in trust for the benefits of its membership and to further their interests, it should comply with standards generally applicable to Judiciaries or trustees with respect to the manner in which it keeps its records and accounts.

Regular audit should be conducted and there should be appropriate distributions of summaries of such audits so that the membership and the public are adequately appraised of the state of the organisation's finances.

8. CORRUPT PRACTICES

- i. A basic ethical principle in the conduct of trade union affairs is that no responsible trade union official should have a personal financial interest which conflicts with the full performance of his duties as worker representative of Congress and therefore of the trade unions.

- iv. All officers and staff of the Union shall:
 - a. Espouse the cause of workers and their trade unions.
 - b. Uphold and defend the constitution of the union at all times.
 - c. Render honest impartial and efficient services to the union
 - d. Serve as an effective link between the union and its members.
 - e. Be trustworthy and responsible representative of workers to management.
 - f. Process all legitimate grievances of workers in accordance with established procedures.
 - g. Implement faithfully agreements voluntarily entered into with the union.
 - h. Obey all lawful instructions in the discharge of union functions,
 - i. Eschew all forms of individualism which are inimical to the solidarity, stability and progress of trade union movement,
 - j. Put the interest of the Union and its members above personal interest in the conduct of Union affairs,
 - k. Render a true account of his/her stewardship to the members of the Union as at when the occasion arises.
 - l. Abide by majority decision and respect the rights of minority.
 - m. Work for the growth of the Union in strength and freedom.
 - n. Further the cause of industrial democracy,

- (d) Refusal to carry out or obey the decision of the National Executive Council and
- (e) Subversive and anti-union activities. No member shall however be disciplined without the prior approval of the Central Working Committee after having exhausted the necessary disciplinary procedure including investigation of the offence and opportunity for self defence by the offender with a view to establishing the veracity or otherwise of the accusation. The affected member shall have the right of appeal to the National Executive Council and the National Delegates Conference.

- x. A member shall have the right to have his/her grievance processed by the Union.
- xi. A member upon giving thirty days notice, shall have reasonable access to books of the Union.
- xii. A member shall participate fully in the affairs of the union and refrain from any action which may bring the union to disrepute

RULE 4: RATE OF SUBSCRIPTION

Each member of the Union shall pay monthly membership check-off dues of One Thousand Naira (=N=1000.00) to the union and shall be paid in accordance with the provision of the Trade Unions Act CAP T. 14 of 2004, or any other subsequent legislation. The National Delegates Conference or the National Executive Council shall have the power to review from time to time the monthly check-off subscriptions of members.

RULE 5: CONSTITUTION AND GOVERNMENT

- i. This document, as it may from time to time be amended, shall be known as the "Constitution of the Union".
- ii. The Constitution shall be deemed to be the basis of contract among the members to establish and operate the Union.
- iii. No new rules shall be made or any rule altered, amended or rescinded unless agreed to by a majority vote in a secret ballot at the National Delegates Conference of the Union
- iv. Any alteration and amendment to the Constitution shall be filed with the Registrar of Trade Unions in accordance with the law.
- v. Subject to the over-riding authority of this Constitution, any branch or state conference shall have the power to make supplementary rules for the smooth conduct of its internal affairs.
- vi. All supplementary rules shall be submitted to the General Secretary for the approval of the National Executive Council.
- vii. Any supplementary rule which contradicts, derogates, or is inconsistent with the provisions of this Constitution or the Trade Unions Act shall to that extent be null and void and of no effect whatsoever.
- viii. Every member shall have the right to initiate action at his own expense in connection with any breach of the provisions of the Constitution.
- ix. All resolutions and decisions from the appropriate organs of the Union shall be binding on every member and shall be duly implemented.

5. PENALTY FOR BREACH

Sanctions for breaches of the Code shall be a fine, suspension from membership, affiliations, office or employment and in the case of an employee of a Union, termination of employment or dismissal. The amount of fine and the appropriate penalty shall be left at the discretion of the Committee/Tribunal.

6. RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICERS OF UNION

- i. No person shall hold or retain elected or appointed office in Nigeria Labour Congress or any of the affiliated trade Unions who have been Convicted of any crime involving moral turpitude dishonesty and other malpractice offensive to trade Union morality or interests.
- ii. No trade union official who already receives full pay from his union or from the Nigeria Labour Congress shall receive fees or salaries of any kind from any other source save with the permission of the union or the Congress.
- III. No elected or paid trade union official shall have a personal financial interest which conflicts with his full, effective, and unalloyed performance of his duties as a worker's representative or a representative of Congress. In particular, no elected or paid trade union official or employee of either a trade union or Congress shall own or have a substantial interest in any business enterprises with which his Union bargains collectively or has interest and dealings with or in any other concern which is in competition with such enterprise or has any considerable dealing with it.

- b. To honestly and democratically conduct elections.
 - c. To express his views as to the method in which the Union's affairs should be conducted.
- ii. Each member should have the right to fair treatment in the application of union rules and constitution. Trade Union's disciplinary procedures should, contain all the elements of fair play and the rules of natural justice, that is notice, hearing and judgement on the basis of the evidence. A method of appeal to a higher body should be provided to ensure that judgement is not the result of prejudice or bias.
- iii. Each member has the responsibility fully to exercise his rights of trade union membership and loyally, to support his Union. The right of an individual member to criticize the policies of his Union and his Union officers does not include the right to undermine the Union as an Institution to destroy or weaken the Union as a collective bargaining agency, or to carry on slander or libel of any officer of the Union.
- iv. Membership meetings should be held periodically as provided for in the Union's constitution and rule with proper notice of time and place. It should be the responsibility of the Union to call such meetings and of the members to attend and participate actively.

- x. The Government of the Union shall be vested in the following organs:
 - a. National Delegates Conference
 - b. National Executive Council
 - c. Central Working Committee
 - d. National Headquarters/Secretariat
 - e. State Delegates Conference
 - f. State Executive Council
 - g. State Working Committee
 - h. Federal Capital Territory Council
 - i. Branch/Unit Committee

RULE 6: NATIONAL DELEGATES CONFERENCE

- i. The supreme authority of the Union shall be vested in the National Delegates Conference.
- ii. The National Delegates Conference shall be composed of the following:
 - (a) National Officers
 - (b) State Chairmen and Secretaries and
 - (c) Branch Delegates.
- iii. For the purpose of the National Delegates Conference, all branches of the Union under one management in a State Council shall constitute one constituency which shall send delegates to the National Delegates Conference on the basis of their numerical strength as follows:

Up to 1,000 members	=	1 delegate
1,001 to 3,000 members	=	2 delegate
3001 to 6,000 members	=	3 delegate
6,001 to 10,000 members	=	4 delegate
10,001 and above members	=	5 delegate

- iv. The National Delegates Conference shall be held every four (4)years in the month of February and at a venue to be decided by the National Executive Council at the previous Delegates Conference. The National Executive Council shall under special circumstances have the power to postpone the conference for a period not exceeding four (4) months from the month of the conference year.
- v. A special Delegates Conference may, however, be held at such time and place as the National Executive Council may decide or by a resolution adopted by two thirds majority of all the State Councils and forwarded to the General Secretary.
- vi. Subject to the provision of this Constitution the Central Working Committee shall have the power to summon an ordinary special delegates conference.
- vii. To be eligible for nomination as a delegate to the National Delegates Conference, a candidate must be a member in good financial standing with the Union and must be sponsored by his/her state or area council and is also expected to have been actively involved in the affairs of the Union.
- viii. The names of elected delegates shall be forwarded to the General Secretary of the Union to reach him not later than Six (6) weeks before the conference.
- ix. There shall be a "Credentials Committee" that will examine the good standing of each nominated delegate attending the conference and the name of any delegate not in good financial standing shall be with-drawn from the list of accredited delegates to the conference.

- the provisions of adequate safe-guards for the free association of workers on the one hand and employers on the other hand.
 - iii. To develop a vigilant informed and active membership, conscious of its rights and interests and alive to its responsibilities in the operation of any trade Union programme as an effective safeguard against abuses.
- 3. USE OF THE CODE FOR DISCIPLINARY ACTION**
- The failure on the part of any member or official of a trade union to observe of its provisions shall in any proceedings for disciplinary action before a committee or tribunal under the Constitution of the Nigeria Labour Congress (NLC) be admissible in evidence and any provision of the Code which appears to the tribunal or committee to be relevant to any question arising in the proceedings shall be taken into account by the committee in determining the question at issue.
- 4. MEMBERSHIP RIGHT AND RESPONSIBILITIES.**
- Each member of trade union should have the right to full and free participation In the Government of his trade union. This should include the right:
- a. To vote periodically as provided in the Union's constitution and rules for chapter or district, State or regional and national officers either directly or through delegates.

APPENDIX "A"
CODE OF PRACTICE: TRADE UNIONS PREAMBLE:

Although the primary objective of trade Union is to further the economic interest of their members, they are basically an integral part of society and cannot realistically be considered outside it. They have become an important part of the economic fabric of Nigeria-recognised, respected and consulted by the Government and employers.

2. AIMS:

The principle aims of this Code of practice therefore are:

- i. To encourage the positive contribution which trade Union can make to the economic and social progress of Nigeria, her associations and interests and to minimize and resolve the difficulties to which their various operations can give rise, having regard to the laws, regulations, public policies and practices in force in the Country. To set standards and give practical guidance on the conduct of industrial relations and the development of policies to improve human relations in all types of employment.
- ii. To ensure and encourage at all levels the conduct of industrial relations by means of collective bargaining, consultation and effective communication between employers and their organisations and strong representative trade Unions within a voluntary and legal machinery designed for the settlement of disputes and

- x. The State Executive Council shall have the power to deal summarily with any complaint arising from the election of the branch delegates.

RULE 7: BUSINESS OF THE CONFERENCE

- i. The business of the conference shall be the consideration and determination of internal questions of policy affecting the members of the Union, reports from National and State Executive Councils and all matters included In the Agenda including the election of New officers.
- ii. Any matter not included on the Agenda shall not be raised at the conference save with the express permission of a majority of delegates present and voting on the issue.
- iii. Items for inclusion on the Agenda of the Conference from whatever source shall be forwarded to the General Secretary to reach him not later than six weeks before the Conference.
- iv. The National Executive Council shall have the power to determine the items to be included in the Agenda and the order of priority.
- v. The Agenda of the conference together with the supporting papers shall be forwarded to the delegates to reach them not later than two weeks before the conference.
- vi. The National President shall preside over the conference and in his absence the National Deputy President shall preside.
- vii. Any person not being a delegate or an accredited official of the conference or otherwise invited as a guest shall not be allowed to attend the conference or take part in its proceedings.

- viii. The National Delegates Conference shall elect all National Officers of the Union and ratify the appointment of the General Secretary, Deputy General Secretaries and Assistant General Secretaries.
- ix. Voting at the conference during election of officers shall be by secret ballot and one ballot box system.
- x. The General Secretary and other paid officials of the Union shall have the right to speak at the conference but shall have no right to vote.
- xi. In furtherance of the business of the conference-in session, the conference shall have power to setup committees for detailed examination or investigation of any matter before it. Such committees shall report back to the conference-in session for ratification, modification or any action it may deem fit, through the Central Working Committee.

RULE 8: NATIONAL EXECUTIVE COUNCIL

- (i) The Union shall be administered in-between National Delegate Conference by the National Executive Council in accordance with the constitution.
- (ii) The National Executive Council (NEC) shall consist of all National Officers, Chairmen and Secretaries in charge of State Councils/FCT. (Rule 15)
- (iii) Two female members who shall represent women affairs to be nominated by CWC.
- (iv) To be nominated and elected a member of the National Executive Council, a candidate must have been actively involved in the affairs of the Union and be knowledgeable in the business of the union.

- li. In the event of dissolution of the Union as provided for in this Constitution, all debts and other liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds and assets shall be divided among the members on equal shares.

RULE 34: DISSOLUTION OF ELECTED EXECUTIVES:

Elected executives shall not be dissolved unless two thirds (2/3) of the members/workers have voted in secret ballot in favour of the dissolution, provided that they committed a punishable offence which has been investigated and proved to be true by relevant organs of the union i.e. NEC, CWC or State Council. Any dissolution done outside this rule remains null & void.

RULE 32: NATIONAL ECONOMIC CONSULTATIVE COUNCIL

- I. The National Economic Consultative Council shall consist of:
 - a. State and Area Council Chairman and Secretaries
 - b. All National Officers as prescribed in Rule 15 (i) of this Constitution.It shall be presided over by the President General
- ii. The National Economic Consultative Council shall have the power to initiate economic plans and approve economic measures and investments for the consideration of the National Executive Council which shall approve such projects for implementation by the National board of Trustees.
- iii. It shall ensure that the Union's funds allocated for investments are properly utilised.
- iv. The National Economic Consultative Council shall meet twice a year but in case of emergency, special meetings may be convened from time to time to discuss economic programmes / investments of the Union.

RULE 33: DISSOLUTION OF THE UNION:

- i. The Union shall not be dissolved unless two thirds(2/3) of its members have voted in secret ballot in favour of the dissolution in a special delegates conference called for that purpose.

- (v) The National Executive Council shall meet once a year on dates and venues to be decided by the previous meeting of the council or by the Central Working Committee or National Secretariat.
- (vi) An extra-ordinary meeting of the National Executive Council may be summoned on the directive of the Central Working Committee.
- (vii) Items for inclusion in the agenda of the council meeting shall be forwarded to the General Secretary to reach him not later than six (6) weeks before the meeting of the council.
- (viii) The Central Working Committee shall have the power to determine the items to be included in the Agenda and the order of priority.
- (ix) The agenda of the council meeting together with the supporting papers shall be forwarded to the membership two weeks in advance.
- (x) The National President shall preside over the meeting of the council, and in his absence, the National Deputy President shall preside'
- (xi) The business of the council meeting shall be the consideration and determination of any matter included in the agenda.
- (xii) Any matter not included in the Agenda shall not be entertained at the meeting of the council, except with the approval by a simple majority vote of members present.

- (xiii) It shall be the duty of the National Executive Council to undertake the following:
 - a) To guard and further the interest of members of the union
 - b) To carry out polices determined by the National Delegate Conference.
 - c) To ensure proper and strict observance of the rule of the constitution by the members both individually and collectively
 - d) To safeguard the funds of the union.
 - e) To set up such departments or committee as it may deem necessary for the smooth and orderly conduct of the affairs of the union
 - f) To perform such other functions as may promote the objectives of the union
- (xiv) Voting on motions and debates shall be by show of hands and where there is a tie in the number of vote cast, the presiding chairman shall have a casting vote: the union shall endeavour to always secure the widest possible measure of agreement by simple majority when votes are called for. However, the decision shall be by simple majority.
- (xv) No officer or members of the council shall be entitle to vote or take part in the decision of any matter in which he/she is personally affected otherwise than as a member of the union, but shall entitle to take part in the discussion.
- (xvi) The National Executive Council shall on recommendation of the Central Working Committee enter into contract of employment with all paid staff of the union and determine the salaries/wages, hours of work and other conditions of employment etc, they shall apply to each paid staff at any given time.

RULE 29: EDUCATION OF MEMBERS

- I. The Union shall organise educational meetings, occasional classes, prepare educational leaflets and other forms of literature in the interest of its members.
- li. The Union may in the interest of the organisation offer loans, scholarship or bursaries to any suitable member under such terms and conditions as the National Executive council may approve from time to time.
- iii. The Union depending upon its convenience, may adopt and execute any educational programme either Industrial, cultural, social or economic in the interest of its members or the working class generally.

RULE 30: ALLOWANCES AND BONUS

The National Executive Council shall determine allowances and bonuses to be paid to any Union member, officer and staff when necessary in relation to any good services which they have rendered in the interest of the Union.

RULE 31: QUORUM

The required quorum during meetings of the under mentioned organs of the Union shall be sixty (60%) percent. The affected organs of the Union are as follows:

- a. The National and State Conferences;
- b. National/State Executive Councils;
- c. Area Councils;
- d. National/State Working Committee;
- e. National/State Board of Trustees;
- f. Branch Committees.

The approved quorum for Branch Meetings shall however be fifty (50%) percent.

- vi. The Central Working Committee shall effect disciplinary measures in between meetings of the National Executive Council, but the affected members shall have the right of appeal to the National Executive Council and National Delegate Conference respectively.
- vii. Expelled member shall forfeit all the rights and privileges of memberships.
- viii. Dissolved councils or branches shall be temporarily replaced by caretaker committee appointed by the Central Working Committee in consolation with members of the affected councils or branches.

RULE 28: LEVIES

- i. The National Executive Council shall have the power to impose levies upon all members of the Union as at when necessary and all the members shall be required to pay such levies. The Central Working Committee shall be vested with this power in-between meetings of the National Executive Council.
- ii. A state Council, FCT Council or a branch Committee may, if it considers it necessary and with the consent of the National Executive Council, impose levy on all members of the branch and all members of the State Council, FCT Council or a branch shall be required to pay such levy.
- iii. If any member fails to pay a levy within eight weeks of the imposition, the outstanding amount shall be treated as arrears of contribution.
- iv. The funds of the trade Union which the members are required to pay under the rules, whether by way of subscription dues or other wise shall not be applied (whether directly or indirectly) to the furtherance of any

- (xvii) The National Executive Council shall also prepare and enforce a code of conduct for paid staff and other officers of the union.

RULE 9: CENTRAL WORKING COMMITTEE

- i. The Central Working Committee shall consist of all National officers of the Union as listed in rule 15 (i) of this constitution and shall be presided over by the President General.
- ii. The Central Working Committee shall in-between meetings of the National Executive Council be vested with the functions of the National Executive Council and shall fully be accountable to that body. It shall supervise the day to day activities and administration of the Union.
- iii. The Central Working Committee shall be required to ensure proper and regular consultation with other organs of the union and shall ensure that all members of the National Executive Council are regularly informed of its activities.
- iv. The Central Working Committee shall meet at least once a month or as situation may demand and the meeting shall be convened by the General Secretary in consultation with the National President.

RULE 10: NATIONAL HEADQUARTERS/SECRETARIAT

- 1. The National Secretariat of the union shall consist of the following:
National President
General Secretary
Head of Department (HOD'S)

2. In pursuit of the need for effective Secretariat, the union shall have the following specialized departments:
 - a. Administration
 - b. Education, Training & Research
 - c. Organization, Expansion and Finance
 - d. Industrial Relations, Wages and Productivity

The NEC shall have power to review the number and function of the departments as the need arises.

3. FUNCTIONS

The function of the National Headquarters/Secretariat shall be to serve all organs of the Union.

- a. The National Headquarters/Secretariat shall provide administrative service to all organs/members of the union.
- b. The National Headquarters/Secretariat meeting shall be presided over by the National President. The Secretariat may extend invitation to any CWC/NEC member(s) to attend its meeting when necessary.
- c. It shall implement decisions of all organs of the union and such other Government Policies/Employers as it relates to the union and report to the CWC.
- d. It shall in-between CWC and NEC act appropriately on constitutional matters on the aims and objectives of the Union.
- e. It shall prepare draft annual programmes of action for the consideration of the CWC and approval of NEC.
- f. It shall intervene on all union related issues with Employers, State Councils, Branches, Government Agencies, Nigeria Labour Congress, Industrial Unions and International affiliates as it arises.

- iv. The National Executive Council shall be dissolved at the Quadrennial National Delegate Conference. The members of the National Executive Council may also be removed from office on a resolution adopted at a special Delegate Conference and supported by two third majority votes of the delegates present. Where the National Executive Council is dissolved at the instant of the special Delegate Conference, a caretaker committee of twenty-five members shall be elected to run the affairs of the union until the next delegate conference is due.

- v. The National Executive Council shall have the power to take the under-mentioned disciplinary or legal action against any officer, staff, member or group of members, branch/unit committee, coordinating committee, State or FCT Council who is directly or collectively found guilty of misappropriating or diverting the funds of the Union or carrying out subversive and anti-union activities against the Union with the intension of bringing the union and its members into disrepute thereby weakening the solidarity of the membership.

The disciplinary action against the defaulting member shall be as follows:

- a. Appropriate legal action.
- b. Removal from office.
- c. Suspension.
- d. Dissolution of Council or branch.
- e. Fine.
- F. Expulsion.
- g. Dismissal
- h. Termination

- v. The Central Working Committee shall approve payment of the professional fees of the External Auditor on receipt of his bill after a satisfactory completion of the Audit contract.
- Vi. The Central Working Committee Shall have the power to authorise the duly approved Auditor(s) to examine and audit the books of accounts of the area Councils, State Councils and local branches of the Union. The audited reports of the Area, State and branch organs of the Union shall be compiled and submitted to the Central working Committee annually.

RULE 27: MISCLLANEOUS

- i. Subject to the provisions of the law of the land members of the union shall not take part in a strike or interfere with the free flow of goods and services in their undertakings without the prior approval of the National Executive Council. No member of the union shall take part in a strike unless the majority of the members have in a secret ballot voted in favour of the strike.
- ii. In deciding whether or not to authorize any form of industrial action, the National Executive Council shall be guided by the advice of the branches and the State Executive Council and the provision of the law.
- iii. Subject to the provisions of this constitution the National Delegate Conference, The National Executive Council, The State Executive Council and the Local Branches shall have the power to make rules to regulate their own internal procedures, provided such rules and procedures are no in conflict with the provisions of this constitution and the laws of the land.

- g. It shall keep records of all activities of the union
- h. It shall meet at least once in a month or as situation demands and convey its report on all action taken or to be taken to CWC.

RULE 11: STATE DELEGATES CONFERENCE

- I. Every state shall hold and finance the State Delegate Conference once in every four years. The State Executive Council on behalf of the branches within the State Council may request for Special State Delegates Conference. In the event of such a request the State Working Committee shall be obliged to convene such a Conference within six weeks after consultation with the Central Working Committee.
- ii. Delegates to the State Conference shall be drawn from all the financial branches of the Union within the States as follows:

Up to 1,000 members	=	1 delegate
1,001 to 3,000 members	=	2 delegate
3001 to 6,000 members	=	3 delegate
6,001 to 10,000 members	=	4 delegate
10,001 and above members	=	5 delegate

All members of the State Working Committee and members of the National Executive Council within a State shall be automatic special delegates to the state conference.
 Notice for the State quadrennial Delegates Conference shall be given to all branches at least two months before the conference.

Accredited delegates to the State Conference must be members in good financial standing in the Union

RULE 12: STATE EXECUTIVE COUNCIL

- i. There shall be a State Executive Council in every State of the Federation and the members shall be elected at the State Delegates Conference of the Union.
- ii. The State Executive Council shall consist of the following:
 - a. The State Chairman.
 - b. State Vice Chairman.
 - c. State Secretary (full time).
 - d. State Assistant Secretary (worker).
 - e. State Treasurer.
 - f. State Assistant Secretary Finance who shall be a worker.
 - g. State Organizing Secretary (full time)
 - h. Chairman and Secretary of Area Council
 - l. Chairman and Secretary of each branch
 - j. Two Trustees
 - k. Two Ex-officio members
 - l. Ex-officio female members.
- iii. It shall be the duty of the State Executive Council to undertake the following:
 - (a) To co-ordinate the activities of branches within its jurisdiction;
 - (b) To serve as effective link between one branch And another;
 - (c) To promote co-operation among the branches within its jurisdiction;
 - (d) To ensure that the union policies are widely known, understood and implemented and

- X. State council shall send monthly returns income and expenditure.
- xi. All deductions from wages/salaries authorized by members under the check-off system shall be made payment in Bank draft, certified cheques or bank transfer, in the name of the union and send directly to the General Secretary of the union.

RULE 25: BANKERS

The Bankers of the Union shall be any registered licensed Bank appointed by the National Executive Council with branches in all parts of Nigeria which shall be convenient to the Union for the purpose of its business transactions.

RULE 26: AUDITING OF ACCOUNTS

- I. Subject to the approval of the National Executive Council, the Central Working Committee shall appoint external Auditor(s) to examine and audit the Union accounts, records and books annually. The financial reports and audited accounts shall be submitted to the Central Working Committee and National Executive Council.
- ii. The Central Working Committee shall present such report to the National Executive Council and the National Delegates Conference for deliberation.
- iii. Any recommendation emanating from such audited reports shall be considered at the meeting of the Central Working Committee.
- iv. The General Secretary and the National Treasurer shall in conjunction with the Financial Secretary prepare and submit to the Registrar of Trade Unions the Annual financial Returns and Audited Accounts of the union in accordance with the law.

- v. All deductions from wages/salaries authorized by members under the check-off system shall be made payable in Bank draft, certified cheques or bank transfer in the name of the Union and send directly to the union bank account through the General Secretary
- vi. The Central Working Committee shall have the power to raise loans and or overdraft from the union's banker or purpose of meeting the financial need of the union in the area of administration and business transaction.
- vii. The National Delegate Conference or the National Executive Council shall have the power to determine and vary the monthly check-off dues of members.
- viii. The funds of the union shall be allocated to the various organs of the Union as follows

(a) Local Branches	10%
(b) State Councils	15%
(c) National Headquarters	58%
(d) Central Labour Organization subscription shall be met from National Headquarters allocation	10%
(e) Area Councils (where they exist) shall share from state allocation on 50/50 basis	
(f) Investment	5%
(g) Education	2%
(h) Self Pension/ Health	10%
- ix. All dues shall be paid to the National Secretariat which shall have the power to make allocations as in Rule 24 (viii) above. 10% and 15% shall be deducted at source and paid to the branch and State Council respectively.

- iv. The State Executive Council shall meet at least three times in a year, and shall be presided over by the State Chairman and in his absence, the Vice Chairman shall perform his duties. In the absence of the Vice Chairman, any member of the council may preside over the day's meeting.
- v. The State Chairman shall be responsible for giving effective leadership on matters affecting the Union in his state, and shall keep himself in close touch with State Council Secretariat and it shall be within his competence to give directive to any officer or staff of the Union on matters relating to the proper administration of the affairs of the Union.

RULE 13: STATE WORKING COMMITTEE

- i. The State Working committee shall consist of:
 1. State Chairman .
 2. State Vice Chairman
 3. State Treasurer
 4. State Assistant Secretary (Finance)
 5. State Assistant Secretary
 6. State Secretary
 7. Two Trustees
 8. Two Ex-officio members
 9. Chairman and Secretary of Area co-ordinating Council, the State Secretary shall be full time paid staff of the National Secretariat.
 10. Two women representatives.
- ii. The State Working Committee shall derive its powers from the State Executive Council and shall supervise the day to day administration of the union within the State.
- iii. The State Working Committee shall meet at least once a month or as the situation may demand.

- iv The State Working Committee shall ensure that all monies disbursed by the State Treasurer or monies withdrawn from the bank are utilized for the purposes decided upon by the State Executive Council or the State Working Committee within the approved limit of the State's budget.
- v. It shall keep a nominal roll of all members of the union in all branches within the state showing the trade, calling or usual occupation of each member and the name of member's employer a copy of the nominal roll shall be sent to the General Secretary annually.

RULE 14: FCT COUNCIL

- i. The Federal Capital Territory Council shall consist of the following
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Treasurer
 - 4. Secretary
 - 5. Assistant Secretary (Finance)
 - 6. Two Trustees
 - 7. Two Ex officio members
 - 8. Chairman and Secretary of each branch in the FCT
 - 9. Two Women Representatives.
- I. The FCT council Secretary shall be a full time paid staff of the National Union.
- ii. The FCT council shall coordinate the activities of the state branches within its area as defined by the National Executive Council and shall meet at least once a month.
- iii. It shall report to and directly responsible to the Central Working Committee. Each branch within the FCT council shall finance its delegation, to the meetings of the FCT council.

RULE 22: INVESTMENT OF UNION'S FUNDS

- i. The funds of the Union which are not required for current expenses shall on the directive of the National Executive Council be invested by the Trustees in the name of the Union for the time being in such Public stock; government securities or other businesses as the National Executive Council may deem fit provided that at least sixty percent (60%) of the funds shall be invested in gilt-edged securities.

RULE 23: CODE OF CONDUCT FOR OFFICERS AND STAFF

All officers and staff of the Union shall observe and conform to the code of conduct as specified in the appendix to this constitution.

RULE 24: UNION FUNDS

- i. The funds of the units of the union shall be the property of the union and nothing in these rules shall prejudice the right of the National Executive Council to institute proceedings to recover any money or other property due to the union.
- ii. All property acquired for the union in whatever custody and of whatever nature shall belong to the union.
- iii. The Central Working Committee acting on it behalf of National Executive Council shall have the power to employ the funds of the Union in such ways and manner as maybe found necessary and expedient.
- iv. The main sources of the funds of the union shall be subscription, levies, donation, proceeds from economic and social activities, fines, forfeitures, rentals or as the National Executive Council may direct.

RULE 21: STATE BOARD OF TRUSTEES

- i. The State Board of Trustee shall consist of the State Chairman, the State Assistant Secretary (Finance) who shall be the Board's Secretary, the State Treasurer, two elected Trustees and the State Secretary, who shall be an ex-officio member.
- ii. The State Board of Trustee shall in the name of the Union open savings/current accounts with banks approved by the State Executive Council. Such banks shall be those operating in the State.
- iii. The State Board of Trustees shall ensure that the 10% rebate allocated to branches within the State is paid to such branches every month
- iv. All cheques and instructions for withdrawal of money from the banks shall be signed by three members of the Board of Trustees who shall be the State Chairman, the State Treasurer and the secretary to the Board.
- v. The State Board of Trustees shall ensure that all monthly dues from branches within the State are remitted by employers to the National Secretariat of the Union and ensure that the 10 percent and 15 percent of total dues are paid by the employers to local branches and State councils of the Union respectively.
- vi. The State Board of Trustees shall be accountable to the State Executive Council and the State Working Committee.

- iv. The names and particulars of the FCT council shall not be changed without the approval of the National Executive Council.
- v. The Chairman shall preside over the meetings of the area Council which shall be held at least once a month or as the case may be.

RULE 15: BRANCHES/UNITS

There shall be Branch/Unit Executive Committee comprising of the:

- a) Branch /Unit Chairman
- b) Branch/Unit Vice Chairman
- c) Branch/Unit Secretary
- d) Branch /Unit Assistant Secretary
- e) Branch/Unit Treasurer
- f) Branch/Unit Financial Secretary
- g) Branch/Unit Trustees
- h) Women Representatives

Such other members elected so as to give fair representation to all sections of the branch.

- i. Election of officers to the committee shall be conducted quadrennially at a representative meeting of all sections of the branch/unit. The ratio of delegates per section shall be determined by the state council.
- ii. On dissolution, a branch/unit shall forfeit its charter and its assets and liabilities shall be vested in the Union
- iii. Member branch that operate in three (3) states or more and wishes to constitute a branch coordinating committee for administrative convenience shall apply to NEC through CWC for assessment and approval.

- iv. The Branch Coordinating Committee shall comprise of the following
 - a) Branch Co-ordinating Chairman
 - b) Branch Co-ordinating Vice Chairman
 - c) Branch Co-ordinating Secretary
 - d) Branch Co-ordinating Assistant Secretary
 - e) Branch Co-ordinating Treasurer
 - f) Branch Co-ordinating Financial Secretary
 - g) Branch Co-ordinating Trustees
 - h) Female Representative
 - i) Ex-Officio members

- v. Election of officers to the committee shall be conducted quadrennially at a delegates meeting also the branch/unit of such member branch. The ratio of delegates shall be determined by the National Headquarters of the union.

- vi. The Branch coordinating committee shall provide leadership and coordinate activities of its member branches of the union except the conduct of branch/unit election which is constitutionally the prerogative of State Council and the national Headquarters of the union.

However the state council shall collaborate with the branch coordinating committee for the purpose of its branch election

- vii. The Branch Co-ordinating Committee's election shall be conducted in line with the provision of the Constitution except that, the Returning Officer shall be appointed by the CWC of the Union through the National Secretariat.

- e. All full-time officers of the union shall be on pension scheme in accordance with the national pension act

- f. All full time officers of the union shall perform duties in accordance with the union's hours of work, salaries/wages and other conditions of employment which shall be approved by the National Executive Council.

- g. No full time officer of the union shall be a signatory to the union's bank account.

RULE 20: NATIONAL BOARD OF TRUSTEE

- i. The National Board of Trustee shall consist of:
 - a. The National President
 - b. The National Treasurer
 - c. The National Financial Secretary
 - d. The General Secretary

- ii. The Board of trustees shall hold their meeting at least twice in a year.

- iii. The National Board of Trustees shall have vested all real and personal estate and whatever belongs to the Union and they shall deal with them in such ways and manner that the National Executive Council may direct.

- iv. A trustee may be remove from office by the National Executive Council on grounds of ill-health, unsoundness of mind, prolonged absence from the country or for any other reason that renders him unable or unsuitable to perform the duties of his office.

- v. In the event of health, resignation or removal of a trustee from office, the office shall be filled temporarily by the National Executive Council.

- b. Except otherwise expressly provided in this rules, a full time officer other than the General Secretary shall be entitled to receive at least one month notice from the National Executive Council one month salary in lieu thereof before the termination of his appointment unless such termination is occasioned by gross misconduct which is the opinion of the National Executive Council warrants summary dismissal. Any officer who intends to resign his appointment shall give at least one month notice to the council. During such period of notice he shall render all assistance in his power to instruct his successor on the duties of his office and shall submit handing over notes. In the default of giving one month notice the officer shall pay one month salary in lieu of notice to the union.
- c. The National Executive Council shall have the power to suspend, dismiss or retire or terminate any national or state full-time officer of the union who is found guilty of the following:
 - i. Conduct prejudicial to the interest of the union and its members
 - ii. Willful negligence of duty
 - iii. Dishonesty
 - iv. Refusal to carry out the decisions of the National Executive Council
 - v. Incompetence
 - vi. Fraudulent Practice etc

No officer of the Union shall however be terminated without the approval of the National Delegates Conference subject to the recommendation of the National Executive Council through the Central Working Committee.
- d. A full time officer of the union shall be granted paid leave on the rates and conditions approved by the National Executive Council.

- viii. A Branch Coordinating Committee may be dissolved if it no longer enjoys the confidence of the general membership of the branches/units subject to approval by NEC through CWC
- ix. On dissolution, a branch coordinating committee shall forfeit its charter and its assets and liabilities shall be vested in the Union.

RULE 16: OFFICERS AND STAFF

- i The National Officers of the Union shall consist of the following:
 - a. National President
 - b. 4 National Deputy Presidents
 - c. 5 National Vice Presidents
 - d. General Secretary
 - e. 4 Principals Officers who shall head specialized departments to be created by the National Executive Council
 - f. National Treasurer
 - g. National Financial Secretary
 - h. 4 National Trustees
 - i. 3 National Ex-officio members, out of which the Chairman of the state council where the union headquarters is situated shall be one
 - j. 3 National Auditors
- ii) All officers of the union, with the exception of the General Secretary and other paid officials shall be elected by duly authorized organs of the union under the constitution.
- (iii) The post of General Secretary on being vacant shall be filled from among the candidates short listed by the National Executive Council through CWC to the National Delegate Conference for the necessary consideration and appointment of a suitable candidate.

- (iv) No candidate shall be appointed to substantive post of the General Secretary, unless he/she possesses demonstrative experience, knowledge and ability to trade union affairs coupled with appropriate level of education to be determined by the National Executive Council.
- (v) An appointee to the post of the General Secretary, Deputy General Secretary or any other paid post shall hold office at the pleasure of the union.
- (vi) All other officers of the union and committee men and women shall be elected for a period of 4 years and shall be eligible for re-election for second term only.
- (vii) No officer of the union shall hold office, paid or unpaid, in any other union other than a Federation of Unions to which the union belongs.
- (viii) Any officer of the union may resign his office at any time.
- (ix) The General Secretary of the union shall however be required to give three (3) months notice after which period his resignation shall become effective. On resignation, an officer of the union shall surrender all the properties of the union in his/her care to either the President, the General Secretary or National Treasurer as may be appropriate on behalf of the union and shall settle with the union any debt which may be outstanding against his/her name.

RULE 18: METHOD OF WORK FOR FULL TIME OFFICERS

- a. All full-time officers of the Union shall devote the whole of their time to the work of the Union in accordance with the terms and conditions of service of the Union. No officer shall hold any office except in the organisation which the Union is affiliated. No officer shall engage himself in any other business or employment without the consent and approval of the Central Working Committee.
- b. A full-time officer of the Union may, subject to the approval of the Central Working Committee, take up full-time appointment with the Central labour organisation to which the Union is affiliated and such periods of service shall be treated as period of leave without pay. Such officer shall be eligible to resume his normal duty with the Union at the end of his contract with the Central labour Organisation.
- c. Any officer of the Union whether honorary or paid may be free to take up temporary political appointment with either the local, state or Federal Governments of the Federation. Such a break in service shall be treated as period of leave without pay. But on no account shall any officer of the union take up such appointment without the approval of the Central Working Committee.

RULE 19: CONDITIONS APPLICABLE TO FULL TIME OFFICERS AND STAFF

- a. All full-time officers other than the General Secretary and the Deputy General Secretary of the union may be transfer to any state at the discretion of the Central Working Committee.

iii. He shall prepare a report on the financial position of the Union and the manner in which the accounts have been kept having regard to the provisions of the Trade Unions Act concerning the accounts of the Union every six (6) months.

iv. He shall audit the accounts of the Union twice a year and shall assist the External Auditor in carrying out his functions.

h. NATIONAL FINANCIAL SECRETARY

The National Financial Secretary shall be elected at the National Delegates Conference. He shall in conjunction with the National Treasurer keep true and accurate accounts of all monies and property of the Union. He shall assist the Treasurer in preparing full financial statement for each meeting of the Central Working Committee, the National Executive Council and the National Delegates Conference.

i. SECRETARY WOMEN AFFAIRS

The Secretary for women affairs shall be elected at the National Delegates Conference of the Union. She shall be required to be in charge of women affairs section which the National Executive Council shall have the power to Create.

J. NATIONAL TRUSTEES

There shall be four (4) trustees out of which one shall be a signatory to the unions bank accounts. They shall be elected by a secret ballot at the National delegates conference of the union and shall serve a period of four years. They shall be eligible for re-election.

(xi). The National Executive Council shall have the power to suspend, expel, retire, terminate and dismiss any officer/staff of the union found guilty of acts of gross misconduct, negligence of duty, incompetence or refusal to carry out decisions of the National Executive Council and shall remain so until the National Delegates Conference decides otherwise without prejudice to CWC decision.

The officer/staff shall have the right to self-defense and appeal through the CWC to the National Delegates Conference whose decision shall be final.

(xii). A National or State officer/Staff dismissed or terminated, suspended by the National Executive Council shall remain so until the National Delegates Conference decides otherwise, without prejudice to the decision of the CWC before the next conference.

(Xiii) The removal from office, a National Officer shall surrender the properties of the Union in his/her care to either the General Secretary, The National Treasurer or the National President which ever may be appropriate and he/she shall settle with the union any outstanding debts against his/her name

(xiv) The local branch or the State Executive Council shall have the power to suspend any officer elected or appointed by the subject to confirmation by the National Executive Council or the State Delegate Conference.

(xv) The National Executive Council shall have the power to appoint specialists and other staff to facilitate the smooth administration of the union. The emoluments of such staff shall be determined by the National Executive Council and charged to the accounts of the union.

- (xvi) Members and non members of the union shall be eligible for appointment as staff of the union provided they have necessary qualification and experience.
- (xvii) No vacancy existing in any of the organs of the union established in by this constitution shall invalidate the proceedings of that body provided a quorum is formed in accordance with the Provisions of the Constitution.

RULE 17: OFFICERS AND THEIR DUTIES

a. THE NATIONAL PRESIDENT

- i. The National President shall be elected by secret ballot at National Delegates Conference of the Union and shall serve for four (4) years and shall be eligible for re-election for second term only.
- ii. The National President shall be the Chief Executive Officer and Head of the Union. He shall preside over all National conference and meetings of the National Executive Council, Central Working Committee, National Secretariat, any other union related meeting that the National President may attend and shall sign the minutes of such meetings at the time they are approved by the organ. He shall be responsible for the orderly conduct of business of such meetings.
- iii. He shall be responsible for giving effective leadership on all matters affecting the Union. He shall within his competence give directive to any officer or staff of the union on matters relating to the proper administration of the affairs of the union.
- iv. He shall participate and lead the union in all collective bargaining and other negotiations with employers of members of the Union.

- ii. He shall keep full and accurate account of all monies and property of the Union.
- iii. He shall prepare and present financial statement of accounts of the Union to meetings of the Central Working Committee, the National Executive Council and the National Delegates Conference.
- iv. He shall in conjunction with the President General and one trustee, be signatories to the Union's Bank accounts. He shall have the right to speak and vote on all matters affecting the Union, but he shall not have right to vote on any matter affecting his office.
- v. Monies received by him shall be deposited in the Union's Bank account within seventy two hours.
- vi. He shall in collaboration with the General Secretary and the External Auditors prepare and submit to the Registrar of Trade Unions Annual Financial Returns and audited accounts of the Union in accordance with the law and ensure that all expenditure at the National level are in keeping with the provisions of the National annual budget of the Union.
- g. NATIONAL INTERNAL AUDITOR**
 - i. The National Internal Auditor shall thoroughly examine all the account books kept by the Treasurer, check all receipts and payment vouchers.
 - ii. He shall have unhindered, access to all book of accounts, vouchers and other documents of the Union which he may considered necessary.

- x. He shall present the report of the Central Working Committee to the Nation Delegates Conference or to the National Executive Council.
- xi. He shall prepare the annual draft national budget of the Union in conjunction with the Financial Secretary and the National Treasurer for consideration by the National Secretariat, the Central Working Committee and the National Executive Council.
- e. **DEPUTY GENERAL SECRETARIES**
 - i. There shall be four (4) Deputy General Secretaries who shall head specialized departments created by the National Executive Council.
 - ii. In the absence of the General Secretary, the Deputy General Secretary shall in accordance with seniority act on his behalf and shall conduct all functions under the schedule of duties of the General Secretary.
 - iii. In addition to any other duties assigned to him by these rules, he shall assist the General Secretary in the general administration of the Union. He shall record all minutes at meeting of the Union. He shall record all minutes at meetings of the Central Working Committee, National Executive Council and the National Delegates Conference on behalf of the General Secretary. He shall ensure that minutes of the Conference are promptly sent to State Councils for information and implementation where necessary.
- f. **THE NATIONAL TREASURER**
 - i. He shall be elected by secret ballot at the National Delegates Conference and shall hold office for a term of four years. He shall be eligible for re-election for a second term only.

- v. He shall present a presidential address at meetings of the National Delegate Conference and the National Executive Council, but such address shall have the prior approval of the Central Working Committee.
- vi. He shall be a signatory to the union's bank accounts.
- b. **NATIONAL DEPUTY PRESIDENT**
 - i. There shall be four (4) National Deputy President who shall be elected by secret ballot at the National Delegates Conferences of the Union and shall serve for a period of four years. They shall be eligible for re-election.
 - ii. There shall co-operate and assist the National President in the effective performance of his duties. In the absence of the National President any of the deputy Presidents shall perform the duties assigned to the office of the President in accordance with the provisions of this constitution
- c. **NATIONAL VICE PRESIDENTS**
 - i. There shall be five (5) National Vice Presidents out of whom one (1) shall be a female, who shall be elected by secret ballot at the National Delegates Conference of the Union and shall serve for a period of four (4) years. They shall be eligible for re-election.
 - ii. There shall co-operate and assist the National President in the effective performance of his duties. In the absence of the President and his deputies any of the Vice presidents shall perform the duties assigned to the office of the President in accordance with the provisions of this constitution.

d. **THE GENERAL SECRETARY**

- i. The General Secretary shall be the Administrative Head of the union and shall be appointed by the National Executive Council, subject to confirmation by the National Delegates Conference-in-session.
- ii. He shall conduct the affairs of the Union in accordance with the Rules of the Union's constitution and shall carry out the decision of the National Delegates Conference, the National Executive Council, the Central Working Committee and National Secretariat. He shall be responsible for the accurate recording of the minutes of such meetings. He shall have the right to speak but shall not vote at meeting of the National Delegate Conference, the National Executive Council and the Central Working committee.
- iii. He shall prepare reports on behalf of the Central Working Committee to the National Delegates Conference and the National Executive Council Meeting. He shall together with the President General sign the minutes of all the meeting which he is required to attend in accordance with this constitution. He shall submit the National Secretariat report to the National Delegates Conference after due approval of the report by the national Executive Council he shall be one of the Union's delegates to the Central Labour Organization.
- iv. He shall prepare of cause to be prepared Annual Financial returns and Audited Accounts in accordance with the provisions of the Trade Union Act and shall submit them to the Registrar of Trade Unions at the prescribed date. Every financial member of the Union shall be entitled to inspect or receive a copy of the Annual Financial Returns of the Union free of charge on application to the National Secretariat.

- V. The General Secretary shall keep or cause to be kept a nominal roll of all member of the Union giving the occupation of each members and name of his employer. He shall make the nominal roll available for inspection by the Registrar of Trade Unions or any member of the Union.
- vi. He shall take care of all books of accounts, documents and other property belonging to the Union in such a way and manner as the National Executive Council may direct from time to time.
- vii. The General Secretary shall be responsible for the General administration, correspondence, statistics, and supervision of books of accounts, staff, equipment and properties. He shall see to the general organization and smooth conduct of the affairs of the union as the National Executive Council may direct from time to time.
- viii. He shall operate and maintain an open and democratic system of administration by keeping the National President, his deputies, the Deputy General Secretaries and the Central Working Committee informed of all correspondences received and the action taken or to be taken as the case may be.
- ix. He shall compile the list of delegates to the National Delegates Conference for the approval of the Central Working Committee and shall send notices of the conference to all delegates at least three weeks before the date of the conference.