



SECONDARY SCHOOL TEACHERS' UNION OF ZAMBIA (SESTUZ)

CONSTITUTION

BACKGROUND TO THE DEVELOPMENT OF THE UNION CONSTITUTION

The first edition of the Constitution of the Secondary School Teachers Union of Zambia (SESTUZ) was developed in 1994 and subsequently ratified by the Labour Commissioner in 1995, thus paving the way for the Union's official registration in December of the same year. The above events eventually led to the Union's formal recognition by the Ministry of Education in November 1996.

The Constitution underwent its first amendment in 2006 and was adopted by the 2006 National General Conference and subsequently ratified by the Labour Commissioner in the same year.

Following the 2012 General Conference resolution the constitution underwent the second amendment in 2016.

Both the first and second amendments to the constitution have been prompted by the need to reposition the union in response to the dynamics of its fundamental principles and changes in the social, economic and political environment in which the union operates.

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INTERPRETATION

In this Constitution unless the content otherwise requires:

'ACCOUNTANT' means professional in keeping Union Books of Accounts.

'ALTERATION OF RULES' means amendment of the rules.

'AUDITOR' means Accounting Public Company appointed by the National Executive Committee to audit Union Books.

'BALLOT' means a Secret Ballot.

'BOOKS' means Books for Accounting Income and Expenditure of the Union.

'BRANCH' means the lowest organ of the Union of four representatives at School Level.

'CHAIRPERSON' means the Chairperson of a Province, District, Branch or a Committee.

'CHECK OFF FORM' means the stop order one completes when applying for membership of the Union.

'COLLEGE' means College of Education as defined in the Education Act of 2011.

'COMMUNITY SCHOOL' shall have the meaning ascribed to it in the Education Act of 2011.

'CONGRESS' means Zambia congress of trade unions.

'CONVENER' means General Secretary, Provincial Secretary, District Secretary or Branch Secretary.

'COUNCIL' means the National, Provincial or District Council.

'DEGREE HOLDER' means any such teacher holding a University Degree in Education and registered teaching council.

'DELEGATE' means a member accredited to attend Union Meetings.

'DEPUTY GENERAL SECRETARY' means the Deputy General Secretary in charge of Organization and Administrator Deputy General Secretary in charge of Finance and Business Administration.

'DIPLOMA HOLDER' means any such person holding a Diploma in Education with teaching council.

'DISSOLUTION' means dissolving the Union or any particular organ of the union.

'EDUCATION WORK' means any union activity to do with workers' Education approved by the Union.

'ENQUIRY AND INQUEST' means official investigations aimed at providing particular facts.

'EXECUTIVE COMMITTEE' means Central Committee at National, Provincial or District Levels.

'FEDERATION' means Federation for Free Trade Union of Zambia.

'GENERAL CONFERENCE' means District, Provincial or National Conference

'GENERAL SECRETARY' means General Secretary of the Union.

'GOVERNMENT SECONDARY SCHOOL' means Secondary Schools run by the Government and Government aided Schools.

'GRANTS AND BENEFITS' means financial payments as stipulated by the rules of the Union.

'LEGAL ASSISTANCE' means financial assistance given to members in legitimate legal action in favour of member(s)

'LEVIES' means money paid for a specific reason.

'LOCKOUT' means the closure of any undertaking or place of employment or the suspension of work or the refusal of an employer to continue to engage or employ any number of persons employed by him in consequence of a dispute, and done with a view to forcing any such persons employed by him to accept the terms of conditions of engagement or employment.

'MISSION SECONDARY SCHOOL' means Secondary School run by a Mission Agency.

'OFFICIAL' means any elected representative in the union.

'PRESIDENT' means the President of the Union.

'PRESIDING OFFICER' means a person appointed by the Union to supervise a ballot.

'PRIMARY SCHOOL' means Schools that offer Primary Education.

'PRIVATE SCHOOL' means a learning institution wholly owned and run by an individual or group of individuals.

'REGISTERED OFFICE' means the physical address where secretariat operates from.

'SECRETARIAT' means the Head Office of the Union.

'STAFF' means full time employee of the Union.

'STANDING ORDERS' means rules and regulations which are in force at a particular time.

'STOP ORDER' means a written instruction given by a prospective member in order to begin subscribing to the Union.

'STRIKE' means a cessation of work or a combined act by a body of persons employed in an undertaking, or a concerted refusal or refusal under a common understanding of any number of persons who are so engaged or employed to continue work.

'TEACHING COUNCIL OF ZAMBIA' shall have the meaning ascribed to it in the Teaching Profession Act No. 5 of 2013.

'TEACHING SERVICE COMMISSION' means the service commission in the Government which appoints teachers in the Public Service.

'TERM OF OFFICE' means four years.

'TRUSTEE' means a Trustee elected or co-opted at a Council or Conference.

'UNION' means Secondary School Teachers' Union of Zambia.

'VOTING' means an eligibility of a member to election and voting rights.

'ZCTU' means Zambia Congress of Trade Unions.

PREAMBLE

We, the Secondary School Teachers Union of Zambia.

Acknowledging the supremacy of God Almighty.

Committed to upholding the fundamental freedoms of every teacher member.

Resolved to uphold the tenets of democracy and good governance.

Determined to ensure that our values relating to Education, social dialogue, HIV/AIDS and other pandemics, patriotism, non-partisanship, morality and justice are upheld in our common interest.

Convinced by our desire to confirm the equal worth of both female and male teachers and their right to hold leadership positions in the union.

Persuaded by the various recommendations and conventions of the International Labor Organization in the quest to uplift the welfare of our teacher members.

DO HEREBY SOLEMNLY ADOPT AND BEQUEATH UPON OURSELVES THIS CONSTITUTION.

PART I

SUPREMACY AND SIGNIFICANCE OF THIS CONSTITUTION

1. (a) This constitution shall transcend every other document, circular Or guidelines of the union, and shall bind every person who has a material interest in the union:
 - (b) Any action or omission that is in conflict with this constitution is illegal and therefore void.
 - (c) A matter relating to this constitution shall be heard and determined by the following authorities in their order of appeal.
 - (i) Executive Committee
 - (ii) Council.
 - (iii) General Conference.
 - (iv) The Industrial Relations Court.
 - (v) The Supreme Court.
 - (d) The operation and effect of this constitution shall be from its date of adoption.
 - (e) Only by vote of not less than two thirds of the delegates present at any National General Conference shall this constitution be varied, amended, altered or rescinded, either wholly or in part.

Supremacy and
Significance of
this Constitution.

PART II VISION

2. To grow into the most effective teachers' union and embrace all the eligible teachers both in the public and private sectors and to forge strong partnerships with similar organizations locally, in the sub-region and beyond.

Vision.

MISSION STATEMENT

3. To strive for improved salaries and better conditions of employment for members so as to provide the right impetus for them to contribute towards excellence in education delivery and thus quality education.

Mission
Statement.

CORE VALUES AND PRINCIPLES

4. The Core Values and Principles of the union are:

- (a) Morality and integrity.
- (b) Transparency.
- (c) Gender equity.
- (d) Patriotism and non-partisanship in national politics.
- (e) Social dialogue to help resolve conflict and settling disputes
- (f) Democracy.
- (g) Advocacy and good governance.
- (h) Education for Excellence.
- (i) Fair play,
- (j) social justice,
- (k) Children, Workers and human rights.

Core Values
and Principles.

PART III

ADDRESS AND COMMON SEAL OF THE UNION

5. (a) The name of the Union shall be “**Secondary School Teachers’ Union of Zambia**” (hereinafter referred to as the Union).
- (b) The registered office of the Union shall be Public Service Pension Fund Building, 5th floor Sapele Road, Lusaka or any such place as may be advised by the General Secretary.
- (c) Notice of any change in the situation of the registered office or of the postal address of the Union shall forthwith be sent to the Commissioner of Labour as set under Cap 269 of the Laws of Zambia
- (d) (i) The device of the Secondary School Teachers’ Union of Zambia Registered Trust shall be:
SECONDARY SCHOOL TEACHERS’ UNION OF ZAMBIA REGISTERED TRUST
- (ii) It shall be under the custody of the General Secretary of the Union and shall not be affixed to any instrument except by authority of a resolution of the National Council of the Union in the presence of at least two Registered Trustees.
- (e) (i) The General Administration of the Union shall be conducted at the Union’s Headquarters which shall be called the Secretariat.

Address and
Common Seal of
the Union.

Registered Trust.

- (ii) Secretariat shall comprise such departments as:
 - (a) Research and Workers Education
 - (b) Organization
 - (c) Finance
 - (d) Gender
 - (e) Youth
 - (f) And any other departments that the Conference may deem fit.

PART IV

OBJECTIVES AND SOCIAL RESPONSIBILITIES

6. The objectives of the union shall be:

- (a) To strive to organize Degree and Diploma holding teachers in Public, Private and Aided Colleges, Secondary, Primary and Community Schools or any other Public or Private Institutions where such members may be found. Objectives.
- (b) To secure and regulate fair and proper rates of remunerations, hours of work, housing and other conditions of employment and to generally enhance and safeguard the members' interests, rights and privileges.
- (c) To settle disputes between members and their employers between one member and the other and between members and other workers by mutual agreement or any other available mechanisms.
- (d) To render to members the following benefits:
 - (i) To strive to further the education of its members at all levels by sponsoring them for various courses pertaining to Trade Union activities.
 - (ii) The Union shall through literature desire to promote the cultural, social and professional knowledge of its members.
- (e) To ensure that there is legislation in the interest of the members.
- (f) To establish or carry on, or operate any business, or engage in the printing of any publications in the interest of the Union.
- (g) To solicit for or borrow funds from any institution in Zambia for the furtherance of Trade Union objectives whenever necessary.
- (h) For purposes of article (g) above the word 'any' shall exclude organizations whose activities are in conflict with the principles of the union.
 - (i) To amalgamate or affiliate with any Trade Union or

Federation, locally or internationally for the promotion of the interest of Trade Unionism.

7. The social responsibilities shall be to:

Promote public awareness of the HIV/AIDS and other pandemics and epidemics.

- (a) Provide, in partnership with other equally concerned domestic/or international institutions or organizations, moral, material and financial support to the infected and affected persons especially orphaned children.
- (b) Promote, in partnership with other equally interested domestic/or international institutions or organizations, the values of gender and human rights through the provision of civic education.

Social
Responsibilities.

PART V

MEMBERSHIP

- 8. (a) Membership of the Union is open to all Secondary School Trained Degree and Diploma holding teachers employed in Public and Private Colleges, Secondary, Primary and Community Schools and other Public and Private Institutions including all full-time Union Officials and Staff
- (b) Membership applicants shall submit their names on a prescribed check-off form to the Union representatives for onward submission to the District committee for processing.
- (c) The subscription shall be 2% of one's basic salary or as may be prescribed by the law from time to time.
- (d) Membership and all its entitlements shall cease on the expulsion, resignation, retirement, dismissal or death of a member.
- (e) Notwithstanding (d) above, accrued benefits shall still be paid to a member who is expelled, resigns, retires, dismissed or dies.

Membership

PART VI

FUNDS AND PROPERTY OF THE UNION

- 9. (a) The funds of the Union shall be applied for the promotion and enhancement of all or any of the objectives of the Union.
- (b) Funds not in the immediate need of the Union's functions shall in

Funds and
Property of the
Union.

accordance with the directions of the National Executive Committee, in such securities as authorized by law for the investment of trust, being vested by trustees.

- (c) The President or the Chief Executive of the Union, in this case the General Secretary or any other official acting in the post shall initiate legal disciplinary prosecution proceedings against any official, staff or member who willfully abuses, misappropriates or withholds any funds or Union property, or knowingly applied any part of the same to activities other than indicated in the Constitution of the Union.
 - (d) Any such official, staff or member if convicted, shall be disqualified from holding office or being employed in the Union.
 - (e) Any member or official or staff of the Union shall have the mandate to apply to the Court for an injunction prohibiting an official or staff of the Trade Union from holding office due to abuse of power or for fraudulent misuse of Union funds or/and property.
 - (f) Subject to article (e) above any such member, official or staff of the union shall only do so after exhausting existing administrative channels within the union.
10. Claims pertaining to benefit or relief in cases of sickness, accident, disablement, distress, unemployment and victimization shall be dealt with by the Executive Committees. Claims.
11. (a) If it is considered necessary, the National Council may propose a levy to the members of the Union and all shall be required to pay such a levy. These levies shall be collected through the check-off system. Levies and Claims.
- (b) (i) The Executive Committee shall equally consider claims for payment of funeral expenses in respect of deceased members.
 - (ii) The Executive Committee shall equally consider claims forwarded to it by dependants of the Union Staff or officials of the Union who dies or is injured whilst executing Union duties.
12. (a) Delegates other than full time employees of the Union, attending meetings of the Union under authority, shall be entitled to be paid a subsistence allowance as stipulated by Standing Orders. Allowances for Delegates.

- (b) Officials and delegates attending seminars and meetings of a federation or congress shall be entitled to payment as stipulated by standing orders.
- (c) The Provincial and District Executive members attending authorized Executive meetings shall be paid allowances as stipulated by Standing Orders.
- (d) Branch Officials attending to school business at their institutions shall not be entitled to any allowance from the union.
- (e) All officials and members of the Union attending conferences and seminars pertaining to Trade Unionism or if sent for training outside Zambia shall be paid appropriate allowances as per Standing Orders.

13. (a) Subject to the provisions of Cap 269 of the laws of Zambia

- (i) The Union shall have the right to purchase or take on lease in the name of the Trustee of Union any land and sell, exchange, mortgage to let the land, and no purchaser, assignee, mortgagee or tenant shall inquire whether the Trustee has authority for the sale, exchange, mortgage or letting and the receipt of the Trustee shall be valid discharge for the mortgage arising there from.
- (ii) All real and personal property belonging to the Union shall vest in the Trustees for the use and benefit of the Union and its entire membership.
- (iii) The Trustees or the President or the Chief Executive or any other official acting in these positions or any other official authorized by the National Council shall have power to bring or defend or cause to be brought or defended, any action, suit or proceedings, whether civil or criminal, as the case maybe, in any Court of Law, concerning the property or any right or claim to property of the Trade Union shall have power in all cases concerning the real or personal property of the Union to sue and be sued in Court, in their proper names, without other description than the title of their office.
- (iv) The Trustees shall not be liable to make good any deficiency in the funds of the Trade Union unless such deficiency occurred due to neglect or willful default on the part of the Trustees.

Right of the Union to purchase.

- (b) Any land acquired by the Union and vested in the Trustees shall be of whatsoever tenure as approved by the local authority.

14.(a) There shall be received accounts of the Union on each 31st day of March of the following year and any member can on request to his District Secretary, or Secretariat, provided that such a member provides evidence of membership, inspect a copy of the Balance Sheet and the Auditors Report thereon together with the income and Expenditure Account.

Members to
Inspect Balance
Sheets.

(b) The Deputy General Secretary (Finance and Business Administration), in conjunction with the Auditors shall prescribe a mode of Book-keeping to which the secretariat and all Provincial and District offices shall adhere.

(c) All the books concerning the entire Union shall be under the custody of the Secretariat.

(d)(i) The Provincial, District and branch Secretaries shall pass as correct all Accounts for the Province and District expenditures and certified respectively by their Chairpersons.

(ii) All members' subscriptions shall in accordance with the provisions of Cap 269 of the laws of Zambia be remitted by stop order directly to the Secretariat.

(iii) No other office apart from Secretariat shall maintain a members' subscription Bank Account. The Union's one and only members' subscription Account shall be operated with signatories as stated in the rules. Notwithstanding, Provincial and District officials shall operate an Imprest Account with funds furnished by the Secretariat for use only in the running of union activities at Provinces and Districts.

15. (a) The National Council of the union shall approve the appointments of Auditors.

(b) The auditors so appointed shall audit the General Accounts of the Union at the earliest possible time soon after the close of each Financial year.

(c) They shall through the General secretary make a report to the members upon the Balance Sheet and shall state whether or not they obtained all the information and explanations required as to whether the Balance Sheet was adequately drawn up in order that they show an undisputable view of the state of the Union affairs according to the best of their information and explanation made

National Council
to approve
appointment of
Auditors.

available to them as exhibited by the books of the Union, or to the contrary, in what areas the Balance Sheet is disputable.

- (d) The Auditor may include an appendix to the report indicating their observations and consequent recommendations as thought necessary or expedient to make with regard to the accounts or any matter as arising there from or in connection therewith.
- (e) If need arises, the Council or Executive Committee would at any time demand for a Special scrutiny and audit of all accounts or any sector of the accounts of the Union or any lower Executive or district thereof.

PART VII

THE STRUCTURE OF THE UNION

16. The organs of the Union shall be as follows:

- (a)
 - (i) The National General Conference shall be the supreme organ of the Union. National General Conference.
 - (ii) The Conference of delegates shall be held once in every four years with each Conference determining the place and date of the next meeting.
 - (iii) The composition of the Conference shall be the National Council, the Provincial Women’s Coordinator, the Provincial Youth coordinator and six delegates elected from each Provincial Conference.
 - (iv) The election of the National Executive Committee shall be open to National Councilors
 - (v) An official to be nominated for elections shall be one who has served in a qualifying position for a full term.
 - (vi) The Conference shall elect the National Executive Committee.

- (b)
 - (i) An Extra-Ordinary Conference of delegates may be summoned by the National Council as it may decide from time to time to discuss any such matters as the Council may determine. Extra-Ordinary Conference
 - (ii) The Extra-Ordinary Conference shall exercise all the other powers of the General Conference and the election of delegates shall be in same manner as is hereafter provided for election to the General Conference provided that sixty days’ notice is given in writing to all Provincial Councils stating place and time of the conference. The Provincial

Councils shall be advised to forward resolutions for discussion during this period.

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|-----|--------|--|-------------------------------|
| (c) | (i) | The National Council shall preside over the business of the union in between National General Conferences. | National Council. |
| | (ii) | The composition of the Council shall be the National Executive Committee, Youth National Secretary, as well as Chairpersons and Secretaries of the Provincial Committees. | |
| | (iii) | The General Secretary may invite any member of staff from the National Office to attend the National Council. | |
| | (iv) | The Council shall meet once a year or as may be determined by the National Executive Committee. | |
| | (v) | A quorum shall be composed of two thirds members eligible to attend and present at the meeting. | |
| | (vi) | At the request of the National Executive Committee or at least ten members of the Council, through the General Secretary, an emergency Council may be called. | |
| | (vii) | In the event of death, suspension, resignation or dismissal of a member of the Council, the Council shall nominate a member to fill the vacancy. | |
| | (viii) | It is incumbent upon the Council to enhance and promote the objectives of the Union by all means within its jurisdiction, and to protect the funds of the Union and to approve the budget and adopt the balance sheet. | |
| | (ix) | The Council shall give all needful and meaningful instruction to the Secretariat and any other officials for the conduct of the Union business. | |
| | (x) | In the quickest possible time, the General Secretary shall dispatch minutes of the council to the Secretary of each Provincial Executive Committee. | |
| | (xi) | The Council shall have powers to dismiss any erring official or staff. | |
| | (xii) | The Council shall have powers to lift the suspension imposed on any union official or staff. | |
| | (xiii) | The Council shall have powers to expel any member from the Union. | |
| (d) | (i) | The National Executive committee shall preside over the business of the union in between the National Council meetings. | National Executive Committee. |

- (ii) The Committee shall comprise the President, Vice President, the General Secretary, Deputy General Secretary in charge of Organization and Administration, the Deputy General Secretary in charge of Finance and Business Administration, National Women’s Chairperson, Chairperson National Youth Advisory Committee, Senior Trustee and three other Trustees.
 - (iii) The committee shall meet twice a year but in between these meetings the day to day routine of the Union shall be conducted by the Secretariat with the General Secretary as the Chief Executive.
 - (iv) The Committee shall have power to suspend any erring member, official or staff of the Union.
 - (vi) The Committee may expel any erring member or official except a National Executive Committee member, who shall only be dismissed by either the National Council or the General Conference.
- (e)**
- (i) The Provincial General Conference shall be the highest organ of the union at provincial level Provincial General Conference.
 - (ii) The Conference shall be held once every four years
 - (iii) It shall be held at least one month before the National Conference.
 - (iv) Each Conference shall determine the date and place of the next meeting.
 - (v) The Conference shall comprise the Provincial Council, the District Women’s coordinator, the District Youth coordinator and four delegates from each District Council.
 - (vi) The Conference shall elect the Provincial Executive Committee.
 - (vii) The election of the Provincial Executive Committee shall be open to Provincial Councilors
 - (viii) An official to be nominated for elections shall be one who has served in a qualifying position for a full term.
 - (ix) The Conference shall elect six delegates who shall attend the National General Conference
- (f)**
- (i) An Extra-ordinary Provincial Conference may be called from time to time by the Provincial Council to discuss matters as the Council may determine. Extra-Ordinary Provincial Conference.

- (ii) The Extra-ordinary Conference shall exercise all the powers of Provincial Conference and the elections of the delegates shall be in the same manner as is hereafter provided for elections to the Provincial Conference.
 - (iii) Thirty days' notice shall be given in writing to all District Councils informing them of the place and date of the Extra-ordinary Conference.
 - (iv) District Councils are mandated to forward resolutions for discussions.
 - (v) The quorum shall be at least two thirds of the total delegates required to attend.
 - (vi) An Agenda of the proposed business of the conference inclusive of all resolutions received in accordance with (iv) above shall be prepared by the Provincial Secretary and dispatched two weeks before the opening day of the conference.
 - (vii) The Standing Orders in respect of the meetings of the conference and the council shall be formulated by the Provincial Executive Committee.
- (g)**
- (i) The Provincial Council shall preside over the business of The union in between the Provincial General Conferences
 - (ii) The composition of the Provincial Council shall be the Provincial Executive Committee, and the Chairperson and Secretaries of the District Committees, and the District Youth and women's coordinators.
 - (iii) The Council shall meet at least two times a year or as may be determined by the Provincial Executive Committee.
 - (iv) A quorum shall consist of two thirds members eligible to attend.
 - (v) At the request of the Provincial Executive Committee or five members of the Council, an emergency Council may be called through the Provincial Secretary.
 - (vi) In the event of death, suspension, resignation or dismissal of a member of the Council, the Council or District Council concerned shall nominate a member to fill the vacancy.
 - (vii) The Council shall undertake to enhance and promote the objectives of the Union by all means within its jurisdiction at Provincial level.
- Provincial Council.

- (viii) The Council shall protect the funds of the Union, approve the budget and adopt the Financial Report.
- (ix) The Council shall advise the Provincial Secretary pertaining to the conduct of the Union in the Province and shall have powers to suspend, remove, dismiss or fine any official or member, if, in its findings such an official or member has been guilty of negligence of duty, dishonesty, inefficiency, incompetence, refusal or failure to carry out lawful decisions or directions of the Council or conduct prejudicial to the interests of the Union.
- (x) A two thirds majority should consent the resolution and if the culprit is fined, the sum shall be as stipulated by standing orders.
- (xi) Any member so dismissed or removed or fined shall have the mandate to appeal to the Provincial Conference whose decision can only be endorsed or revoked by a national organ.
- (xii) The Provincial Secretary shall in the quickest possible time dispatch minutes of the Council to the District Secretaries.
- (xiii) Subject to appeal to the conference, the decision of the Council shall be binding on all members.
- (xiv) A written request of appeal to the Provincial Secretary against the decision of the Council to be tabled before the Conference shall be submitted not later than thirty days of notice of resolutions. If no appeal is made within this time, the culprit shall be deemed to have been dismissed and the council shall have power to fill the vacancy thus created until the next conference.
- (xv) The appellant, If not satisfied with the Provincial Conference's decision, shall within thirty days of notice of the resolution of the Provincial Conference, appeal to the General Secretary.

- (h) (i) The Provincial Executive Committee shall preside over the business of the union in between the Provincial Councils.
- (ii) The Committee shall comprise the Provincial Chairperson and Vice, Provincial Secretary and Vice, Senior Trustee, three other Trustees, the Provincial Women's Coordinator and the Provincial Youth Coordinator.

Provincial
Executive
Committee.

- | | | |
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| (i) | <ul style="list-style-type: none"> (i) The District General Conference shall be the supreme organ of the union at district level. (ii) The Conference shall be held once every four years and shall be held at least one month before the Provincial Conference. (iii) Each Conference shall determine the date and place of the next meeting. (iv) The Conference shall comprise the District Council and all the branch officials. (v) The election of the District Executive Committee shall be open to District Councilors. (vi) An official to be nominated for elections shall be one who has served in a qualifying position for a full term. The Conference shall elect the District Executive Committee. (vii) The Conference shall elect four delegates who shall attend the Provincial General Conference. | District General Conference. |
| (j) | <ul style="list-style-type: none"> (i) An Extra- Ordinary District Conference shall be called from time to time as decided by the District Council. (ii) The Conference shall exercise all the powers of the District Conference provided that thirty days' notice is given in writing to all delegates informing them of the place and date of the Extra-Ordinary conference. The Branch officials are mandated to forward resolutions for discussion. | Extra-Ordinary District Conference |
| (k) | <ul style="list-style-type: none"> (i) The District Council shall preside over the business of the union in between District General Conferences. (ii) The composition of the District Council shall be the District Executive Committee and the Chairpersons of the Branch Committees. (iii) The Council shall meet at least two times a year or as may Be determined by the District Executive Committee. (iv) A quorum shall consist of two thirds of members eligible to attend. (v) At the request of the District Committee or at least five members of the Council, an emergency Council maybe called through the District Secretary. | District Council. |

- (vi) In the event of death, suspension, resignation dismissal of a member of the Council, the Council or Branch concerned shall nominate a member to fill the vacancy.
- (vii) The Council shall undertake to enhance and promote the objectives of the Union within its jurisdiction.
- (viii) The Council shall endeavour to protect the funds of the Union, approve its budget and adopt the Financial Report.
- (ix) The Council shall advise the District Secretary on matters pertaining to the conduct of the union in the District.

- (l)(i) The District Executive Committee shall preside over the business of the union in between the district councils. District Executive Committee.
- (ii) The Committee shall comprise the Chairperson and Vice, the Secretary and Vice, the District Youth Coordinator, the Women’s Coordinator, Senior Trustee and three other Trustees.
- (m) (i) The Branch Committee shall preside over the business of the union at school level. Branch Committee.
- (ii) Perform any other duties assigned to it by the District Secretary or tasked by the Standing Orders.
- (iii) The Committee shall comprise the Chairperson, the Secretary, a Committee member and a branch youth coordinator, taking into account gender consideration.
- (iv) The election of the Branch Committee shall be open to members who have served in the teaching profession for at least six months.

17. The following will be the powers and functions of officials of the union

(a) The president shall:

- (i) Be the Chief spokesperson on policy matters
 - (ii) Operate on part time basis
 - (iii) Assume chairpersonship of the National Executive Committee, National Council and National Conference meetings.
 - (iv) Sign minutes of each meeting when passed as a correct record.
 - (v) Have a casting vote only when breaking a tie during meetings.
- Functions of the President.

- (vi) In liaison with the General Secretary, superintend over the general administrative affairs of the Union and shall endeavour to secure observance of these rules by all concerned.
- (vii) Hold office during the pleasure of the Union.

(b) The Vice President shall:

- (i) Act in the absence of the President.
- (ii) Operate on part time basis.
- (iii) Perform any such duties as assigned by the President or required of by standing orders.
- (iv) Head the Disciplinary Committee at the helm of six members who shall be appointed by the President.
- (v) Be Chairperson of the staff affairs committee.
- (vi) Hold office during the pleasure of the Union.

Functions of
the Vice
President.

(c) The General Secretary shall:

- (i) Be the spokesperson on administrative issues.
- (ii) Hold office during the pleasure of the Union.
- (iii) Be the Chief Executive of the Union and as such, be responsible for the management of the business of the Union in conformity with the constitution.
- (iv) Carry out the instructions and directions of the Conference and Council.
- (v) Attend any Provincial or District meeting.
- (vii) Have the right to speak at any such meeting and vote.
- (viii) Head the Secretariat which shall operate on a full time basis with the Conditions and Salaries fixed by the Staff Affairs Committee and approved by the Council or Conference.
- (ix) Be responsible for all correspondence, maintain and safeguard all records.
- (x) Carry out other duties as shall be consistent with the recognized duties of the office of the General Secretary.
- (xi) Seek to further the interests of the Union.
- (xii) Unless prevented by illness or other legitimate reasons, attend all meetings of the Conference, Council, Executive and all Committees of the Union.
- (xiii) Be required to put into effect the policy of the Union as stipulated by the Conference.

Functions of
the General
Secretary.

- (xiv) Be an Ex-officio of all Committees appointed by the conference and Council.
- (xv) Inform the President, the Conference, Council, Executive, Provincial, District and Branch Committees on all matters of importance relating to the Union.
- (xvi) In consultation with the President, power be conferred on the General Secretary to consult with the Legal Adviser of the Union on any matters of litigation.
- (xvi) Visit each Provincial or District Executives as regularly as possible for proper organization and working of the said Executive.
- (xvii) Monitor the employment of Union Staff, state and define their duties but the total number of such employees shall be determined by the Union.
- (xviii) In conjunction with the Deputy General Secretary (Finance and Business Administration) and the Union Accountant, receive and be responsible for the safe keeping of, and accounting of the Union funds.
- (xix) In conjunction with the Deputy General Secretary (Finance and Business Administration) and Accountant or the Deputy General Secretary (Administration and Organization) or the Senior Trustee, sign cheques on behalf of the Union.
- (xx) Have powers to suspend any member or official, except the president and refer the matter to the National Executive Committee, or National Council, or General Conference.
- (xxi) Notwithstanding the provisions of (xx) above, recommend for the suspension of president to the National Executive Committee.
- (xxii) Be a full time employee of the Union and seek re-election at the General Conference.

(d) The Deputy General Secretary for Organization and Administration shall:

- (i) Deputize the General Secretary and take up such duties as may be assigned by the General Secretary or tasked by the Standing Orders.
- (ii) Immediately act as General Secretary in the absence of the latter.
- (iii) Be in charge of the department of organization and Administration and endeavor to visit and administer a

Functions of the Deputy General Secretary for Organization and Administration.

membership drive and recruitment strategy in Provinces and Districts.

- (iv) Be a full time employee of the Union and seek re-election at the General Conference.
- (v) Hold office during the pleasure of the Union.

(e)The Deputy General Secretary Finance and Business Administration shall:

- (i) Deputize the General Secretary and take up such duties as maybe assigned by General Secretary or tasked by Standing Orders.
- (ii) Act immediately as General Secretary in the absence of the General Secretary and the Deputy General Secretary for Administration and organization.
- (iii) Together with the General Secretary and the Accountant sign Cheques on behalf of the Union.
- (iv) Be a full time employee of the Union and seek re-election at the General Conference.
- (v) Hold office during the pleasure of the Union.

Functions of the Deputy General Secretary Finance and Business Administration.

(f)National Senior Trustee shall:

- (i) Be one of the four trustees elected at the National General Conference.
- (ii) Operate on part time basis.
- (iii) Perform the roles of vice president when the latter is absent.
- (iv) Perform such other duties assigned by the National Executive Committee.
- (v) Be the chief custodian of union property.
- (vi) Hold office during the pleasure of the Union.

Functions of the National Senior Trustee.

(g) National Trustees shall:

- (i) Be three of the four Trustees elected at the National General Conference.
- (ii) Operate on part time basis.
- (iii) Perform the duties of the senior trustee when the latter is absent or perform such other duties assigned by the National Executive Committee.
- (iv) Be the custodian of union property.
- (iv) Hold office during the pleasure of the Union.

Functions of the National Trustee.

(h) The Provincial Chairperson shall:

- (i) Preside over all meetings, Conferences, Councils and sign all minutes when passed as a correct record.
- (ii) Have a casting vote.
- (iii) Operate on part time basis.
- (iv) In liaison with the Secretary, supervise the working of the Province.
- (v) Be mandated to inspect Provincial books.
- (vi) In consultation with the Secretary, call for a special meeting of the Provincial Executive Committee whenever necessary.
- (vii) Hold office during the pleasure of the Union.

Functions of the Provincial Chairperson.

(i) The Vice Provincial Chairperson shall:

- (i) Perform such duties as may be assigned by the Provincial Chairperson or tasked by standing orders.
- (ii) Operate on part time basis.
- (iii) Perform duties of the Provincial Chairperson when the latter is absent.
- (iv) Be Chairperson of the Disciplinary Committee.
- (v) Hold office during the pleasure of the Union.

Functions of the Vice Provincial Chairperson.

(j) The Provincial Secretary shall:

- (i) Operate on part time basis.
- (ii) Conduct the business of the Union and carry out instructions of the council.
- (iii) Keep a register of all the eligible members in the Province.
- (iv) Undertake to collect fines, levies, entrance fees, or other monies and Forward the same as aptly as possible to the General Secretary.
- (v) Convene meetings in consultation with the Provincial Chairperson.
- (vi) Be responsible for Union correspondence and the transaction of the business of the Province as directed by the Committee.
- (vii) Operate the Provincial Imprest Account and retire to the Accountant not later than the tenth day of the following month, a statement of receipt and expenditure for the previous month, supported by such vouchers and other information as the Accountant may require.
- (viii) Prepare a report relating to the progress of the Province

Functions of the Provincial Secretary.

during the past year and submit it to the General Secretary by 31st January of each year.

- (ix) Submit to the Provincial Conference and the General Secretary, a financial statement for the Province.
- (x) Be in-charge of Publicity of the Union in the Province.
- (xi) Hold office during the pleasure of the Union.

(k) The Vice Provincial Secretary shall:

- (i) Deputize the Provincial Secretary and perform such other duties as may be delegated by the Provincial Secretary.
- (ii) Operate on part time basis.
- (iii) Act as Provincial Secretary in the absence of the latter.
- (iv) Hold office during the pleasure of the Union.

Functions of the Vice Provincial Secretary.

(l) Provincial Senior Trustee shall:

- (i) Be one of the four trustees elected at the Provincial General Conference.
- (ii) Operate on part time basis.
- (iii) Perform the roles of Vice Provincial Chairperson when the latter is absent.
- (iv) Perform such other duties assigned by the Provincial Executive Committee.
- (v) Be the chief custodian of union property.
- (vi) Hold office during the pleasure of the Union.

Functions of the Provincial Senior Trustee.

(m) Provincial Trustees shall:

- (i) Be three of the four Trustees elected at the Provincial General Conference.
- (ii) Operate on part time basis.
- (ii) Perform the duties of the senior trustee when the latter is absent or perform such other duties assigned by the Provincial Executive Committee.
- (iii) Be the custodian of union property.
- (iv) Hold office during the pleasure of the Union.

Functions of the Provincial Trustee.

(n) The Deputy Director Organization shall:

- (i) Operate at Regional Level where the region shall be determined by Staff Affairs.
- (ii) Be appointed by the General Secretary on contract basis for the period of three years.

Functions of the Deputy Director Organization.

- (iii) Be responsible to the General Secretary through the Deputy General Secretary (Administration and Organization).
- (iv) Be responsible for the recruitment and retention of members at Regional Level.
- (v) Work closely with the Director Organization.
- (vi) In liaison with the Provincial Secretaries, draw up and execute programs to organize the union in the region.
- (vii) Maintain the registers of members at all levels and institutions in the provinces.
- (viii) May attend Provincial Executive Committee Meetings as Ex-officio.

(o) The District Chairperson shall:

- (i) Be the most senior official in the District.
- (ii) Preside over all meetings, conferences, council and Executive committee.
- (iii) Operate on part time basis.
- (iv) Sign all minutes of meetings when passed as a correct record.
- (v) Have a casting vote.
- (vi) In liaison with the District Secretary, supervise the work of the Union in the District.
- (vii) Have the right to inspect the District books.
- (viii) In liaison with the Secretary, call for a special meeting of the District Executive whenever necessary.
- (ix) Hold office during the pleasure of the Union.

Functions of the District Chairperson.

(p) The Vice District Chairperson shall:

- (i) Act as Chairperson in the absence of the latter.
- (ii) Operate on part time basis.
- (iii) Perform such duties as may be assigned by the chairperson or tasked by standing orders.
- (iv) Hold office during the pleasure of the union.

Functions of the Vice Chairperson.

(q) The District Secretary shall:

- (i) Conduct the business of the Union and carry out instructions of the Council.
- (ii) Operate on part time basis.
- (iii) Keep a register of all the eligible members in the District.

Functions of the District Secretary.

- (iv) Undertake to collect fines, levies, and other monies and forward them as quickly as possible to the Provincial Secretary.
- (v) In liaison with the District Chairperson, convene meetings.
- (vi) Be responsible for the Union correspondence and the transaction of the business of the District as directed by the Committee.
- (vii) Endeavor to up-date the Chairman and the entire Committee on matters relating to the District and the entire Union.
- (viii) Operate the District Imprest Account and retire to the Provincial Secretary not later than the eighth day of the following month as statement of receipt and expenditure for the previous month, supported by such vouchers and other information as may be required by the Provincial Secretary.
- (ix) Prepare a report stating the progress of the Union in the District during the past year and submit it to the Provincial Secretary by the 1st January of each year.
- (x) Submit to the District Conference and Provincial Secretary a Financial Statement for the District Committee.
- (xi) Be responsible for Publicity and Organization of the Union in the District.
- (xii) Hold office during the pleasure of the Union.

(r) The vice District Secretary shall:

- (i) Deputize the District Secretary.
- (ii) Operate on part time basis.
- (iii) Act as Secretary in the absence of the latter.
- (iv) Perform any other duties as assigned by the District Secretary or tasked by Standing Orders.
- (v) Hold office during the pleasure of the Union.

Functions of
the Vice
District
Secretary.

(s) District Senior Trustee shall:

- (i) Be one of the four trustees elected at the District General Conference.
- (ii) Operate on part time basis.
- (iii) Perform the roles of Vice Chairperson when the latter is absent.
- (iv) Perform such other duties assigned by the District Executive Committee.

Functions of
the District
Senior Trustee.

- (v) Be the chief custodian of union property.
- (vi) Hold office during the pleasure of the Union.

(t) District Trustees shall:

- (i) Be three of the four Trustees elected at the District General Conference.
- (ii) Perform the duties of the senior trustee when the latter is absent.
- (iii) Operate on part time basis.
- (iv) Perform such other duties assigned by the District Executive Committee.
- (v) Be the custodian of union property in the District.
- (vi) Hold office during the pleasure of the Union.

Functions of the District Trustee.

(u) The Branch Chairperson shall:

- (i) Be the senior most official of the union at the Branch.
- (ii) Operate on part time basis.
- (iii) Chair union meetings at the Branch.
- (iv) Sign minutes of meetings at the Branch when passed as a correct record.
- (v) Take up cases of individual members at the Institution.
- (vi) Update the District Secretary about the working of the Union at the Branch.
- (vii) Hold office during the pleasure of the Union.

Functions of the Branch Chairperson.

(v) The Branch Secretary shall:

- (i) Recruit new members on behalf of the Union and keep a register of all members at the Branch.
- (ii) Operate on part time basis.
- (iii) Maintain a record of all Union meeting proceedings at the Branch.
- (iv) Collect levies on behalf of the Union.
- (v) Hold office during the pleasure of the union.

Functions of the Branch Secretary.

(w) Committee member shall:

- (i) Act as Chairperson or Secretary in the absence of any of the two.
- (ii) Operate on part time basis.
- (iii) Perform any such duties assigned to them by the Chairperson or Secretary.

Functions of the Committee Member.

- (iv) Hold office during the pleasure of the union.

18. ESTABLISHMENT OF DIRECTORATES

There is hereby established the following departments to be headed by Directors with relevant qualifications appointed on a three year contract.

(a) Department of Research and Workers' Education.

The Department shall:

- (i) Plan, implement and evaluate workers' education programmes. Department of Research and Workers' Education.
- (ii) Budget for seminars/workshop or education activities as recommended by the National Council or National Conference of the Union and control and account for the budget.
- (iii) Advise the Secretariat on educational needs and identify appropriate target groups.
- (iv) Collect and analyze data for use in collective bargaining, Policy formulation and problem solving for the Union.
- (v) Monitor and interpret trends in all sectors of the economy.
- (vi) Compile reports on research activities as requested by The National Executive Committee, National Council or General Conference.
- (vii) Endeavour to promote change through information, research, education as well as through net-working, advocacy and lobbying.
- (viii) Establish and maintain documentation and a Resource Centre for the Union.
- (ix) Carryout any other duties as may be assigned by Deputy General Secretary (Administration and Organization).

(b) Department of Women Affairs

The Department of Women Affairs shall:

- (i) Be headed by a female staff. Department of Women Affairs.
- (ii) Co-ordinate all women activities within the structures of the Union.
- (iii) Carry out research on gender related matters for mainstreaming in collective bargaining processes and structures of the Union to enhance and consolidate women's participation in trade Union activities at all levels.

- (iv) Collect gender related data on membership, leadership positions, violence and any other area of interest.
- (v) Prepare the annual programme for women's activities.
- (vi) Prepare project proposals for sourcing of funds locally and internationally for women's activities.
- (vii) Prepare reports on women's activities to the National Women Executive Committee, National Women's Council and Women General Conference of the Union.
- (viii) Be the spokesperson on women administrative issues in liaison with the Deputy General Secretary (Administration and Organization).
- (ix) Carry out any other duties as may be assigned by the Deputy General Secretary (Administration and Organization).
- (x) Be under obligation to inform the Women's National, Chairperson and Women's National Secretary, on all matters of importance relating to the Union's Women Affairs.
- (xi) Visit each Provincial or District Executive Committees as regularly as possible for proper organization of women activities.

(c) Department of Organization

The Department of organization shall:

- (i) Be responsible for the effective Organization of the Union at all levels including its members.
- (ii) Be responsible for the recruitment of members in all the provinces and keep an up to date membership register.
- (iii) Arrange meetings relating to organizational work and ensure that all structures are fully functional.
- (iv) Handle member grievances as assigned by the General Secretary through the Deputy General Secretary (Administration and Organization).
- (v) Actively follow up cases of members who, for unknown reasons, have ceased to subscribe.
- (vi) Promote discipline and harmony among Provincial Leaders and their subordinates.
- (vii) Supervise and co-ordinate the functions of the Union in the Provinces.

Department of Organization.

(d) Department of Public Relations and Information

The Department shall:

- (i) Promote the image of the Union using a variety of mechanisms or strategies.
- (ii) Be the Inter-face in handling members' grievances which are brought to the Union Secretariat.
- (iii) Respond to crisis situations such as strike action and endeavour to find amicable solutions or settlements.
- (iv) Be the liaison person between the Union and other stake holders such as the Ministry of Education.
- (v) Be the protocol officer of the Union at Secretariat and responsible for the smooth running of meetings between Secretariat and visiting officials and guests, including arrangements for transport and accommodation as need arises.
- (vi) Make all travel arrangements for staff and officials at both local and International level and work in liaison with the Secretary to the General Secretary.
- (vii) Responsible to the General Secretary through the Deputy General Secretary (Administration and Organization).

Department of
Public
Relations and
Information.

(e) Department of Finance

The Department shall:

- (i) Be headed by a person with a suitable professional qualification in accountancy and as such, be the Accountant for the Union.
- (ii) Be responsible to the General Secretary through the Deputy General Secretary (Finance and Business Administration).
- (iii) Exercise overall supervision of the Accounts Unit.
- (iv) Be responsible for the preparation of annual estimates of expenditure (budget) in Liaison with the Deputy General Secretary (Finance and Business Administration).
- (v) Compile all income and expenditure statements.
- (vi) Maintain a record of all assets – fixed and movable.
- (vii) Attend to external audit queries and keep the General Secretary Informed through Deputy General Secretary (Finance and Business Administration).
- (viii) Carry out any other necessary duties as may be assigned by the General Secretary.

Department of
Finance.

- (ix) Be deputized by an Assistant Director who shall equally possess the necessary Accounting qualifications.

19. (a) Notwithstanding the provisions of section 16 on the tenure of office, a Director may cease to hold office under the following circumstances:

Vacation of Office by Director

- (i) On the expiry of the three year contract.
- (ii) Death or resignation.
- (iii) Misconduct of a severe nature.
- (iv) Upon reaching retirement age.
- (v) Owing to physical or mental incapacitation as certified by a qualified medical practitioner.
- (vi) Failure to perform one's functions (such as incompetence or negligence).
- (vii) Upon conviction arising from a criminal offence.
- (b) When in the opinion of the General Secretary, there arises a need to remove a Director from office as in 17 (a) above the matter shall be referred to the National Executive Committee.
- (c) In case of an appeal it shall be made to the appropriate Courts of Law.

20. There is hereby established the following Committees:

(a) (i) Staff Affairs and Establishment Committee composed of:

- (a) The Vice President as Chairperson.
- (b) Deputy General Secretary Administration and Organization.
- (c) Senior Trustee.
- (d) A Trustee.
- (e) National Chairperson Women Affairs.

Composition of Staff Affairs and Establishment Committee .

(ii) The functions of the Staff Affairs and Establishment Committee shall be:

- (a) To review and update conditions of service in line with the norms and practices of the union.
- (b) To revise the conditions of service for officials and members of staff.
- (c) To consider appointments and make recommendations to the National Executive Committee from the level of Assistant Secretary to Director.
- (d) To administer disciplinary cases of members of staff as recommended by the General Secretary in accordance with the code of conduct.

Functions of Staff Affairs and Establishment Committee .

- (e) To perform any other duties assigned by the National Executive Committee.

(b) (i) There is hereby established a National Women’s Advisory Committee composed of:

- (a) The National Chairperson and Vice.
- (b) The National Secretary and Vice
- (c) Three Committee Members.

National Women’s Advisory Committee .

(ii) The functions and responsibilities of the National Women’s Advisory Committee shall:

- (a) Be to manage the affairs of the women in the Union.
- (b) Be to Implement the policy aspects of women as may be determined from time to time by the constitutional organs of women and/or the mainstream Union constitutional organs.
- (c) Be to Plan for educational programmes of the Women rank and file membership.
- (d) Adhere to the general policies of the Union as may be determined from time to time by the General Conference, National Council and National Executive Committee.
- (e) Be answerable and accountable to the General Secretary.
- (f) Have jurisdiction for the filling of any vacant office subject to ratification or otherwise by the Annual Women’s Conference.

Functions and Responsibilities of National Women’s Advisory Committee.

(c) (i) There shall be a Women General Conference which shall consist of the following:

National Chairperson, Vice National Chairperson, National Secretary, Vice National Secretary, Director-Women’s Affairs, three Committee Members and Provincial Women’s Co-ordinators.

Composition of Women General Conference.

(ii) The Women’s General conference shall:

- (a) Consider the activities of the Women’s Committee for the past four years and the succeeding period of four years.
- (b) Review or amend policy guidelines of Women’s affairs.
- (c) Consider any other matters relating to women

Business of the Women’s General Conference.

affairs or referred to it by any member or group of members or institutions charged with the execution of any Women's programmes.

- (d) Elect the members of the National Women's Advisory Committee who shall serve for a period of four years.

(d) (i) The National Chairperson shall:

- (a) Be the spokesperson on women Policy matters.
- (b) Operate on part time basis.
- (c) Assume the chairperson during National Committee, Council and conference meetings.
- (d) Sign the minutes of each meeting when passed as a correct record.
- (e) Have a casting vote only when breaking a tie is desired.
- (f) Work in liaison with the Women's National Secretary and the Director Women's Affairs in superintending the general administration of the affairs of the Women.
- (g) Report on women's activities to the National Executive committee, National Executive Council and National General Conference.
- (h) Endeavour to secure observance of these rules by all concerned.
- (i) Hold office during the pleasure of the Union.

Functions of the National Chairperson.

(ii) The Vice National Chairperson shall:

- (a) Act in the absence of the Chairperson.
- (b) Operate on part time basis.
- (c) Perform any other duties as may be assigned by the Chairperson.
- (d) Hold office during the pleasure of the union.

Functions of the Vice National Chairperson.

(iii) The Women's National Secretary shall:

- (a) Carry out the instructions and directions of the Conference and Council and may attend any Women's Provincial or District meeting.
- (b) Operate on part time basis.
- (c) Be responsible for all correspondence and safeguard all records and carry out other duties as shall be consistent with the recognized duties of a Secretary.

Functions of the women National Secretary.

- (d) Seek to further the interests of the Union.
- (e) Be obliged to attend all meetings of the National Conference and Council of the Union, unless prevented by illness or other legitimate reasons.
- (f) Hold office during the pleasure of the union.

(iv) The Vice National Secretary shall:

- (a) Act in the absence of the Secretary.
- (b) Perform any other duties as may be assigned by the Secretary.
- (c) Hold office during the pleasure of the union.

Functions of the Vice National Secretary.

(v) The Committee members shall:

- (a) Perform any such duties as assigned by the National Women’s Chairperson.
- (b) Operate on part time basis.
- (c) Hold office during the pleasure of the union.

Functions of the Committee Members.

(e) The Provincial Women’s Coordinator shall:

- (i) Be elected during the Provincial General Conference for a term of four years and shall operate on part time basis.
- (ii) Operate on part time basis.
- (iii) Be a member of the Provincial Executive Committee.
- (iv) Organize women members in the Province.
- (v) Organize fundraising ventures for the benefit of teacher members in the Province.
- (vi) Lobby for gender consideration in appointments to positions of responsibility in the Ministry of Education at Provincial level.
- (ii) Keep and regularly update the women membership register in the Province.
- (iii) Prepare quarterly reports on women’s activities to the Director-Gender Desk of the women’s activities in the Province.
- (iv) Hold office during the pleasure of the union.

Functions of the Provincial Women’s Coordinator.

(f) The District Women’s coordinator shall:

- (i) Be elected during the District General Conference for a term of four years and shall operate on part time basis.
- (ii) Operate on part time basis.

Functions of the District Women’s Coordinator.

- (iii) Be a member of the District Executive Committee.
- (iv) Organize women members in the district.
- (v) Organize fundraising ventures for the benefit of teacher members in the district.
- (vi) Lobby for gender consideration in appointments to positions of responsibility in the Ministry of Education at district level.
- (vii) Prepare quarterly reports on women's activities to the Provincial Coordinator of the women's activities in the District.
- (viii) Keep and regularly update the women membership register in the district.
- (ix) Hold office during the pleasure of the union.

(g) (i) There shall be a National Youth Advisory Committee which shall consist of the following:

- (a) The Chairperson and the Vice.
- (b) The Secretary and the Vice.
- (c) Three Committee members.

National Youth
Advisory
Committee.

(ii) The functions and responsibilities of the Youth Advisory Committee shall:

- (a) Consider the activities of the Committee for the past four years and the succeeding period of four years.
- (b) Implement the policy aspects of youth as may be determined from time to time by the constitutional organs of the union.
- (c) To recommend the review or amendment of the policy guidelines of the Union on National Youth affairs.
- (d) Consider any other matters relating to Youth affairs as referred to it by any member or group of members, or institution charged with the execution of any Youth Programme.
- (e) Plan action with the General Secretary.
- (f) Adhere to the general policies of the Union as may be determined from time to time by the General Conference, National Council, or National Executive Committee.
- (g) Be answerable and accountable to the General Secretary.
- (h) Have jurisdiction for the filling in any vacant office

Functions and
Responsibilities
of the Youth
Advisory
Committee.

subject to ratification or otherwise by the General Conference, National Council or National Executive Committee.

(iii) The Chairperson and Secretary of the Committee shall be delegates to the National Council and General Conference.

(h)(i) There shall be National Youth General Conference which shall comprise the National Youth Advisory Committee and Provincial Youth Coordinators.

Composition of National Youth General Conference.

(ii) The Business of the Conference shall be:

- (a) Consider the activities of the Youth Committee for the past four years and the succeeding period of four years.
- (b) Review or amend policy guidelines of Youths.
- (c) Consider any other matters relating to Youths or referred to it by any member or group of members, or institutions charged with the execution of any youth programme.
- (d) Elect the members of the National Youth Advisory Committee who shall serve for a period of four years.

Business of the Conference.

(I) (i) National Youth Chairperson shall:

- (a) Be a member of National Executive Committee.
- (b) Operate on part time basis.
- (c) Preside over the National Youth Advisory Committee.
- (d) Co-ordinate National Youth activities within the structures of the Union.
- (e) Hold office during the pleasure of the union.

Functions of the National Youth Chairperson.

(ii) The National Youth Vice Chairperson shall:

- (a) Act in the absence of the National Youth Chairperson.
- (b) Operate on part time basis.
- (c) Carry out any other duties as may be assigned by the Chairperson.
- (d) Hold office during the pleasure of the union.

Functions of the National Youth Vice Chairperson.

(iii) The National Youth Secretary shall:

- (a) Carry out research on Youth related matters and consolidate Youth participation in trade Union activities at all levels.
- (b) Operate on part time basis.
- (c) Collect data on Youths such as membership and Youths in leadership positions.

Functions of the National Youth Secretary.

- (d) Prepare the annual programme for Youth activities.
- (e) Prepare project proposals for sourcing of funds locally and internationally for Youth activities within the union.
- (f) Prepare reports on Youth activities to the National Youth Advisory Committee, National Council and Quadrennial Conference of the Union.
- (g) Carry out any other duties as may be assigned by the Deputy General Secretary (Administration and Organization).
- (h) Hold office during the pleasure of the Union.

(iv) The National Youth Vice Secretary shall:

- (a) Act in the absence of the National Youth Secretary.
- (b) Operate on part time basis.
- (c) Perform any such duties as assigned by the National Youth Secretary.
- (d) Hold office during the pleasure of the union.

Functions of the National Youth Vice Secretary.

(v) National Youth Committee Members shall:

- (a) Perform any such duties as assigned by the National Youth Chairperson.
- (b) Operate on part time basis.
- (c) Hold office during the pleasure of the union.

Functions of the National Youth Committee Members.

(vi) The Provincial Youth Coordinator shall:

- (a) Be elected at the Provincial General Conference for a term of four years.
- (b) Operate on part time basis.
- (c) Organize youth membership in the Province.
- (d) Organize fundraising ventures for the benefit of teacher members in the Province.
- (e) Keep Union Youth membership register in the Province.
- (f) Prepare quarterly reports on Provincial Youth activities to the Provincial Secretary.
- (g) Be responsible to the Provincial Secretary.
- (h) Hold office during the pleasure of the union.

Functions of the Provincial Youth Coordinator.

(vii) The District Youth Coordinator Shall:

- (a) Be elected during the District General Conference for a term of four years.
- (b) Operate on part time basis.
- (c) Organize Youths in the district.

Functions of the District Youth Coordinator.

- (d) Organize fundraising ventures for the benefit of members in the district.
- (e) Keep an updated Youth membership register in the district
- (f) Be responsible to the District Secretary.
- (g) Hold office during the pleasure of the union.

(viii) The Branch Youth Coordinator shall:

- (a) Be elected at the Branch for a term of four years.
- (b) Operate on part time basis.
- (c) Assist in organizing Youth membership at the Branch level.
- (d) Assist in organizing fundraising ventures for the benefit of members at the Branch.
- (e) Lobby for the recognition of youthful leadership at Branch level.
- (f) Keep an updated Youth membership register at the Branch.
- (g) Actively engage newly recruited teachers for membership purposes.
- (h) Be responsible to the Branch Secretary.
- (i) Hold office during the pleasure of the union.

Functions of
the Branch
Youth
Coordinator.

(j) (i) There shall be a Finance and Business committee composed of:

- (a) Deputy General Secretary (Administration and Organization).
- (b) Deputy General Secretary (Finance and Business Administration) as Secretary.
- (c) Director Gender.
- (d) Senior Trustee as chairperson.
- (e) Accountant.
- (f) One Provincial Chairperson and one Provincial Secretary to be elected by the Council.

Composition of
Finance and
Business
Committee.

(ii) The functions of the Finance and Business Committee shall be:

- (a) To review and guide the estimates of income and expenditure of the union.
- (b) To come up with recommendations on other ways and means of mobilizing resources for the union.
- (c) To adopt and guide on the strategic planning in line with mobilizing resources.
- (d) To recommend measures aimed at improving the financial operations at all levels of the union.
- (e) To review the financial regulations of the Union as the need arises.
- (f) Meet at least once each financial year.
- (g) Determine funding to various organs of the Union.

Functions of
Finance and
Business
Committee.

(h) Be answerable and accountable to the General Secretary.

PART VIII

VACATION OF OFFICE

21. (a) An official shall cease to hold office if the official:

- (i) Dies or resigns.
 - (ii) Misconduct of a severe nature.
 - (iii) Upon reaching retirement age.
 - (iv) Owing to physical or mental incapacitation as certified by a qualified medical practitioner.
 - (v) Failure to perform one's functions (such as incompetence or negligence).
 - (vi) Upon conviction arising from a criminal offence.
 - (vii) Is not re-elected for another term.
 - (viii) Upon losing a position on disciplinary grounds.
 - (ix) If one ceases to be a member of the Union.
 - (x) Where an official holding a position in the youth organ of the union exceeds the age prescribed by the laws of Zambia.
 - (xi) Notwithstanding (x) above an official will be allowed to complete the term of office.
- (b) In the event that an official reaches retirement age before completion of a term of office such a one shall be allowed to complete the term.

Vacation of
Office by
Officials

PART IX

Strikes and Lockout

- 22.(a)** In case a dispute arose between a member of the Union and employing Agency, the member (s) so involved shall through their Branch Secretary submit a report to the District Secretary who in turn shall immediately through the Provincial Secretary report to the General Secretary.
- (b) No cessation of work shall be threatened or take place until the National Secretary has investigated the matter, or while the conciliation is in progress or if the matter has been referred to the Industrial Relations Court and until a secret ballot of all members of a Branch or Branches have been given a reasonable opportunity to vote.
- (c) The Branch, District and Provincial Committees of the Union shall take up such local matters concerning Conditions of Service of the teachers with their local administrators, the District or Provincial

Strikes and
Lockout

Education Authorities. Only when the Branch, District and Provincial Committees have failed to reach an agreement with their local authorities shall a matter be referred to the council for action on a territorial basis.

- (d) Notwithstanding (c) above the Council shall be informed of any such cases though they may be resolved at lower levels.
- (e) If any branch or body of members of the Union advocate for steps to be taken for an advance of wages or improved conditions of employment, the Secretary of the Branch shall through District Secretary, who shall through the Provincial Secretary submit a report to the council through the General Secretary. The Council shall determine what action to take.
- (f) It shall be the right of the Council to confirm a strike to a particular locality or section when a two thirds majority of members so desire, and may determine a strike pay if circumstances demand that such a payment be made.

PART X

DISOLUTION

- 23.** (a) Except with the consent of one-half of the general membership, the Union shall not be dissolved.
- (b) Such a resolution shall be obtained by means of a secret ballot.
- (c) A notice of such intention shall be signed by the General Secretary and any such members as required by the law.
- (d) In the event that the union is dissolved, the Labour Commissioner shall be notified forthwith as provided for under Cap 269 of the laws of Zambia.

Dissolution
of Union.

PART XI

Enquiries, Inquests and Legal Assistance

- 24.(a)** If necessary, the General Secretary or such other persons as the council may from time to time suggest, shall represent the Union at all enquiries and inquest of Union members.
- (b) The Chairperson of the committee at which ever level the enquiry or inquest is held shall represent the Union in the absence of the General Secretary or his Deputy or any such persons appointed by the Council.

Inquiries and
Inquest.

25. It shall be in the powers of the council to provide or to contribute towards legal assistance for any member whose contributions are fully paid on any matter concerned with his employment, upon the recommendation of the branch committee and provided also that the necessity for legal assistance is not occasioned by common assault, drunkenness, willful neglect of duty or by misconduct of the employee or members.

PART XII

IMPEACHMENT OF UNION ORGANS OR OFFICIALS

26. (a) Any organ of the Union, below the General Conference is impeachable if found, without reason, incompetent. Impeachment of Union Organs or Officials
- (b) Officials who fail to perform without convincing reasons are also impeachable by two-thirds majority of those present at the deciding constitutional meeting.
- (c) Any such meeting called through the convener to consider, among other things, motions of impeachment shall qualify to be referred to as deciding meeting with appropriate regard to a proper organ.
- (d) **The respective convener can only call for the meeting if petitioned by two thirds of the appropriate members entitled to attend, such as the following:**
- (i) Branch – by paid up members in a particular school.
 - (ii) District Executive Committee – by District Councilors.
 - (iii) Provincial Executive Committee – by Provincial Councilors.
 - (iv) National Executive Committee – by National Councilors.
 - (v) National Council: By delegates of the General Conference.
- (e) **Impeachable Offences shall be as follows:**
- (i) Failure to perform one’s constitutional functions of the Office. Impeachment Offences.
 - (ii) A violation, such as gross misconduct, which is incompatible with one’s continuous stay in office.
- (f) **PROCEDURE**
- If notice in writing is given to the convener of the National, Provincial, District Council or Branch and signed by not less than one-third of the members of the Council or Branch, as the case may be, of a motion alleging that the office has committed any violation of the constitution** Impeachment procedure.

or any gross misconduct and specifying, the particulars of the allegation. The following steps shall be taken:

- (i) The National, Provincial, District Council or Branch is summoned to meet within fourteen days, and cause the motion to be considered by the appropriate council within sixteen days of the notice.
- (ii) When a motion under article (i) is proposed for consideration, the appropriate council shall debate the motion and if the motion is supported by the votes of not less than two-thirds of the members of the organ, the motion shall be passed.
- (iii) The official shall cease to hold office on the third day following the passage of the resolution.

PART XIII

EX-PRESIDENT AND EX-GENERAL SECRETARY

27. In an event that the incumbent President and/or the General Secretary retires by way of losing an election, leaving the union other than by impeachment or expulsion, they shall become honorary trustees of the National Executive Committee for a full term of office.

Ex-President and Ex-General Secretary to be honorary trustee.

28. HONORARY TRUSTEE

(a) The Honorary Trustee shall:

- (i) Be entitled to 80% and 50% of the monthly responsibility allowance and monthly basic salary of incumbent President and the General Secretary respectively.
 - (ii) Attend National Executive Committee meetings as an Ex-officio.
 - (iii) Be obliged to observe protocol, and accord due respect to the incumbent President and/or General Secretary.
- (b) If, in the opinion of the National Executive Committee, the Honorary Trustee's conduct is inimical to the interest of the union, the General Secretary shall refer the matter to the National Council for determination.
- (c) After determination of the case, the National Council may withdraw or maintain the honorary trustee.
- (d) In the event that the office of the honorary trustee falls vacant, all entitlements shall cease forthwith.

Entitlement of Honorary Trustee.

PART XIV

Creation of Guiding Principles and Instruments

- 29. (a)** There is established the following guiding principles and instruments:
- (i) Disciplinary code of conduct.
 - (ii) Grievance handling procedures.
 - (iii) Gender Policy.
 - (iv) Youth Policy.
 - (v) HIV/AIDS Policy.
 - (vi) Any other instrument as decided upon by the Union from time to time.
- (b) The guiding principles and Instruments shall come into effect upon ratification by the National General Conference or National Council.

Guiding Principles and Instruments.

PART XV

RULES AND PROCEDURES OF THE NATIONAL GENERAL CONFERENCE AND THE NATIONAL COUNCIL

RULE 1

COMPOSITION

- (a) The Conference of the Secondary School Teacher's Union of Zambia shall comprise the Council, and six delegates from each Province.
- (b) All names and addresses of delegates to the Conference shall be sent to the General Secretary at least one month before the actual day of the Conference or else they may not be recognized as delegates.
- (c) Delegates must be members who are fully paid up.
- (d) The business of the conference shall be to consider all matters upon the Conference Agenda.

Composition of the Conference.

RULE 2

AGENDA OF THE CONFERENCE

- (a) The Agenda of the proposed business of the Conference shall be inclusive of all the resolutions received from the Provincial General Conferences.
- (b) The agenda shall be prepared by the General Secretary and dispatched two weeks before the opening day of the Conference.
- (c) The National Executive Committee shall formulate Standing Orders in respect of meetings of the conference and Council.

Agenda of the Conference

- (d) The Union shall appoint Independent persons or institutions to conduct elections by secret ballot.

RULE 3

WORKING LANGUAGE

The working language of the sessions of the Conference shall be English.

Working language.

RULE 4

ABSENCE OF THE PRESIDENT

In the absence of the President, the Vice President shall act instead and preside over meetings.

Absence of President.

RULE 5

GENERAL SECRETARY OF THE CONFERENCE

The General Secretary of the Union shall be the Chief Executive and shall carry out the functions of the Secretary of the Council, Conference or any other meeting and be responsible for the organization and supervision of the secretariat. The General Secretary shall be assisted by the Deputy General Secretaries and secretariat staff.

General Secretary of the Conference.

RULE 6

SECRETARIAT

The Secretariat of the Conference shall be responsible for material organization of the Council and the Conference.

Secretariat.

RULE 7

BUDGET OF THE NATIONAL COUNCIL AND NATIONAL CONFERENCE

The budget of the Council and the Conference will provide, inter alia, for the following:

- Accommodation
- (a) The cost of printing and distributing documents, reports and resolutions relating to the meetings.
 - (b) The cost of transport for the Union staff, Delegates and for technical staff whose presence is vital for the smooth running of the Council and the Conference.
 - (c) Provide essential services for the delegates.

Budget of the National Council and National Conference.

RULE 8

PROVISIONAL AGENDA

(a) Provisional Agenda

- (ii) The provisional agenda for the Conference shall be drawn up by the National Council and transmitted to delegates at least four weeks before the opening of the Conference.
- (iii) The Provisional agenda for the National Council shall be drawn by the National Executive Committee and transmitted to the Provincial Executive Committees at least two weeks before the opening of the National Council.

National
Provisional
Agenda.

(b) Agenda of the Ordinary Session

The provisional agenda of an ordinary session of the Conference shall comprise:

- (i) Opening Ceremony.
- (ii) Apologies.
- (iii) Adoption of the Agenda.
- (iv) Organization of the work of the session.
- (v) Adoption of the minutes of the previous meeting.
- (vi) Adoption of the activities for the period under review and to lay down the programme of the activities for the succeeding period.
- (vii) Items which the National Executive Council proposed for the Conference.
- (viii) Items carried over from the previous session.
- (ix) Place and date of the next ordinary session.
- (x) Any Other Business.
- (xi) The same Rules shall apply to the Ordinary session of the National Council.

RULE 9

QUORUM AND DEBATES

- (a) A quorum shall be formed by two thirds of the Delegates.
- (b) No delegates shall have the right to debate without the consent of the president.
- (c) The President shall grant the right to debate in the order in which it is requested.
- (d) The President can call to order any speaker when the statement delivered is not relevant to the matter under discussion.

Quorum and
Debates.

RULE 10

RESOLUTIONS

- (a) Proposed resolutions, motions or amendments shall be presented in writing to the secretariat which shall circulate copies to the delegates.
- (b) The National Council or General Conference shall by a simple majority decide to consider a proposed item not previously distributed.
- (c) Proposed resolutions and motions shall be examined in the order of their submission.
- (d) Proposed resolutions and motions or amendments shall be discussed only if seconded by at least one delegate.
- (e) A motion or a proposed resolution may be withdrawn by the original mover before it is subjected to a vote.
- (f) Any delegate may reintroduce a motion or oppose a resolution that has been withdrawn but with the consent of the President or by a simple majority.

Procedure on Resolutions.

RULE 11

POINTS OF ORDER

- (a) During the debate, points of order may be raised verbally and without advance notice.
- (b) The President shall immediately decide in accordance with these rules.
- (c) Any delegate may appeal against the ruling of the President.
- (d) The appeal submitted shall immediately be put to a vote and decided upon by a simple majority.

Procedure on Points of Order

RULE 12

TIME LIMIT

The President may limit the time allowed to each speaker on any question.

- (i) On a procedural question, the President shall limit each intervention within a reasonable time.
- (ii) When an intervention exceeds the time, the President shall call the speaker to order without delay.

Procedure on Time Limit.

RULE 13

CLOSURE OF DEBATE

- (i) Any delegate may move the closure of the debate of an item which has sufficiently been discussed.

Procedure on Closure of Debate.

- (ii) Two delegates should be allowed to speak in favour of the motion and another two against it.
- (iii) The proposal shall be put to a vote and adopted if accepted by a simple majority.

RULE 14

ADJOURNMENT OF DEBATE

During the discussion of any item a delegate may move the suspension or adjournment of the meeting or the item under discussion. No discussion on such motions shall be allowed except to be put immediately to a vote.

Adjournment
of Debate.

RULE 15

ORDER OF PROCEDURE OF MOTIONS

Subject to Rule 14, the under-mentioned motions shall have precedence in the following order over all other proposals or motions before the meeting

Order of
Procedure of
Motions.

- (i) To suspend the meeting.
- (ii) To adjourn the meeting.
- (iii) To close the debate on the item under discussion.

RULE 16

MAJORITY REQUIREMENT

All resolutions shall be determined by a simple majority of the delegates present at the time of voting.

Majority
Requirement.

RULE 17

VOTE ON RESOLUTIONS

After the closure of the debate, the President shall immediately put to vote the resolutions with all the amendments. The vote shall not be interrupted except on a point of order related to the manner in which the vote is taking place.

Vote on
Resolutions.

RULE 18

VOTE ON AMENDMENTS

- (a) An amendment may be moved by any delegate but it shall first be voted.
- (b) When two or more amendments are proposed, the Conference shall consider the original proposal and then the next further removed there from, and so on until all the amendments have been put to vote.
- (c) If one of several amendments is adopted the proposal in its original form shall then be voted upon.
- (d) A proposal is considered as an amendment to the existing rule if it removes parts there from, or modifies it.

Vote on
Amendments.

RULE 19

VOTE ON SEPARATE PARTS OF A PROPOSAL

- (a) Parts of a proposed resolution or a motion shall be voted on separately when so requested.
- (b) If this is done the text resulting from a series of votes shall be put to the vote as a whole.

Vote on
Separate
Parts of a
Proposal.

RULE 20

MODE OF VOTING AND EXPLANATION OF VOTE

- (a) Votes shall be taken by raising hands but any delegate may request for a secret ballot which shall be taken if seconded.
- (b) The vote shall be secret when the Conference so decides by a simple majority.

Mode of
Voting and
Explanation of
Vote.

RULE 21

In the event of a tie of votes the President may use his casting vote.

Tie of Votes.

RULE 22

COMMITTEES

The Conference may set up Adhoc Committees or Working Groups which it consider necessary. These Committees and working groups shall be governed by the following provisions:

Adhoc
Committees

- (a) Each Committee or Working Group shall elect, by simple majority, a Chairperson vice Chairperson and a Rapporteur, whose terms of office shall end with the closure of the session.
- (b) The Rapporteur shall be entrusted with the task of presenting to the Conference on behalf of the Committee or Working Group, the results of its deliberations.
- (c) The Rapporteur shall transmit committee's or the Working Group's report to the members of the Committee or the Working Group before referring it for approval to the conference.

RULE 23

CREDENTIALS COMMITTEE

- (a) A Credentials Committee shall be composed of six delegates and shall be elected by the National Council or the Conference in its first session among delegates whose credentials are not being challenged.
- (b) This Committee shall be assisted by the Head of the Research and Workers' Education.
- (c) The duties of the Committee shall be to examine the credentials of delegates and submit a report to the National Council or Conference.

Credentials
Committee.

RULE 24

AMENDMENTS

These Rules shall be amended by a simple majority of the delegates present at the General Conference.

Amendments.

PART XVI

SECRET BALLOT RULES

RULE 1

NOTIFICATION OF BALLOT

Where the Union is required to hold a ballot under this Constitution, it shall:

- (a) Not less than seventy-two hours before the ballot is held, notify the Presiding Officer, in writing, specifying the matter to be determined and the day or days on which and the hour during which balloting shall be held.
- (b) Not less than twenty-four hours before the ballot is held, furnish the Presiding Officer with a list of the persons who are eligible to vote in the ballot together with such other particulars concerning such persons as the Presiding Officer may require.
- (c) At the request of the Presiding Officer, furnish him with such evidence, by affidavit or otherwise, as he may require as to the eligibility to vote.
- (d) Before the ballot is held, give notice of such intention to its members provided that in case of a strike ballot not less than forty-eight hours notice shall be given before such ballot is held.

Secret Ballot
Rules.

RULE 2

ELIGIBILITY TO CONTEST A POSITION

Any person who wishes to contest any position in the union leadership hierarchy must fulfill all the following conditions:

Eligibility to
Contest a
Position.

- (a) Must be a secondary school trained Teacher who is a holder of a University Degree or Diploma in Education.
- (b) Must be confirmed as a Teacher or be eligible for confirmation as a teacher.
- (c) Must be a fully paid up member of the Union.
- (d) Must have served in a qualifying position for at least one term of office or at least three years in the case of officials elected or nominated to complete a term of office for someone else.
- (e) For District Executive Committee positions, the candidates shall be members of the District Council.
- (f) For Provincial Executive Committee positions, the candidates shall be members of the Provincial Council.
- (g) For the National Executive Committee positions, the candidates shall be members of the National Council.
- (h) Must not be on suspension or expulsion from the Union.
- (i) Any such person wishing to contest the election or re-election shall be required to complete a nomination paper for lodging with the Presiding Officer.
- (j) No more than one position shall be entered for nomination by one person.
- (k) Must be in possession of a Green National Registration Card, Driver's License or Passport.
- (l) Eligible candidates may stand for an election or re-election by proxy provided the proxy is a delegate to the Council or Conference.
- (m) (i) One shall permanently resign qualifying position to contest any position at National, Provincial and District Conferences at the time of filling in the nominations.
(ii) The provision in m (i) above shall however not apply at branch level.
- (n) (i) Notification to contest an election at various levels shall be made to the General Secretary, Provincial Secretary and District Secretary as the case may be, two weeks before the conference.
(ii) In view of n(i) above, the General Secretary, Provincial Secretary and District Secretary shall be obliged to acknowledge receipt of notification in writing.

- (iii) Nominations shall be lodged with the respective presiding officers at the conferences.

RULE 3

TENURE AND VACATION OF OFFICE

- (a) Officials shall be elected periodically by resolution of the General Conference and which resolution shall be duly passed and noted.
- (b) The term of office of officials shall be four years after which they shall be Mandated to seek re-election.
- (c) The office of an official shall be deemed to be vacant upon:
 - (i) Death of an Official.
 - (ii) An official being declared by a resolution of the Council unfit or incapable of adequate execution of one's office with the resolutions being duly recorded.
 - (iii) Ceasing for whatever reason to be a member of the Union.
 - (iv) Resigning from office.
 - (v) Permanent departure of an official from Zambia other than for leave or other temporary purposes.
 - (vi) Upon being declared bankrupt.
 - (vii) In the case of Provincial or District officials, when they are transferred from one Province or District to another.
- (d) Any change in officials shall for the purpose of CAP 269 of the Laws of Zambia, be immediately communicated to the relevant local authority.

Tenure and
Vacation of
Office.

RULE 4

VOTING

- (a) Only those members that shall be fully paid up and are not in arrears for a period of three months shall be allowed to vote.
- (b) Voting shall be by secret ballot.
- (c) In the case of a tied vote the chairperson of the meeting shall have the casting vote.
- (d) Each delegate shall have one vote and all delegates shall have a right to vote.

Rules on
Voting.

RULE 5

SUPERVISION OF BALLOTING POINTS

Every balloting point shall throughout the period of voting be supervised by a Presiding Officer who shall keep order, and shall regulate the number of voters to be admitted to such point at any one time, and may at his direction exclude any person therefrom.

Supervision
of Balloting
Points.

RULE 6

EQUIPMENT OF BALLOTING POINT

If the Presiding Officer so directs, the Union shall not less than one hour before the ballot is held, provide to the satisfaction of the Presiding Officer enclosed balloting booths, chairs and tables such number as may be necessary.

Equipment
of Balloting
Point.

RULE 7

IDENTIFICATION OF BALLOT BOXES

For the purpose of enabling voters to cast their votes for or against the proposal to be determined by the ballot, the Presiding Officer shall:

- (a) Determine the number of ballot boxes to be put in each balloting booth.
- (b) Ensure that each ballot box is clearly distinguished from the other or others as the case may be, by notice affixed thereto or in some other manner.
- (c) Affix a notice at the entrance to each balloting booth stating the proposal to be determined by the ballot.
- (d) Take such steps as may seem to him necessary or explain to voters the purpose and method of balloting.

Identification
of Ballot
Boxes.

RULE 8

BALLOT BOXES

Each ballot box shall be constructed in such a manner that the ballot papers can be freely introduced therein but cannot be therefore removed without the box being unlocked, cut or broken open.

Ballot Boxes.

RULE 9

CONDITIONS AND BALLOT BOXES

- (a) Immediately before a ballot is held, the Presiding Officer shall show each empty ballot box to:

Conditions
and Ballot
Boxes.

- (i) Any representative of the Union who may be present and who has previously made his presence known to the Presiding Officer.
 - (ii) Such other persons as may be present.
 - (iii)
- (b) The Presiding Officer shall ensure that the ballot box is sealed in the manner that it cannot be opened without breaking the seal.

RULE 10
CONDUCT OF BALLOT

Every ballot shall be conducted in accordance with the following provisions that is to say:

Conduct of
Ballot.

- (a) Every voter taking part in a ballot shall present himself to the Presiding Officer at a voting point during the hours laid down for the taking of the ballot and shall before recording the vote, identify oneself by production of an identity card or otherwise, to the satisfaction of the Presiding Officer.
- (b) The Presiding Officer shall mark off the name or number of each voter on the list provided.
- (c) The Presiding Officer shall then deliver to the voter a paper marked in such form as the Presiding Officer may direct with an official mark and any paper not marked shall not be counted.
- (d) The voter shall then:
 - (i) Enter the voting booth alone.
 - (ii) Record his vote by placing the paper in the voting box or boxes, as the case may be, provided therein.
 - (iv) Leave the voting booth without delay, provided that not more than one person shall be allowed into the voting booth at any one time.

RULE 11
SEALING OF BALLOT AFTER BALLOTING

As soon as practicable after the close of each day of voting, the Presiding Officer shall at each balloting point seal each ballot box, in readiness for counting.

Sealing of
Ballot after
Balloting.

RULE 12
REPRESENTATIVES AT COUNTING OF VOTES

Every candidate, if he/she so desires, shall appoint from among the delegates, no more than three representatives to attend the counting of votes after the ballot has been closed.

Representatives
at counting of
Votes.

RULE 13

COUNTING OF VOTES

- (a) Except in the case of a ballot conducted at more than one balloting point, the Presiding Officer at each ballot point shall, as soon as practicable after the close of the ballot in the presence of representatives appointed under this Rule and the result so recorded shall be published in such manner as the Presiding Officer may direct.
- (b) These procedures will apply at District, Provincial and National levels, with candidates having risen from the position of a school representative or an acting position.

Counting of
Votes.