

14. ETHICAL PRACTICES COMMITTEE

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

15. GENERAL

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



AMALGAMATED UNION OF PUBLIC CORPORATIONS,
CIVIL SERVICE TECHNICAL AND RECREATIONAL
SERVICES EMPLOYEES (AUPCTRE)



Constitution

AS AMENDED AT THE 6TH QUADRENNIAL
NATIONAL DELEGATES CONFERENCE
HELD IN JOS, PLATEAU STATE
MARCH, 2022

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funds of a Trade Union represent payments which the members are required to make under the rules, whether by way of subscriptions, dues or otherwise, those funds shall not be applied (whether directly, or through any other Union, association or body, or in any other indirect manner) to the furtherance of any political objective.

12. UNION ELECTIONS

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

13. POACHING AND RAIDING OF UNION MEMBERS

(I) Poaching or raiding of Union members by other Unions is contrary to Trade Union norms and a violation of Trade Union solidarity. It breeds antagonism among Union(s); unrest, dissatisfaction and disunity among the workers involved and industrial strain and conflict. Above all, poaching adds nothing to the strength and capabilities of the Trade Union Movement as a whole.

(ii) As general principle, therefore, no worker who is or has recently been a member of any Trade Union should be accepted into membership of another Union without enquiry from his/her present or former Union, no member should be allowed to escape his financial obligations by leaving one Union while in arrears and joining another. Neither should a Union accept members from any other Union which is engaged in a Trade Dispute. Other circumstances should be considered on their merit.

Union's funds, which are their funds are not dissipated. They are also entitled to be reasonably informed as to how the funds of the Organization are being used or invested.

- (ii) Since a Union holds its funds in trust for the benefit of its membership and to further their interests, it should comply with the standards generally applicable to functionaries or trustees with respect to the manner in which it keeps its records and accounts. Regular audit should be conducted and there should be appropriate distribution of summaries of such audits so that the membership and public are adequately appraised of the state of the Organization's finances.

8. CORRUPT PRACTICE

A basic ethical principle in the conduct of Trade Union affairs is that no responsible Trade Union official should have a personal financial interest which conflicts with the full performance of his/her duties as workers representative or as representative of Congress and therefore of the Trade Unions. All elected and appointed Trade Union officials should eschew corrupt practices in all its forms, that is not only in financial and political matters but also in those matters which involve loss of Unions prestige and jeopardy of Union membership interests rather than Union asset as such.

9. RACKETEERING

The decisive element in racketeering is personal enrichment at the expense of the workers or employees in the industry. For example, excessive demands, invasion of managements right, violence in Trade Disputes can be racketeering if the end result is personal enrichment of an individual or group of individuals utilizing their strategic advantages in the Union for that purpose.

10. MISCONDUCT OF AFFILIATE TRADE UNIONS

If the activities of an affiliate Trade Union are in the opinion of the Nigeria Labour Congress detrimental to the interest of the Trade Union Movement or contrary to the declared principles and policy of the Congress, such activities shall warrant an investigation into the conduct of the Union, in accordance with the established procedure in the Constitution of the Congress.

11. POLITICAL AFFAIRS

Unless the rules of a Trade Union otherwise provide, in so far as the funds of a trade Union represent payments which the members are required to make under the rules, whether by way of subscriptions, dues or otherwise, those funds shall not be applied (whether

Rule 1: NAME AND REGISTERED ADDRESS OF THE UNION

- (i) **Union shall be known as “AMALGAMATED UNION OF PUBLIC CORPORATIONS, CIVIL SERVICE TECHNICAL AND RECREATIONAL SERVICES EMPLOYEES” (AUPCTRE)**
- (ii) The Registered Office of the Union shall be at No. 27, Suez Crescent, Ibrahim Abacha Housing Estate, Wuse, Zone 4, Abuja.
- (iii) Any change in the situate of the registered office shall be notified to the Registrar of Trade Unions in the prescribed form.
- (iv) In furtherance of its objectives, the Union shall establish and maintain other offices in Zones and in all the State Capitals or in any other part of the country as may be approved by the National Governing Council.

Rule 2: AIMS AND OBJECTIVES

- The principal aims and objectives of the Union shall be as follows:
- (i) To organize and unionize employees/workers who are qualified for membership.
 - (ii) To promote and regulate relations between Employees and Employers and between employees.
 - (iii) To establish and Maintain just, and proper hours of work, Salaries/wages and other Conditions of Service.
 - (iv) To establish and maintain high standard of workmanship and Professional practices.
 - (v) To advance the education and training of the workers.
 - (vi) To establish or carry on or participate in the business of publishing general newspapers/books, pamphlets or other publications in the interest of the members and with the main purpose of furthering the interests of the Union and Trade Unionism generally.
 - (vii) To provide benefits and other assistance to the Members and Staff of the Union as provided in the Constitution.
 - (viii) To encourage the participation of workers in decision making at the undertakings covered by the Union.
 - (ix) To encourage Women and Youths to participate in Trade Union affairs.
 - (x) To ensure that employers comply with the provisions of the Workmen's Compensation Act and other labour legislations.
 - (xi) To protect and advance the socio-economic and cultural interests of Workers, the Union and Trade Unionism in particular.
 - (xii) To co-operate with Trade Unions in the country which share common interest for protecting and advancing the interests of

- workers in the Public Service in particular and workers generally.
- (xiii) To co-operate with all the Trade Unions in Nigeria with a view to promoting the unity of Nigerian workers and collectively advancing and protecting their interest.
 - (xiv) To co-operate with Trade Unions in the public services all over the world with a view to evolving mutually beneficial relationship and solidarity.
 - (xv) To acquire, own, lease, rent or mortgage moveable and immoveable properties in the interest of the Union.
 - (xvi) To promote, defend and sustain democratic governance in the country including Trade Unions.
 - (xvii) To promote, defend, protect and sustain a culture of accountability and transparency in the national polity including Trade Unions.
 - (xviii) To promote, defend and sustain social justice, human and Trade Union Rights in the work place.
 - (xix) Such other aims and objectives as are not inconsistent with the spirit and practice of Trade Unionism and the laws of the Federation.

Rule 3: MEMBERSHIP AND OBLIGATIONS

(A) Membership

- (i) Membership of the Union shall be open to all workers/employees in:
 - Federal and State owned Companies and Statutory Parastatals i.e. Agencies, Authorities, Boards, Commissions etc.
 - Federal and State Civil Services classified as Technical Personnels, Sports Commission/Councils; Arts Councils, Stadia, Public Recreation Clubs, Swimming Pools, Amusement Centres including Carnivals, Circuses, Zoological Gardens, National Parks and Services similarly classified.
- (ii) All full time officers of the Union shall be deemed to be members of the Union but shall not be eligible to stand for election for any post or take part in voting for an elective office in the Union as stipulated in the Constitution.
- (iii) A non-check off due paying person shall not be eligible for membership.
- (iv) A self-employed person shall not be eligible for membership of the Union.
- (v) No person shall be deprived of membership of the Union while he/she is regularly employed on grounds of sex, religious persuasion, political beliefs or ethnic origin.

6. RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICERS OF THE UNIONS

- (i) No person who has been convicted of any crime involving moral turpitude, dishonesty and other malpractices offensive to Trade Union morality or interests shall hold or retain elected or appointed office in the Nigeria Labour Congress or any of the affiliated Trade Unions.
- (ii) No Trade Union Official who already receives full pay from his Union or from the Nigeria Labour Congress shall receive fees or salaries of any kind from other Sources save with the permission of the Union or the Congress.
- (iii) No elected or paid Trade Union official shall have personal financial interest which conflicts with his/her full, effective and unalloyed performances of his/her duties as a workers' representative or a representative of Congress. In particular, no elected or paid Trade Union official or employee of either a Trade Union or Congress shall own or have a substantial interest in any business enterprise with which his/her Union or Congress bargains collectively or has interest and dealing with or in any other concern, which is in competition with such enterprise or has any considerable dealing with it.
- (iv) All officers and Staff of the Union shall:
 - (a) Espouse the cause of workers and their Trade Unions.
 - (b) Uphold and defend the Constitution of the Union at all times.
 - (c) Render honest, impartial and efficient services to the Union.
 - (d) Serve as an effective link between the Union and its members.
 - (e) Be trustworthy and responsible representatives of workers to management.
 - (f) Process all legitimate grievances of workers in accordance with established procedures.
 - (g) Implement faithfully agreement voluntarily entered into with the Union.
 - (h) Obey all lawful instructions in the discharge of Union functions.
 - (i) Eschew all forms of individualism which are inimical to the solidarity, stability and progress of Trade Union Movement.
 - (j) Put the interest of the Union and its members above personal interest in the conduct of Union affairs.
 - (k) Render a true account of stewardship to the members of the Union as and when the occasion arises.
 - (l) Abide by majority decision and respect the right of minority.
 - (m) Work for the growth of the Union in strength and freedom.
 - (n) Further the cause of industrial democracy, peace, progress and social justice.

any provision of the Code which appears to the Tribunal or Committee to be relevant to any question arising in the proceeding shall be taken into account by the Committee in determining the issue in question.

4. MEMBERSHIP RIGHTS AND RESPONSIBILITIES

- (i) Each member of a Trade Union shall have the right to full and free participation in the government of the Trade Union. This should include the right.
 - (a) To vote periodically, as provided in the Union's Constitution and Rules for Branch or District, State or Regional and National Officers either directly or through delegates.
 - (b) To honestly and democratically conduct elections. To stand for and hold office subject only to fair and reasonable qualifications uniformly imposed.
 - (d) To express his/her views as to the method in which the Union's affairs should be conducted.
- (ii) Each member should have the right to fair treatment in the application of Union's Rules and Constitution. Trade Union disciplinary procedures shall contain all the elements of fair play and rule of natural justice, that is; notice, hearing and judgment on the basis of the evidence should be observed. A method of appeal to a higher body shall be provided to ensure that judgments are not the result of prejudice or bias.
- (iii) Each member has the responsibility to fully exercise his/her rights of Trade Union membership and loyalty to support his/her Union. The right of an individual member to criticize the policies of his/her Union and his/her Union Officers does not include the right to undermine the Union as an Institution, to destroy or weaken the Union as a collective bargaining agency or to carry on slander or libel of any officer of the Union.
- (iv) Membership meetings shall be held periodically as provided for in the Union's Constitution and Rules with proper notice of time and place. It should be the responsibility of the Union to call such meetings and of the members to attend and participate actively.

5. PENALTY BREACH

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

7. FINANCIAL MATTERS

- (i) The fact that a Trade Union is a democratic Organization implies that the members of the Union are entitled to assurance that the

(B) Obligations

- (i) A member shall have the right to have his/her grievances processed by the Union.
- (ii) A member, upon giving Thirty (30) days notice, shall have reasonable access to the books of accounts and nominal roll of members of the Union (the 30 days shall be from the date of receipt of the notice).
- (iii) A member shall pay his/her check-off dues to the funds of the Union regularly; he/she shall endeavour to participate fully in the affairs of the Union and refrain from any action which may bring the Union into disrepute.
- (iv) All members and leaders of the Union shall identify themselves with the aims and objectives of the Union and or the ideals of labour movement.
- (v) All members and leaders shall advance and protect the unity and solidarity of the Union and workers generally; and shall avoid the introduction of ethnic, regional, religious and other non-working class cleavages in the conduct of the affairs of the Union.
- (vi) A member shall be entitled to a copy of the Union's Constitution at a cost to be determined by the National Governing Council (NGC) from time to time.

Rule 4: RATES OF SUBSCRIPTION, LEVIES AND ACCOUNTING OF LEVIES

(A) Rates Of Subscription

- (i) Members of the Union including appointed officials shall pay membership dues by way of check-off deduction at the rate of 1.5% of consolidated salary or 3% per Naira of basic pay per month.
- (ii) All check off deductions from members shall be the property of the Union.
- (iii) The National Governing Council shall have the power to review the existing rates of Union subscription at any time.

(B) Levy

- (i) The National Governing Council, if considered necessary, may impose levy upon all members of the Union. All such levies shall be communicated to the employers who shall deduct same from source.
- (ii) The State Governing Council, if necessary and with the approval of the National Executive Council (NEC), may impose levy on all members in the State. All such levies shall be communicated to the employers who shall deduct same from source.
- (iii) A Branch Committee, if necessary and, with the approval of the

- State Executive Council (SEC), may impose levy on all members of the Branch and members shall be obliged to pay such levy.
- (iv) All amount realized from levy shall be accounted for in the same manner as monthly membership dues.

RULE 5: CONSTITUTION, GOVERNMENT AND ADMINISTRATIVE ORGANS OF THE UNION

(A) Constitution

- (i) This Constitution and as it may from time to time be amended, Shall be known as the “Constitution of the Union”.
- (ii) No new rules shall be made or any rules altered, amended or rescinded, unless agreed to by a majority vote, at the National Delegates Conference (NDC) of the Union.
- (iii) Alterations and amendments to the Constitution shall not be valid until they have been registered by the Registrar of Trade Unions in accordance with the Trade Unions Act.
- (iv) Subject to the over-riding authority of the constitution, any Branch or State Council may have the power to make Supplementary rules for the smooth conduct of its internal affairs.
- (v) All Supplementary rule(s) shall be submitted to the General Secretary for the approval of the National Governing Council (NGC).
- (vi) Any Supplementary rule which contradicts, derogates from or is inconsistent with the provisions of the Constitution, policies and decisions of the National Governing Council shall to that extent be regarded as null and void and of no effect.
- (vii) Any member shall have the right to initiate action at his/her own expense in connection with any breach of the provisions of this Constitution.

(B) Government

- The Government of the Union shall be vested in the following Organs.
- (i) National Delegates Conference (NDC)
- (ii) National Governing Council (NGC)
- (iii) National Executive Council (NEC)
- (iv) State Delegates Conference (SDC)
- (v) State Governing Council (SGC)
- (vi) State Executive Council (SEC)
- (vii) Local Branches (LB)
- (viii) References to State Councils in this Constitution shall also include the Federal Organ and Federal Capital Territory (FCT) Council of the Union.

- Councils of the Union.
7. **Western Zone:** with headquarters in Ibadan comprising: Ekiti, Lagos, Ogun, Ondo, Osun, and Oyo State Councils of the Union.
- The NEC shall have the power to change any of the Zonal Headquarters.

APPENDIX II:

1. CODE OF PRACTICE PREAMBLE

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

2. AIMS

The principal aims of this Code of practice therefore, are:

- (i) To encourage the positive contribution, which the Trade Unions can make to the economic and social progress of Nigeria, her associations and interests and to minimize and resolve the difficulties to which their various operation can give rise, having regard to the laws, regulations, public policies and practices in force in the Country.
- (ii) To set standard(s) and give practical guidance on the conduct of industrial relations and the development of policies to improve human relations in all types of employment.
- (iii) To ensure and encourage at all levels the conduct of industrial relations by means of collective bargaining, consultation and effective communication between employers and their Organizations and strong representative of Trade Unions within a voluntary and legal machinery designed for the settlement of disputes and provision of adequate safeguards for the free association of workers on the one hand and employers on the other.
- (iv) To develop a vigilant, informed and active membership, conscious of its rights and interests and alive to its responsibilities in the operation of any Trade Union programme as effective safeguards against abuses.

3. USE OF THE CODE FOR DISCIPLINARY ACTION

The failure on the part of any member and official of a Trade Union or a Trade Union to observe any of its provisions shall, in any proceeding for disciplinary action before a Committee or Tribunal under the Constitution of the Nigeria Labour Congress (N.L.C.) or a Trade Union, as the case may be, be admissible in evidence and

- aggrieved member or Branch shall in the first instance report the matter in writing to the General Secretary.
- (b) The General Secretary shall within two weeks of being notified of the intra-union dispute endeavour to settle the dispute.
 - (c) If the General Secretary is unable to settle the dispute satisfactorily, within 60 days from the date of the report, the matter shall be referred to the NEC by the General Secretary.
 - (d) The NEC shall endeavour to resolve the dispute within 90 days. If the NEC is unable to resolve the dispute within the 90 days from the date of the report, the matter shall be referred to the NGC. The decision of the NGC shall be binding.
 - (e) The processes of items (a) - (b) should apply to the State. However, a member is free to appeal to the higher Organ.
 - (f) No aggrieved member or Branch shall employ other processes including Court litigation to resolve intra-union dispute in AUPCTRE without exhausting the laid down procedure enumerated in this Rule.

Rule 28: DISSOLUTION

- (i) The Union shall not be dissolved except by a resolution of the National Delegates Conference, supported by at least 60% of the delegates present. Only financial members shall be entitled to vote in such resolution.
- (ii) In the event of dissolution, as provided in the Constitution and the laws of the land, the assets and liabilities of the Union shall be fully discharged and the remaining funds shall be divided among the members on equal shares.

APPENDIX I - ZONAL COUNCILS

The Zonal Councils of the Union shall be as follows:

1. **Central Zone:** with headquarters in Lokoja comprising: Benue, Kaduna, Kogi, Kwara, Nassarawa, Niger and Plateau State Councils of the Union.
2. **Eastern Zone:** with headquarters in Owerri comprising: Abia, Anambra, Ebonyi, Enugu and Imo State Councils.
3. **Federal Zone:** with headquarters in Abuja comprising Federal Capital Territory Council, all the Federal Coordinating Committees in the States of the Federation and Federal Organ, Lagos.
4. **North Eastern Zone:** with headquarters in Gombe comprising: Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe State Councils of the Union.
5. **North Western Zone:** with headquarters in Kano comprising: Jigawa, Kano, Katsina, Kebbi, Sokoto and Zamfara State Councils of the Union.
6. **South-South Zone:** with headquarters in Yenagoa comprising: Akwa-Ibom, Bayelsa, Cross-River, Delta, Edo and Rivers State

- (ix) No vacancy in any of the above Organs established by this Constitution shall invalidate the proceedings of that body, provided the meeting of the Organ is convened by the competent authority in the appropriate manner and the required quorum is formed.

(C)

Administrative Organs

In order to foster smooth and efficient Administration and Organization of the Union, there shall be the under listed Administrative Organs:

- (i) National Board of Trustees (NBOT)
- (ii) National Secretariat (NS)
- (iii) Zonal Councils /Zonal Secretariat (ZC/ZS)
- (iv) National Women Commission (NWC)
- (v) National Coordinating Committee (NCC)
- (vi) State Board of Trustees (SBOT)
- (vii) State Women Committee (SWC)
- (viii) Branches Coordinating Committee (BCC)

Rule 6: (A) NATIONAL DELEGATES CONFERENCE (NDC)

- (i) The supreme authority of the Union shall be vested in the National Delegates Conference.
- (ii) The National Delegates Conference shall be held every four (4) years and on such dates and venue that the National Governing Council (NGC) shall decide.
- (iii) The National Governing Council (NGC) shall have the power to postpone the holding of the NDC for a period not exceeding six (6) months after the anniversary of the last Conference.
- (iv) Notice for NDC shall be given to the States at least two (2) months before the NDC. In the case of special NDC at least one month.
- (v) Items for inclusion on the agenda of the Conference from whatever source, shall be forwarded to the General Secretary to reach him/her not later than six (6) weeks before the Conference.
- (vi) The National Governing Council (NGC) shall have the power to determine the items to be included on the agenda and the order of priority.
- (vii) The President shall preside over the Conference and in absence, any of the Deputies or in their absence, any of the Vice Presidents.
- (viii) Any Member or Person not being a delegate, nor accredited official of the Union or guest duly invited by the National Governing Council shall not be allowed to attend the Conference or take part in its proceedings.

(B) Delegates to National Conference

The National Delegates Conference shall be composed as follows:

- (i) All members of the NGC.
- (ii) State Delegates on the basis of every Eight Million Naira (N8,000,000) per Delegate.
- (iii) The NGC shall determine State delegation on the basis of fully paid up membership per State from the month preceding the cut-off of the previous Conference.

(C) Special National Delegates Conference

A Special National Delegates Conference may be held to resolve major issue(s) at such time and place that the National Governing Council (NGC) shall decide provided that it would not be for election of officers.

(D) Delegates to Special Conference

Delegates to the Special Conference shall be composed as follows:-

- (i) All members of the National Governing Council
- (ii) Three delegates from each State Council.
- (iii) If it would be for election of officers, State Delegates shall be on the basis of: For every 500 fully paid up members-1 delegate up to a maximum of 10 delegates.
- (iv) Any member or person not being a delegate nor accredited official of the Union or guest duly invited by the National Governing Council shall not be allowed to attend the Conference or take part in its proceedings.

(E) Eligibility and Selection of Delegates to National Delegates Conference.

- (i) Any State in arrears of check-off remittances for a period of six months shall not be eligible to send delegates to National Delegates Conference.
- (ii) The National Governing Council shall have the power to resolve any crisis about delegates to the National Delegates Conference.
- (iii) The State Governing Council shall have the power to select Delegates to National Delegates Conference.
- (iv) Delegates to be selected must be financial members and shall be actively involved in the affairs of the Union.
- (v) The State Governing Council shall determine delegates on the basis of consensus or by voting. In the case of voting, a simple majority shall be used to determine delegates.
- (vi) Names of all State delegates to the Conference shall be forwarded to the General Secretary not later than four (4) weeks to the date of

primary constituencies that is their Branches and seconded by at least three other Branches in the State i.e. outside the candidates Branch in a prescribed form.

- (ii) Duly completed nomination forms shall be submitted to the State Secretary in the prescribed form who shall list the names of the candidates at the State Conference.
- (iii) Duly completed forms shall reach the State Secretary at least one(1) week before the SDC.
- (iv) Non-financial member(s) shall not be qualified to vote or be voted for during Conferences.

Rule 25: (A) UNION POLICIES

- (I) The National Delegates Conference shall adopt policies on the Union's organization, administration, finance, education and members welfare, etc, provided that such policies shall not contradict the provisions of this Constitution.
- (ii) State Conference shall adopt policies which shall apply Within the State and shall not contradict National policies and provisions of the Constitution.
- (iii) The National Governing Council shall, in between National Delegates Conference, have the power to amend National policies, and introduce new ones provided that such policies shall not contradict the provisions of the Constitution.
- (iv) The provisions of all policies adopted by the National Delegates Conference and/or the National Governing Council shall be binding on all members and Organs of the Union.

(B) GENDER

All Conferences of the Union shall ensure that female members are adequately represented at all its Organs.

Rule 26: MISCELLANEOUS

- (i) Subject to the provisions of this Constitution, members of the Union shall not take part in a strike or interfere with the flow of goods and services in their undertakings without the express approval of the National Governing Council. Members of the Union shall not take part in a strike unless a majority of the members have, in a secret ballot, voted in favour of the strike.
- (ii) In deciding whether or not to authorize any form of industrial action, the National Governing Council shall be guided by the advice of the Branches, the State Executive Council and provisions of the law.
- (iii) Whenever the word "worker (s)" is used in this Constitution, it shall be deemed to mean the word "employee(s)"

Electoral Commission composed of Leaders of States Delegation to the Conference. The Commission shall submit to the Conference in Session, list of candidate(s) for each post to be contested and the delegates shall vote upon. Nomination of any other candidate(s) for the same post shall be allowed from amongst the Conference Delegates on the floor of the House in case of withdrawal, death and other unforeseen circumstances.

- (v) The term "Leaders of State Delegates"; for the purpose of sub-section (iv) above at National Delegates Conference (NDC) means State Chairperson of the Union or anyone acting in that capacity.
- (vi) There shall be pre-conference nominations for all National and State elective posts on the basis of the under listed procedures.

(A) NATIONAL ELECTIVE POSTS

- (i) Candidates for National posts shall be nominated by their primary constituencies, i.e. Local Branch and seconded by at least five Branches in the State in a prescribed form.
- (ii) Candidates for National Posts shall be nominated by their primary constituencies (local Branches) and endorsed by the State Councils of such candidates at a formal meeting and signed by State Chairpersons and Secretaries.
- (iii) The nomination form shall be submitted to the National Secretariat through the State Council.
- (iv) The National Secretariat shall accordingly list the Candidate(s) name(s) for election at the NDC.
- (v) In respect of the post of Vice President who shall also be the Zonal Chairperson, he/she shall be nominated by his/her primary constituency i.e his/her Branch seconded by Two State Councils or NCC in case of Federal Zone including his/her State in a prescribed form and be submitted through the Zonal Council to the National Secretariat. The National Secretariat shall in turn List the name(s) for election at the NDC.
- (vi) All duly completed nomination forms shall reach the National Secretariat not later than two (2) weeks before the NDC.

(B) STATE ELECTIVE POSTS:

- (i) Candidates for State elective posts shall be nominated by their primary constituencies that is their Branches and seconded by at least three other Branches in the State i.e. outside the candidates Branch in a prescribed form.
- (ii) Duly completed nomination forms shall be submitted to the State Secretary in the prescribed form who shall list the names of the

Rule 27: INTRA UNION DISPUTES

- (a) In the event of the occurrence of intra union dispute(s) any

the Conference.

(F) Business of the National Delegates Conference (NDC)

- (i) The business of the Conference shall include the consideration of the following:
 - (a) Internal questions on policy(ies) affecting the members of the Union.
 - (b) Reports from the National Governing Council of the Union.
 - (c) National Board of Trustees and Internal Auditor' reports on the administration of the Union's finances.
 - (d) All matters included on the agenda including election of National Officers and the amendment of the Constitution.
 - (e) There shall be Conference Credential Committee that shall accredit all delegates, resolve any disputes arising there from on the right of representation and make recommendation(s) to the NDC which decision shall be final.
 - (f) Consideration of vote of confidence or otherwise on the General Secretary or Deputy General Secretaries submitted to the Conference by the Conference Electoral Commission, which shall consist of two persons from each Zonal Council.
 - (g) Any matter of interest to the Union or the working class in general submitted to the Conference, with the approval of the National Governing Council.
- ii. The General Secretary and other full time officers of the Union, who are delegates to the Conference shall have the right to speak and participate fully at any Conference, but shall not have the right to nominate candidates for any elective post or vote on election of National Officers.
- iii. In furtherance of the business of the Conference, there shall be set up Commissions/Committees for detailed examination of any issue(s) as to ensure smooth conduct of the affairs of the Conference. The Commissions/Committees, shall report back to the Conference-in- Session for any action they may deem fit.

Rule 7: (A) NATIONAL GOVERNING COUNCIL (NGC)

- (i) The Union shall be administered, in between National Delegates Conference by the National Governing Council in accordance with the Constitution.
- (ii) The National Governing Council shall meet at least twice a year, on date and venue to be decided by the previous meeting of the Council or by the National Executive Council.
- (iii) An extra ordinary meeting of the National Governing Council may be convened by the National Executive Council.
- (iv) Items for inclusion on the agenda of the Council from the State Councils, and other subordinate Organs or members of the Union

shall be forwarded to the National Secretariat and to reach the General Secretary not later than one (1) month before the meeting of the Council.

- (v) The National Executive Council shall have the power to determine the items to be included on the agenda of the National Governing Council and the order of priority.
- (vi) It shall be the duty of the National Governing Council to guide and further the interests of members of the Union.
- (vii) Ensure the effective implementation of policies determined by the National Delegates Conference.
- (viii) Ensure proper and strict observance of the Constitution of the Union by all Organs and Members.
- (ix) Safeguard the funds of the Union.
- (x) Appoint ex-officio members of the National Executive Council.
- (xi) Approve Departments at the National Secretariat deemed necessary for the smooth and orderly conduct of the affairs of the Union.
- (xii) Issue directives for proper governance and administration of the Union.
- (xiii) Perform such other functions as may promote the aims and objectives of the Union.
- (xiv) Take appropriate disciplinary action against all offending officers and members of the Union.
- (xv) Every issue/question at meeting of the Council shall be decided by a majority vote of members cast in a secret ballot or by show of hands.
- (xvi) No member of the Council shall be entitled to take part in any discussion or to vote on any matter in which he/she is personally interested other than as a member or officer of the Union.
- (xvii) The National Governing Council shall be responsible for the appointment of the General Secretary and Deputy General Secretaries.
- (xviii) The National Governing Council shall, on recommendation of the National Executive Council, enter into contracts of employment with all staff of the Union and determine the salaries/wages, hours of work and other conditions of employment that shall apply to each staff at any given time.
- (xix) The National Governing Council shall also prepare and enforce a code of conduct for staff and other officers of the Union.
- (xx) The National Governing Council shall have powers to carry out

and shall keep imprest account book.

Rule 20: EDUCATION

- (i) The Union shall organize educational programmes, classes and prepare educational leaflets and other materials in the interest of its members and staff.
- (ii) The Union may, in the interest of the Organization, offer scholarship and/or bursary to any suitable member/staff and their dependant/ward, on such terms as the National Governing Council shall deem fit.
- (iii) The Union, depending upon its convenience, may adopt and execute any educational programme, either industrial, cultural, social or economic in the interest of its members or the working class generally.

Rule 21: BENEFITS

Members of the Union shall be entitled to benefits to be determined by the NGC from time to time in respect of types, condition and amount.

Rule 22: ALLOWANCES AND BONUSES

The NGC and SGC shall determine honorarium, allowances and bonuses to be paid to the National and State Officers of the Union respectively.

Rule 23: QUORUM

The required quorum for:

- (i) The National and State Conferences.
- (ii) The National and State Governing Councils,
- (iii) The National, Zonal and State Executive Councils
- (iv) The National and State Board of Trustees shall be 60%.
- (v) Branch Quadrennial General Meetings
- (vi) Branch Committees shall be 50% of all members.

Rule 24: VOTING

- (i) All disputed issues, in any Organ of the Union, shall be resolved by simple majority vote. The Organ shall decide whether voting on any subject, other than election of officers, shall be by secret ballot or show of hands.
- (ii) Election of officers at Branch and Coordinating Committee levels shall be by either show of hand or by secret ballot.
- (iii) Election of officers at National and State Conferences shall be by secret ballot provided that where there is only one candidate for an elective post, it shall be deemed as elected unopposed.
- (iv) For the purpose of nomination of candidates for National Executive Council posts, the National Conference shall set up

- proceedings to recover any money or property of the Union.
- (ii) All property acquired by the Union, in whosever custody, and of what nature, shall belong to the Union.
 - (iii) The National Governing Council shall have the power to employ the funds of the Union in such manner as may be found necessary and expedient.
 - (iv) The funds and property of the Union shall be used for the purpose of attaining the aims and objectives of the Union as defined in the Constitution.
 - (v) The main source of the funds of the Union shall be subscriptions, levies, donations/grants and proceeds from economic and social activities.
 - (vi) The funds of the Union shall be allocated as follows:
 - (a) Local Branch -10%
 - (b) State Council -27%
 - (c) Zonal Council 3%: However 3% of all checkoff deductions from Federal Establishments in the States shall be paid to Federal Zonal Council.
 - (d) NLC - 10%
 - (e) National Women Commission-2%
 - (f) National Headquarters-48%
 - (g) Federal Parastatals with National Coordinating Committee shall be allocated 17% of their check-off dues while 10% will go to State Councils.
 - (vii) The NBOT shall remit the percentage allocation of Union dues to all other Organs including the NLC as specified in Rule 19(vi) excluding State that deduct NLC 10% directly from source.
 - (viii) All deductions from salaries/wages of members, under the check-off system, shall be collected and signed for by the Secretary assigned to State who shall in turn pay it into the National Bank Account of the Union in each State.

2. Imprests Account

(a) National Secretariat

A monthly sum not exceeding One Million naira (N1,000,000) shall be kept with the General Secretary as imprest at any time and disburse same on signed requisition by the General Secretary, dully countersigned by the National President. All the disbursement from the imprest account shall be accounted for in the approved form.

(b) State Councils

A monthly imprest account not exceeding N100,000 at any time shall be kept with the State Secretary at the State Secretariat and shall disburse same on signed requisition by the State Secretary, duly countersigned by the State Chairperson

enquiries and investigations into all activities including finances of National Executive Council, National Board of Trustees, State Governing and State Executive Councils, State Board of Trustees and Branch Committees and take such actions as it deems fit for the proper and effective functioning of such Organ of the Union; provided that such actions and decisions shall not violate the provisions of the Constitution.

- (xxi) The National Governing Council shall have the power to dissolve any State Executive Council for gross violation of the Union's Constitution and acts inimical to the overall interest of the Union. In the event of such a dissolution, the National Secretariat shall convene a meeting of other members of the State Governing Council for the purpose of appointing a Caretaker Committee of five (5) members that shall be vested with the responsibilities of all Honorary members of State Executive Council. The tenure of office of the Caretaker Committee shall not exceed six (6) months during which an emergency State Delegates Conference shall be convened for the purpose of among others, electing new State Executive Council. The tenure of the succeeding State Executive Council shall terminate by the end of the tenure of the dissolved Council.
- (xxii) The National Governing Council shall have the right to review or adjust the number of States within a Zone on the recommendation of National Executive Council.

(B) Composition of National Governing Council

The National Governing Council shall be composed of:

- (i) All members of National Executive Council (NEC).
- (ii) State Chairpersons and full-time Secretaries assigned to the States.
- (iii) Asst. Secretary, National Women Commission.
- (iv) Chairpersons/Secretaries of National Coordinating Committees.
- (v) Zonal Vice Chairpersons and Treasurers.
- (vi) Member(s) or Officer(s) of the Union who hold(s) an elective or appointive National post in the Nigeria Labour Congress (NLC) or International Trade Union/Labour Organization on the sponsorships of the Union or NLC.
- (vii) Chairpersons and Secretaries of Zonal Women Committee (ZWC).

(C)

Business of the National Governing Council (NGC)

- (i) The Business of the Council shall be the considering and determination of matters on the agenda, including the following:
 - (a) To consider and resolve on the reports of the National Executive

Council (NEC) and Zonal and or State Governing Council (Z/SGCs).

- (b) To consider and resolve on the reports of Union's finances and related issues to be presented by the National Board of Trustees and the National Internal Auditors which shall also form part of the National Executive Council (NEC) document to NGC.
- (c) To consider and resolve at the end of every year plenary sessions, the draft budget for the subsequent year recommended by the National Executive Council (NEC).
- (d) To fill vacancies in the NEC.
- (e) To ratify the appointment of newly appointed General Secretary and or Deputy General Secretaries;
- (f) To set up Commission on any issue upon which the Council may consider necessary.
- (ii) Any matter not included on the agenda shall not be entertained at the meeting of the Council except that the Council may, by simple majority vote, approve such matter for discussion.
- (iii) Resolutions and decisions of the Council shall be binding on all officers, members and lower Organs of the Union.
- (iv) Appoint Ex-officio members of NEC.

Rule 8: (A) NATIONAL EXECUTIVE COUNCIL (NEC)

- (i) The Union shall be administered in between meetings of the N.G.C. by the N.E.C. and shall be fully accountable to that Council. In this regard, the N.E.C. shall take all necessary actions in keeping with the provisions of the Constitution and on behalf of the N.G.C. for the purpose of achieving the aims and objectives of the Union.
- (ii) The N.E.C. shall meet at least once every four (4) months. The General Secretary after consultation with the President shall convene meetings of the N.E.C. However, the meeting of the Council shall have the power to decide the date of its meeting.
- (iii) The N.E.C. shall guide the National Secretariat and consider reports of the Secretariat on the implementation of policies and decisions of the N.D.C., N.G.C. and N.E.C.
- (iv) The N.E.C. shall consider and direct the conduct of the relationship between this Union and other Unions and the Nigeria Labour Congress and between the Union and the employers in the Public Sector.
- (iv) The N.E.C. shall have the power to set up standing and adhoc committees which shall make recommendations for its consideration.
- (v) The N.E.C. shall cause the National Board of Trustees to Prepare draft annual budget and annual reports on the finances of the Union

have the power to impose disciplinary measures on any of its

members or officers for serious misconduct as itemized in Rule 17. (a) - (f).

- (iv) Members suspended from their posts shall forfeit all rights and privileges attached to the post.
- (v) The National Delegates Conference shall have the power to expel member(s) on the recommendation of National Governing Council. Member(s) so expelled shall forfeit all the rights and privileges of members

Rule 18: EMPLOYMENT AND DISCIPLINE OF FULL TIME STAFF

- (i) The National Governing Council shall, on the recommendation of the National Executive Council determine the salaries/wages, hour of work and other conditions of employment that shall apply to full-time officers of the Union. In this regard, the National Governing Council shall have the power to approve and review general Conditions of Service for all full-time staff on the recommendation of the National Executive Council.
- (ii) The National Governing Council shall have the power to discipline the General Secretary and the Deputy General Secretaries on the recommendation of the National Executive Council in accordance with the Union's Conditions of Service.
- (iii) The National Executive Council, shall have the power to discipline, on the recommendation of the General Secretary, other categories of full-time staff of the Union in accordance with the Union's Conditions of Service.
- (iv) The State Executive Council, on the recommendation of the Secretary assigned to the State, shall have the power to discipline other full-time staff in the State in accordance with the Union's Conditions of Service.
- (v) The National Governing Council shall, on the recommendation of the National Executive Council enter into contracts of employment with all full-time staff of the Union and determine the salaries/wages, hours of work and other conditions of employment that shall apply to each full-time staff.
- (vi) The National Governing Council shall have the power to promote and discipline any fulltime staff in the employment of the Union in keeping with the provisions of Conditions of Service for all full-time staff.

Rule 19: UNION'S FUNDS

- (i) The funds of all Organs of the Union shall be the property of the Union and nothing in these rules shall prejudice the right of the National Governing Council to institute

- (d) and ensure that the members attend Branch General meetings.
Shall be responsible to the Branch Committee.

Rule 16: INVESTMENT OF UNION FUNDS

- (i) The funds of the Union which are not required for current expenses shall, on the directives of the NGC, be invested in the name of the Union by the Trustees in public stocks, government securities, landed properties or other businesses.
- (ii) The Union shall encourage the formation of members and staff Co-operative Societies in keeping with the provision of Co-operative laws in each State. In respect of members Co-operative Society in which the Union's name is to be used, the National or the State Board of Trustees shall exercise supervisory role to ensure probity and accountability.

Rule 17: DISCIPLINE OF MEMBERS AND HONORARY OFFICERS

- (i) The National Governing Council shall have the power to impose disciplinary measures on any member or officer for proven serious misconduct. Misconduct shall among other things include the following:
 - (a) Activities deemed to be inimical to the aims and objectives, interest, progress and unity of the Union.
 - (b) Embezzlement, fraud, dishonesty, falsification of and/or manipulation of elections or conniving to cover all or any of the offences mentioned herein.
 - (c) Gross insubordination to lawful authorities of the Union.
 - (d) Activities deemed to deliberately undermine the pursuance of or attainment of decisions of Organs of the Union that are in keeping with the provisions of the Union's Constitution
 - (e) Unruly behaviour at meetings of Organs of the Union and behaviour capable of putting the Union in bad light.
 - (f) Not notifying competent Organs of the Union of non-deduction of Union dues from members and non-payment of levies.
 - (g) The National Governing Council shall have the power to impose the under listed disciplinary measures for offences itemized (a)- (f) above:
 1. Warning or demand for unreserved apology
 2. Fine
 3. Suspension
 4. Expulsion
- (ii) Provided that any member or officer to be so disciplined shall have the right of fair hearing and to appeal up to the National Delegates Conference.
- (iii) Other Organs of the Union, at State and Branch levels, shall

- (vii) for the consideration of the N.G.C.
The NGC shall have the power to approve of the sales and purchase of the Union Assets.

(B) Composition of the National Executive Council

NEC shall be composed of:

- (I) National President
- (ii) National Deputy Presidents (2)
- (iii) National Vice Presidents who shall be Chairpersons of the Seven Zonal Councils.
- (iv) Chairperson National Women Commission who should have the Status of a National Vice President.
- (v) National Treasurer
- (vi) National Secretary Finance
- (vii) National Internal Auditors (2)
- (viii) General Secretary
- (ix) Deputy General Secretaries/Heads of Departments at the Headquarters
- (x) Secretaries Assigned to Zones
- (xi) 7 Ex-Officio Members
- (xii) Member (s) or Officer (s) of the Union who hold(s) an elective or appointive post in NLC or International Trade Union/Labour Organization on the sponsorship of the Union or NLC.

(C) Business of the National Executive Council

The business of the N.E.C. shall be:

- (i) To consider reports of National Secretariat on the state of the Union at all levels in between its meeting including reports on International Relations as it affects the Union.
- (ii) To consider bi-monthly reports of the National Board of Trustees on the Union's Finances.
- (iii) To consider report of the National Secretariat on the conduct of industrial relations as it affects members of the Union.
- (iv) To determine the Union's representation and or delegation to important meetings; determine the Union's position at such meetings. However, in between meeting of the N.E.C. the subject shall be determined by way of consultations initiated by the National Secretariat with the President and or members of the N.E.C.
- (v) To consider all important correspondences received at the National Secretariat and have access to all major correspondences emanating from the National Secretariat.
- (vi) To carry out other functions assigned to it by the Constitution, National Delegates Conference (NDC) and National Governing

- (vii) Council (NGC).
Recommend ex-officio members of the NEC to NGC for appointment.

Rule 9: (A) STATE DELEGATES CONFERENCE (SDC)

- (i) Every State shall hold quadrennial SDC not later than six (6) months after the NDC. The NEC shall on the recommendation of the General Secretary work out the timetable for SDC.
- (ii) The SGC shall have the power to postpone the holding of the SDC when due as a result of unforeseen circumstance for a period not exceeding three (3) months provided that the SGC shall have power to postpone SDC for another three (3) months.
- (iii) If in pursuance of the provision of Rule 7 (A) Sub-Section (xiv) the State Council is dissolved, a State Delegates Conference shall be convened in the normal manner for the purpose of carrying out all the functions of a State Delegates Conference.
- (iv) Delegates to the State Conference shall include the Following:
 - (a) SGC members.
 - (b) Branch delegates to be selected on the basis of N4m per Delegate . National Executive Council member (s) within the State shall be a special delegate to the conference.
- (d) Notice for State Quadrennial Delegates Conference shall be given to all branches at least four (4) weeks before the Conference.
- (e) Items for inclusion on the agenda of the SDC from branches shall be forwarded to the State Secretary to reach him/her not later than two (2) weeks.
- (f) The State Governing Council shall have the power to determine the items to be included on the agenda and the order of priority.
- (g) The State Chairperson shall preside over the Conference and in his absence, a State Vice Chairperson, or in the absence of both of them, any other member of the State Governing Council appointed on the approval of State Executive Council and on majority vote of delegates, provided that such Chairperson shall not be a full time officer of the Union.
- (h) Any member not being a delegate or an accredited official of the Union or a guest duly invited by the State Governing Council shall not be allowed to attend the Conference or take part in its proceedings.

(B) Business of the State Delegates Conference

- (i) The business of State Delegates Conference shall be:
 - (a) The consideration and determination of internal questions of policy affecting the members of the Union.

- (b) general administration of the Branch.
- (b) After consultation with the Chairperson give notice of Branch meetings.
- (c) Prepare minutes of all Branch meetings and carry out decisions of such meetings.
- (d) Prepare and keep the annual nominal roll of members within the Branch in the prescribed form and forward same to the Secretary assigned to the State on the prescribed date.
- (iv) **Branch Treasurer**
The Branch Treasurer shall:
 - (a) Be responsible for the keeping of all monies of the Branch.
 - (b) Keep all relevant accounts books and records of all authorized expenditure and reimbursements.
 - (c) Submit to the Branch Committee, financial income and expenditure reports.
 - (d) Prepare annual financial report i.e. income and expenditure report for the Branch Committee for submission to the quadrennial Branch General Meeting.
 - (e) Disburse Branch funds on receipt of requisition prepared by the Secretary Finance and signed by the Branch Chairperson and Secretary.
 - (f) Surrender all Branch monies or any other property of the Branch in his/her possession, if required to do so, by the Branch Committee or any other higher Organ of the Union.
 - (g) Be signatory to the Branch Bank Account
- (v) **Branch Secretary Finance**
The Branch Secretary Finance shall:
 - (a) Assist the Branch Treasurer in the performance of his/her functions.
 - (b) Attend Branch meetings.
 - (c) Act for the Branch Treasurer in his/her absence/inability to do his/her work and shall be the Secretary to the Board.
 - (d) Be signatory to the Branch Bank Account.
- (vi) **Branch Assistant Secretaries -Information/Welfare**
The Branch Assistant Secretary shall:
 - (a) Assist the branch Secretary in the performance of his/her duties.
 - (b) Deputize for the Branch Secretary in his/her absence.
- (vii) Representative of Section/Trade Groups within the Branch (i.e. Shop Stewards) as Ex-Officio Members of the Branch
 - (a) Shall attend all Branch Committee and General Meetings
 - (b) Shall compile grievance(s) of members, attempt at resolving such grievance(s) with the immediate shop floor management, where this is not possible, report such grievance(s) to the Branch Secretary.
 - (c) Shall inform and educate all members on the activities of the Union

- (b) Assist the Secretary assigned to the State in the performance of his/her duties.
- (c) Under the supervision of the Secretary assigned to the State, ensure that all Branch Committees of the Union function properly.
- (d) Under the supervision of the Secretary assigned to the State, carry out the unionization of all potential members.
- (e) Report regularly to the Secretary assigned to the State on organizational matters.
- (f) Perform other functions that may be assigned to him/her by the State Secretary from time to time.
- (g) An illiterate shall not be elected or appointed to any of the State posts or analogous offices and duties which are enumerated in sections 1-8 of this Rule.

Section 9:

(A) Branch Officers

The Branch Officers shall consist of:

- (a) Branch Chairperson
- (b) Branch Vice Chairperson
- (c) Branch Secretary
- (d) Branch Treasurer
- (e) Branch Secretary Finance
- (f) Branch Assistant Secretary
- (g) Branch Asst. Secretary (Information)
- (h) Branch Asst. Secretary (Welfare)
- (i) Branch Ex-officio members representing Sections/Trade Groups not represented by the election.
- (j) National and State Ex-officio members from the Branch.

(B) Duties of Branch Officer

(i) Branch Chairperson

The Branch Chairperson shall:

- (a) Preside at all Branch meetings, maintain order at such meetings and ensure the observance of the Union's Constitution in the Branch.
- (b) Superintend the functions of the Branch Executive Committee.
- (c) Be signatory to the Branch Bank Account and authorize all expenditures.

(ii) Branch Vice Chairperson

The Branch Vice Chairperson shall assist the Branch Chairperson; act in his/her absence and carry out any function assigned to him/her by the Chairperson and the Branch Committee.

(iii) Branch Secretary

The Branch Secretary shall:

- (a) Keep all books, documents, cheque books and saving account books of the Branch and be responsible for the

- (b) The consideration of reports from the State Governing Council and State Board of Trustees;
- (c) Other matters included on the agenda including dissolution of the SEC and election of State Officers i.e.
 - (i) State Chairperson
 - (ii) State Vice Chairperson (2)
 - (iii) State Treasurer
 - (iv) State Secretary Finance
 - (v) State Assistant Secretary, Administration
 - (vi) State Assistant Secretary, Welfare
 - (vii) State Internal Auditor
- (ii) All the full time officers of the Union who are delegates to the State Delegates Conference shall have the right to speak and participate fully, but shall not have the right to nominate candidates for any elective post or vote at elections of Honorary State Officers
- (iii) In furtherance of the business of the Conference, the Conference shall have the power to set up committee(s) for detailed examination or investigation of any issue(s). Such committee(s) shall report back to the Conference in-Session for any action they may deem fit.

(C) Special State Delegates Conference

- (i) A Special State Delegates Conference may be held to resolve any major issue(s) at such time and place that the State Governing Council shall decide.
- (ii) Delegates to the State Special Conference shall be composed as follows:
 - a. All members of the State Governing Council;
 - b. Two delegates from every Branch in the State.

Rule 10: (A) STATE GOVERNING COUNCIL (SGC)

- (i) The Branches of the Union in the State shall be administered in between State Delegates Conference, by the State Governing Council in accordance with the provisions of the Constitution, decisions of the National Governing Council and policies of the Union.
- (ii) The State Governing Council shall meet at least twice a year, on date and venue to be decided by the previous meeting of the Council or by the State Executive Council.
- (iii) An Extra-Ordinary meeting of the State Governing Council may be convened by the State Executive Council.
- (iv) Items for inclusion on the agenda of the SDC from Branches shall be forwarded to the State Secretary to reach him/her not later than two (2) weeks to the meeting.

- (v) The State Executive Council shall have the power to determine the items to be included on the agenda of the State Governing Council and the order of priority.
- (vi) It shall be the duty of the State Governing Council to:
 - a. Guide and further the interests of members of The Union in the State.
 - b. Ensure the effective implementation of policies determined by the **NDC, NGC, NEC** and the **SDC**
 - c. Ensure proper and strict observance of the Constitution of the Union by all Branches;
 - d. Safeguard the funds of the Union.
 - e. Approve ex-officio members on the recommendation of the SEC.
 - f. Issue directives for proper governance and administration of the Union.
 - g. Perform such other functions as may promote the aims and objectives of the Union.
- (vii) Every issue/question at meetings of the Council shall be decided by a majority vote of members cast in a secret ballot or show of hands.
- (viii) No member of the Council shall be entitled to take part in any discussion or to vote on any matter in which he/she is personally interested other than as a member or officer of the Union.
- (ix) The State Governing Council shall have the power to carry out enquiries and investigations into all activities, including finances of State Executive Council, State Board of Trustees and Branch Committee(s) and take such action(s) as it deems fit for the proper and effective functioning of such Organ(s) of the Union, provided that such action(s) and decision(s) shall not violate the provisions(s) of the Constitution.
- (x) The State Governing Council shall have the power to dissolve any Branch Committee for gross violation of the Union's Constitution and acts inimical to the overall interest of the Union. In the event of such a dissolution, the State Executive Council shall convene a meeting of the Branch for the purpose of appointing a Caretaker Committee of seven (7) members that shall be vested with the responsibilities of the Branch Committee. The tenure of office of the Caretaker Committee shall not exceed three (3) months during which an emergency Branch general meeting shall be convened for the purpose of among others, electing a new Branch Committee. The tenure of the succeeding Branch Committee shall terminate at the end of the tenure of the dissolved Committee. However, the State Executive Council shall, if the need arises, on behalf of the State Governing Council, extend the tenure of the Branch Caretaker Committee for a period not exceeding six (6)

- (a) Represent the General Secretary in the State and be the principal administrative and executive officer of the Union in the State.
- (b) Head the State Secretariat.
- (c) Be responsible for the preparation and conduct of collective bargaining, negotiations and deputations, etc. with employers and other bodies on behalf of the State Governing Council.
- (d) Consult with State Chairperson and other State Officers of the Union regularly on matters affecting the Union.
- (e) Faithfully carry out the decisions of the NDC, NGC, NEC, National Secretariat, Zonal Council, SGC, and SEC.
- (f) Conduct the business of the Union in accordance with the rules and Constitution of the Union.
- (g) Collect all check-off dues, issue receipts and pay same to any bank in the State designated by the National Headquarters of the Union and shall be the secretary of the Board.
- (h) Keep minutes of the State Delegates Conferences, State Governing Council, and State Executive Council and State Board of Trustee meetings.
- (i) Ensure that all branches of the Union, within the State, compile periodically the Nominal Roll of membership and transmit one copy of same to the General Secretary in the first quarter of every year.
- (j) After consultation with the State Chairperson, send out notice of meetings of the State Executive Council and on the directive of the State Executive Council, send out notice of meetings of the State Governing Council.
- (k) Regularly, communicate with all Branches of the Union in the State and ensure that all Organs and members in the State are adequately co-ordinated and informed on matters of interest to the Union.
- (l) Ensure the rendition of annual financial returns to the General Secretary.
- (m) Be responsible for the processing of all documents required by Bank(s) approved by the State Governing Council (SGC) for the opening of new accounts and operating of same. He/She shall also have access to all information in respect of each bank account of the Union.
- (n) Perform other functions conferred on him by the Constitution, the State Delegates Conference, the State Governing Council and State Executive Council.

Section 8: State Organizing Secretary

- The State Organizing Secretary shall:
- (a) Be a full-time officer.

- (d) Issue a receipt, in the name of the Union in respect of money collected for and on behalf of the Union.
- (e) Submit a full financial report and true account of the Union's funds at each State Delegates Conference, State Governing Council, State Executive Council meetings or when requested to do so by the State Executive Council.
- (f) Prepare in the prescribed form approved by the National Governing Council, monthly statement of account showing all income and expenditure within the month and monthly remittances to the Branches and National Headquarters and one copy of the monthly statement of account to be transmitted to the National Headquarters.
- (g) In conjunction with the State Secretary, ensure the rendition of annual financial returns to the General Secretary.
- (h) Shall perform other functions conferred on him/her by the Constitution, the State Delegates Conference, the State Governing Council, State Executive Council and National Board of Trustees.
- (iv) **State Secretary Finance**
The State Secretary Finance shall:
 - (a) Act for the State Treasurer in his/her absence/inability to do his/her work.
 - (b) Attend State Delegates Conference, meetings of the State Governing Council, State Executive Council and State Board of Trustees.
 - (c) Assist the State Treasurer in the performance of his/her functions and shall be one of the three (3) signatories to the State Bank Accounts of the Union.
- (v) **Honorary Assistant Secretaries**
They shall assist the Secretary assigned to State in performance of functions relating to administration and welfare of members.
- (vi) **State Internal Auditor**
The State Internal Auditor shall:
 - (a) In compliance with the provisions of the Constitution examine the accounts of the Union at regular intervals and present report to the State Executive Council, State Governing Council and State Delegates Conference.
 - (b) The Auditor shall attend the regular meetings of the State Executive Council (SEC.)
 - (c) Have unhindered access to all financial books and documents of the Union.

Section 7: (Appointed Officers)

- i. **Secretary Assigned to State**
The Secretary assigned to State shall:

- (xi) weeks.
All decisions of the State Governing Council that are consistent with the provisions of the Constitution and which do not undermine or violate policies and decisions of National Delegates Conference, National Governing Council and decisions of National Executive Council shall be binding on all officers, members and the State Executive Council and Branches.

B Composition of State Governing Council (SGC)

- (i) The S.G.C. shall be composed of:
 - (a) All S.E.C. members.
 - (b) Secretary, State Women Committee.
 - (c) All Branch Chairpersons and Secretaries in the State.
 - (d) NGC member(s) residing and working within the State.
- (ii) In the event of a member of the State Governing Council of the Union becoming a full-time official of Nigeria Labour Congress or any other Trade Union Organization, he/she remain an automatic member of the State Governing Council.
- (C) **Business of the State Governing Council**
 - (i) The business of the Council shall be the consideration and determination of matters on the agenda, including the following:
 - (a) To consider and resolve on the reports of the State Executive Council. (SEC).
 - (b) To consider and resolve on the reports of the Union's Finances and related issues, to be presented by the State Board of Trustees and the Internal Auditor which shall also form part of the State Executive Council's report.
 - (c) To consider and resolve at its end of year plenary sessions, the draft budget for the subsequent year recommended by the State Executive Council.
 - (d) To fill vacancies in the State Executive Council.
 - (e) To consider the report of the Honorary Internal Auditor
 - (f) To set up committees on any issue upon which the Council may consider necessary.
 - (ii) Any matter not included on the agenda shall not be entertained at the meeting of the Council except that the Council may, by simple majority vote approve such matter for discussion.
 - (iii) Resolutions and decisions of the Council shall be binding on all Officers, Members and lower Organs of the Union in the State.

Rule 11: (A) STATE EXECUTIVE COUNCIL (SEC)

- (i) The Union in the State shall be administered in between meetings of the State Governing Council by the State Executive Council

- which shall be fully responsible to that Council. In this regard, the State Executive Council shall take all necessary action(s) in keeping with the provisions of the Constitution, policies and decisions of National Governing Council and decisions of NEC on behalf of the State Governing Council, for the purpose of achieving the aims and objectives of the Union in the State.
- (ii)

- The State Executive Council shall meet at least once every two (2) months. The State Secretary after consultations with the State Chairperson shall issue out circulars for convening meetings of the Council. However, a meeting of the Council shall have the power to decide the date of its next meeting.
- (iii)

- The State Executive Council shall guide the State Secretary/ Secretariat and consider reports of the Secretary on the implementations of policies and decisions of the National Delegates Conference, National Governing Council, National Executive Council, State Delegates Conference (SDC), State Governing Council (SGC) and State Executive Council as they affect members and Organs of the Union in the State.
- (iv)

- The State Executive Council shall have the power to set up standing and adhoc committee(s) which shall make recommendation(s) for its consideration.
- (v)

- The State Executive Council shall cause the State Board of Trustees to prepare draft annual budget and annual reports on the finances of the Union for the consideration of the State Governing Council.
- (vi)

- The State Executive Council shall ensure that all monies disbursed by the signatories to the Union's State Account are meant for the purpose (s) decided upon in accordance with the State Budget.
- (vii)

- The State Executive Council shall on the recommendation of the Secretary assigned to the State, recommends the employment of staff below the administrative grade i.e. Organizing Secretary post etc to the National Secretariat.
- (viii)

- The State Executive Council shall consider and direct the conduct of the relationship between the Union in the State, other Unions and Nigeria Labour Congress; and between the Union in the State and the employers in the Public Sector.

(B) Composition of the State Executive Council

The State Executive Council shall be composed of:

- (i) State Chairperson
- (ii) State Vice Chairperson (2)
- (iii) Chairperson, State Women Committee who has the status of State

- 5. State Secretary Finance
- 6. State Assistant Secretary-Administration
- 7. State Assistant Secretary-Welfare
- 8. State Internal Auditor
- 9. Organizing Secretary.

Section 6: Duties of State Officers

(i) State Chairperson

The State Chairperson shall:

- (a) Superintend the functions of the SGC, SEC and SBOT. In this regard, he/she shall be fully accountable to the SGC, SEC and SBOT, and shall work in closed collaboration with all members of SEC.
- (b) Attend meetings of State Delegates Conference, State Governing Council, State Executive Council, State Board of Trustees, Zonal Council, National Governing Council and National Delegates Conference.
- © Preside at all State Conferences, meetings of the State Governing Council (SGC) and State Executive Council (SEC) and any other Organ of the Union in which he/she participates as a member.
- (d) Be the Chairperson of State Board of Trustees and one of the three signatories to the Union's bank accounts.
- (e) Be responsible for the proper conduct of all meetings he/she presides over and uphold the provisions of the constitution at such meetings.

(ii) State Vice Chairperson

The State Vice Chairperson shall:

- (a) Attend all sessions of the State Delegates Conference, Meetings of State Governing Council, State Executive Council and State Board of Trustees.
- (b) Assist act and carry out the duties of the State Chairperson in his/her absence.
- (c) Perform any other function that may be assigned to him/her by the Chairperson or the State Organ.

(iii) State Treasurer

The State Treasurer shall:

- (a) Receive all monies accruing to the State Council of the Union and shall be one of the three (3) signatories to the Union's Bank accounts.
- (b) Pay out only monies authorized by the State Executive Council in keeping with the provisions of the State annual budget and the purpose of the expenditure shall be stated in a duly signed voucher by the State Chairperson and State Secretary.
- (c) Be accountable to the State Governing Council, State Executive Council and State Board of Trustees.

- (i) Shall perform other functions conferred on him/her by the constitution, the National Delegates Conference, NGC, NEC and the National Board of Trustees.
- (ii) **Deputy General Secretaries:**
Deputy General Secretaries shall:
 - (a) Be members of the National Secretariat and assist the General Secretary in the execution of his/her day-to-day functions. Any of them may be appointed by the National Governing Council, National Executive Council to act for the General Secretary in his/her absence.
 - (b) Attend and service the National Delegates Conference, meetings of the NGC, NEC and any other meeting on behalf of the General Secretary.
 - (c) Be delegated specific functions and responsibilities on behalf of the General Secretary.

Section 3:

Duties of Secretaries Assigned to National Secretariat

They shall be assigned specific functions appropriate to their posts.

Section 4:

Duties of Secretaries Assigned To Zones. They shall:

- (a) Be responsible for the day to day administration of the Zonal Council, assist and co-ordinate the activities of State Secretaries within the Zone.
- (b) Initiate all expenditure of the Zone in the required form for approval by the Zonal Chairperson.
- (c) Implement all decisions of the National Governing Council, National Executive Council and Zonal Council.
- (d) Ensure that all State Councils within the Zone are adequately informed of the activities of the National Governing Council, National Executive Council and National Secretariat.
- (e) Be responsible for the implementation of the educational programmes of the Union in the Zone.
- (f) An illiterate shall not be elected or appointed to any of the National posts or analogous offices and duties which are enumerated in section 1-4 of the Rule.

Sections 5: State Officers

The State Officers of the Union shall consist of:

1. State Chairperson
2. State Vice Chairpersons (2)
3. Secretary assigned to State
4. State Treasurer

- (iv) Vice Chairperson.
- (v) State Treasurer
- (vi) State Secretary-Finance
- (vii) State Assistant Secretary-Administration
- (viii) State Assistant Secretary-Welfare
- (ix) Secretary Assigned to the State
- (x) Organizing Secretary Assigned to the State
- (xi) State Internal Auditor
- (xii) 2 Ex-officio members to represent major Branches not represented in elective posts
- (xiii) Zonal Chairperson, Vice Zonal Chairperson and Treasurer that reside and work in the State and Member(s) of NEC who reside and work in the State.
- (C) Member (s) or officer (s) of the Union who hold(s) elective post(s) at the State NLC or any other Trade Union organization sponsored by the Union.

Business of State Executive Council

The business of the State Executive Council shall be:

- (i) To consider report of the State Secretary on the state of the Union at all levels in between its meetings.
- (ii) To consider the bi-monthly reports of the State Board of Trustees on the Union's finances and operation of the check-off system of Union dues collection in all Branches.
- (iii) To consider reports of the Secretary assigned to the State on the conduct of industrial relations as it affects members of the Union, processing of members grievances, grievances of Branches, correct implementation of collective agreements, relevant government circulars affecting members etc.
- (iv) To consider reports of the State Secretary on the activities of the State Public Service Negotiating Councils and the State Council of the Nigeria Labour Congress.
- (v) To determine the Union's representations and or delegation to important meeting(s) and determine the Union's position(s) at such meeting(s).
- (vi) To consider all important correspondences received by the State Executive Council and have access to all correspondences emanating from the State Secretariat.
- (vii) To carry out other functions conferred on it by this Constitution and other higher Organs of the Union.

Rule 12: (A) LOCAL BRANCHES

- (i) The primary Organ of the Union shall be the Branch. The power to set up Branches or dissolve an existing one shall be vested in the State Governing Council (SGC) subject to the overall authority of

the National Governing Council (NGC). The NEC shall determine general guidelines for the establishment of Branches in order to ensure:

- (a) Broadening members active participation in Trade Union affairs.
- (b) That large number of workers play leadership role in the Union;
- (c) Active interaction with all levels of management in every agency
- (d) Speedy handling of members grievances at all levels.
- (e) Effective organization and mobilization of members.
- (ii) The power to establish a new Branch shall not be exercised where the size of the membership is below twenty (20) or is likely to remain so.
- (iii) Branches, depending on location of the workers may comprise of units/unit representation.
- (iv) A Branch of the Union shall be known by the name authorized by the State Governing Council which shall cause a charter to be issued to the Branch. The name and particulars of the Branch shall not be changed without the authorization of the State Governing Council.
- (v) The affairs of the Branch shall be governed by:
 - (a) Quadrennial Branch General Meeting
 - (b) Branch Committee
 - (c) Branch Mass Meeting
- (vi) On dissolution, all assets and liabilities of the Branch shall be vested in the Union.
- (B) **Quadrennial Branch General Meeting**
 - (i) All Branches of the Union shall hold Quadrennial general meeting as shall be decided by the SGC. Representatives of the State Executive Council shall be invited to the Quadrennial general meeting.
 - (ii) The Quadrennial general meeting shall be convened by the Branch Committee and or if directed to do so by the State Executive Council.
 - (iii) The Business of the Quadrennial general meeting shall be:
 - (a) Election of Honorary Officers of the Branch Committee which shall consist of:
 1. Branch Chairperson
 2. Branch Vice Chairperson
 3. Branch Secretary
 4. Branch Treasurer
 5. Branch Secretary Finance
 6. Branch Assistant Secretary
 7. Branch Assistant Secretary Information
 8. Branch Assistant Secretary-Welfar
 9. Unit representatives i.e. Shop Stewards
 10. National and State Executive Council Member(s)from the

- (d) Be one of the signatories to the Union's Accounts.
- (vi) **National Internal Auditors**
 - (a) The Internal Auditors shall in compliance with the provision of the Constitution, examine the accounts of the Union at regular intervals and present reports to the NGC.
 - (b) Shall attend all meetings of the NGC and NEC.
 - (c) Have unhindered access to all financial books and documents of the Union.
 - (d) Submit written audit reports to the National Executive Council, National Governing Council and the National Delegates Conference.

Section 2:

Duties of Appointed Officers

- (i) **General Secretary**
 - (a) As the Chief Administrative and Executive Officer of the Union, he/she shall be fully responsible to National Delegates Conference, National Governing Council and National Executive Council. He/She shall take full responsibility for the conduct of the affairs of the National Secretariat and therefore shall faithfully execute and implement all lawful decisions of the Union.
 - (b) Shall head the National Secretariat, coordinate the activities of all Departments and Organs of the Union, supervise and direct all paid Officers and staff of the Union.
 - (c) Regularly consult with the National President and other National Officers of the Union on matters affecting the Union, activities of the Secretariat and make regular reports to the National Governing Council and National Executive Council.
 - (d) Attend all sessions of the National Delegates Conference, meetings of the National Governing Council, National Executive Council, National Board of Trustees and other meetings as shall be directed by the National Governing Council.
 - (e) Be responsible for the preparation and conduct of collective bargaining, negotiations and deputations etc. with employers and other bodies on behalf of the National Governing Council.
 - (f) Ensure the rendition of annual financial returns to the Registrar of Trade Unions.
 - (g) Shall be responsible for the processing of all documents required by banks approved by the National Delegates Conference for the opening of new accounts and operating of same. He/She shall also have access to all information in respect of each bank account of the Union.
 - (h) He/She shall endorse every signed cheque leaf and imprint the seal of the Union on it.

- (b) Ensure that all monies accruing to the Union are deposited in the National Accounts promptly in the approved form.
- (c) Make all disbursements on behalf of the Union on the request of the General Secretary in the approved form and on the approval of the National President, provided that such disbursements shall be in line with the provisions of the annual budget and decisions of National Executive Council and the National Board of Trustees.
- (d) Be accountable to the National Governing Council, National Executive Council and the National Board of Trustees for the safe keeping of the Union's funds.
- (e) On behalf of the National Board of Trustees submit a full report and true account of the Union's funds at each National Delegates Conference, National Governing Council and National Executive Council Meetings.
- (f) Prepare in collaboration with the General Secretary and the External Auditor, an annual return in accordance with the provision of the Trade Unions Act Cap T. 14 Of 2004 or any other subsequent legislation, and transmit same to National Executive Council for consideration and subsequent submission by the General Secretary to the Registrar of Trade Unions on the prescribed form.
- (g) Ensure that the accounts of the Union are properly kept. He/She shall surrender all the monies, account books, documents, cheques, bills and savings passbooks, etc. in his/her possession, if requested to do so by the National Governing Council and or the National Executive Council.
- (h) Ensure that account books, documents, cheques, bills and savings passbooks, etc. are kept in the Union's National Secretariat.
- (i) Keep up to date inventory of the Union's properties.
- (j) Perform other functions conferred on him/her by the Constitution, National Delegates Conference, National Governing and National Executive Councils and National Board of Trustees.
- (v) **National Secretary-Finance.**
The National Secretary-Finance shall:
 - (a) Attend all sessions of the National Delegates Conference, meetings of the National Governing Council, National Executive Council and National Board of Trustees.
 - (b) Assist the National Treasurer on financial matters of the Union
 - (c) Act for the National Treasurer in his/her absence/inability to do his/her work.

- (b) Branch shall be ex-officio member(s).
- (b) Consideration of report of activities of the Branch Committee.
Consideration of financial report of the Branch, giving details of income and expenditure.
- (C) **Branch Committee**
 - (i) The Branch Committee of the Union shall be composed of elected officials as enumerated in Rule 12 (B) (iii) (a).
 - (ii) The Branch Committee shall meet at least once every two (2) months.
 - (iii) The Branch Secretary shall, after consultation with the Branch Chairperson, issue notice of Branch Committee meeting to all members.
 - (iv) The Branch Committee shall be responsible for the proper Organization and mobilization of all members of the Union in the Branch. In this regard, it shall ensure that all eligible members pay correctly their union dues and are adequately informed of the general activities of the Union and Labour Movement generally.
 - (v) The Branch Committee shall hold regular meetings and consultations with the local management it interacts with for the purpose of resolving minor grievances of members and workers in the Branch.
 - (vi) The Branch Committee shall also report promptly all unresolved and major grievances with the local management to the Secretary assigned to the State.
 - (vii) The Branch Committee shall consider the bimonthly income and expenditure reports by the Treasurer and the Secretary Finance.
 - (viii) The Branch Committee shall consider reports on the activities of the State Governing and State Executive Councils and issues to be discussed and resolved at State Conferences.
 - (ix) The Branch Committee shall compile, in the month of December each year, nominal roll of members in the Branch indicating name, trade, post and salary grade level of each member, Two (2) copies of the nominal roll shall be sent to the Secretary assigned to the State.
 - (x) If in pursuance of the provision of Rule 10 (A) Sub-section (x) the Branch Committee is dissolved, the Branch General Meeting shall be convened in the normal manner for the purpose of carrying out all the functions of a Branch General Meeting as stipulated in Rule 12 (B) (iii), (a), (b) and (c).
- (D) **Branch Mass Meeting**
 - (i) The Branch Committee shall convene regular mass meetings of all members and or representatives of members in the Branch.
 - (ii) The Branch Mass Meeting shall resolve important issues affecting members of the Branch.

- (iii) The Branch Mass Meeting shall serve as important forum for informing and educating rank and file members and for obtaining their views on issues affecting the Union.

(E) Branch Units

- (i) The State Governing Council shall have the power to Authorize the existence of Branch Units.
- (ii) The Branch may have Unit Committee of not more than five (5) which shall be headed by a representative of the Unite in the Branch Committee.

(F) Branch Coordinating Committee

- (i) There shall be Branch Coordinating Committee for all Branches under one management for the purpose of co-ordinating activities of the Branches and processing grievance(s) common to all workers in the entire establishment.
- (ii) The State Governing Council shall determine the conduct of affairs of the Coordinating Committee including its officers which shall be drawn from officers of the Branch Committee concerned.
- (iii) The Branch Coordinating Committee being an Administrative Organ, shall not in any way undermine the status and responsibilities of the Branch and the Branch Committee.
- (iv) Branch Coordinating Committee shall hold Quadrennial general meeting within three (3) months after Branch election to be attended by each Branch Chairperson, Vice- Chairperson, Treasurer, Branch Secretary and two Branch Executive members for the purpose of reviewing the activities of the Coordinating Committee and electing new officers i.e. Coordinating Committee Chairperson, Vice Chairperson, Secretary, Treasurer and one representative each from Branches that do not hold elective post(s).
- (v) Branch Coordinating Committee shall meet at least once in two months provided that emergency meeting may be convened to consider and resolve important issues.

Rule 13-ADMINISTRATIVE ORGANS

(A) National Board of Trustee (NBOT)

- (i) The NBOT shall comprise:
 1. National President
 2. National Deputy Presidents (2)
 3. National Treasurer
 4. National Secretary Finance
 5. General Secretary
 6. Head of Department, Finance shall be the Secretary
- (ii) The NBOT shall meet at least every three (3) months

- (b) Preside at all National Conferences, meetings of the National Governing Council (NGC); National Executive Council (NEC) and National Board of Trustees (NBOT)

- (c) Be the Chairperson of National Board of Trustees and one of the three (3) signatories to the Union's bank account(s).

- (d) Be responsible for the proper conduct of all meetings he/she presides over and uphold the provisions of the constitution at such meetings.

(ii) National Deputy President.

The National Deputy President shall:

- (a) Attend all sessions of the National Delegates Conference Meetings of National Governing Council, National Executive Council and National Board of Trustees.

- (b) Co-operate and assist the National President in his/her functions and shall act as President in the absence of the later. He/She shall be fully accountable to the National Governing Council and National Executive Council.

- (c) Be responsible for carrying out specific functions assigned to him/her by the National Governing and National Executive Councils.

(iii) National Vice President(s)

The 7 National Vice Presidents shall:

- (a) Attend all sessions of the National Delegates Conference, meetings of National Governing Council/National Executive Council and meetings of the Zonal Councils as Chairpersons i.e. in respect of the seven (7) assigned to Zones.

- (b) Be signatory to the Zonal accounts of the Union.

- (c) Superintend the affairs of the Zonal Councils.

- (d) Act for the President in the absence of the President and the Deputies.

- (e) Be fully accountable to the National Governing and National Executive Councils.

(iv) National Treasurer

The National Treasurer shall:

- (a) Attend all sessions of the National Delegates Conference, meetings of the National Governing Council, National Executive Council signatories to the Union's Bank Accounts.

- (xi) The NGC shall approve a Scheme/Conditions of Service of employment for all categories of full-time officers and employees of the Union
- (xii) No officer of the Union shall hold office, paid or unpaid, in any other Trade Union than a Federation of Unions to which the Union is affiliated.
- (xiii) Any officer of the Union may resign his office at any time provided he/she gives a month's notice or One Month Salary in lieu of notice.
- (xiv) The General Secretary and other Principal full time officers of the Union shall be required to give three months' notice or 3 months salary in lieu of notice after which such resignation shall become effective. On resignation or removal from the Union, an officer of the Union shall surrender all the properties of the Union in his/her care to the Trustees of the Union and shall settle any debt which may be outstanding against his/her name to the Union.

Rule 15: DUTIES OF HONOURARY AND APPOINTED NATIONAL, STATE AND BRANCH COMMITTEE OFFICERS OF THE UNION

National Officers

- (a) National President
- (b) National Deputy President (2)
- (c) 7 National Vice Presidents
- (d) National Treasurer
- (e) National Secretary Finance
- (f) Two (2) Internal Auditors
- (g) General Secretary
- (h) Deputy General Secretaries at the National Headquarters
- (i) Heads of Department

Section 1:

Duties Of The National Officers Of The Union

(i) The National President shall:

- (a) Superintend the functions of the National Governing Council and the National Executive Council. In this regard, he/she shall be fully accountable to the National Governing Council and shall work in close collaboration with all members of National Executive Council.
- (b) Preside at all National Conferences, meetings of the National Governing Council (NGC); National Executive Council (NEC) and National Board of Trustees (NBOT)

- (iii) The National Board of Trustees shall have vested on them all moveable and immovable assets of the Union, real and personal estates and whatever belongs to the Union and they shall deal with them and administer same in such ways and manner as the National Delegates Conference, National Governing Council and National Executive Council may direct. In this regard, they shall be fully accountable to the above Organs.
- (iv) The National Board of Trustees shall make available all the Financial books and transactions of the Union to the Internal Auditor of the Union at any time he/she requests for them.
- (v) The National Board of Trustees shall submit the books of the Union for auditing between the months of January and March each year to by an External Auditor duly appointed by the National Governing Council and approved by the Registrar of Trade Unions.
- (vi) On the recommendation of NEC a Trustee may be removed from office by the National Governing Council on grounds of ill-health, unsoundness of mind, absence from country or if for any other reasons, he/she is unable or unsuitable to perform the duties of his/her office.
- (vii) In the event of death, resignation or removal of a Trustee from office, the office shall be filled temporarily by the National Governing Council on the recommendation of NEC.
- (viii) The NBOT shall open and operate bank accounts in the name of the Union on the decision and formal resolution of the NEC and the signatories shall be President, Treasurer, Secretary Finance while the General Secretary shall endorse every signed cheque leave and input the Union's seal on it.
- (ix) The National Board of Trustees shall prepare the annual draft National budget of the Union for consideration by the National Governing Council through the National Executive Council.
- (x) The National Board of Trustees shall perform all other functions conferred on it by the Constitution, the National Delegates Conference, National Governing Council and National Executive Council.

(B) National Secretariat

- (i) The National Secretariat shall comprise:
 - (a) The General Secretary who shall head the Secretariat and take full responsibility for its activities.
 - (b) Deputy General Secretaries at the National Headquarters
 - (c) Heads of Department
 - (d) Zonal Secretaries
 - (e) Secretaries at National Headquarters.
 - (ii) It shall hold routine administrative meetings

- (iii) The National Secretariat shall be fully accountable to the National Delegates Conference, National Governing Council and National Executive Council.
- (iv) The National Secretariat shall be fully responsible for the day to day administration of the Union, co-ordination of activities of all Organs of the Union and shall constantly brief and consult the President and all members of National Executive Council.
- (v) The National Secretariat shall be responsible for initiating draft policy proposals on all issues affecting the Union; the implementation of decisions of the National Delegates Conference, National Governing Council and National Executive Council and carry out all other lawful decisions and directives of the above Organs.
- (vi) The National Secretariat shall service the National Delegates Conference, the meetings of National Governing Council, National Executive Council, National Board of Trustees and Committees including preparation of reports and minutes of proceedings of such meetings for the consideration of the Organ concerned.
- (vii) The National Secretariat shall ensure the safe custody of all documents, files accounts books, cheque books, bank pass books, bills and tellers etc.
- (viii) The National Secretariat shall ensure that the President, Treasurer and the Secretary Finance have access to the Union's financial documents and instruments.
- (ix) The National Secretariat shall prepare and submit to the National Governing Council, report on the activities of the Union, programmes of work and policy proposals on behalf of the National Executive Council.
- (x) The National Secretariat shall be responsible for the preparation and execution of the union's workers education programmes as shall be approved by the National Governing Council.
- (xi) The National Secretariat shall upon receipt of nominal roll of all the members of the Union in each State from Secretary assigned, compile and update the list of all members of the Union showing relevant details.
- (xii) The National Secretariat shall carry out other functions as may be directed by National Delegates Conference, National Governing Council and National Executive Council.
- (C) Zonal Council**
- (i) There shall be Seven (7) Zonal Councils including Federal Zonal Council as listed in Appendix 1.
- (ii) The Zonal Council shall have the following officers:

- (iv) All elected and full-time officers of the Union at all levels shall be expected to be committed to the ideals of the Union and the Trade Union Movement. In this regard, they shall be expected to demonstrate transparency, accountability and eschew all traces of ethnicism, regional sentiments, religious bias and other anti-working class traits and cleavages in the conduct of the affairs of the Union.
- (v) The post of General Secretary on being vacant shall be filled by the candidate appointed by the National Governing Council on the recommendation of the National Executive Council, the appointment shall be on probation, if made from outside the Union, pending ratification or otherwise by the National Delegates Conference. He/She shall hold office at the pleasure of the Union.
- (vi) On the recommendation of the National Executive Council, the National Governing Council shall consider and approve appointment or promotion to the post of Deputy General Secretary.
- (vii) On the recommendation of the General Secretary, the National Executive Council shall appoint and promote other Secretaries and staff and report to the National Governing Council for ratification.
- (viii) No candidate shall be appointed to the post of General Secretary unless he/she possesses demonstrated experience and knowledge in Trade Union affairs, industrial relations and appropriate level of education to be determined by the National Governing Council. However, such a person shall also be required to possess substantial knowledge of the Public Services of the Federation, the problems and career expectations of the cadres in the Public Services, in particular those of members of this Union, and the conduct of industrial relations in the Public Service. Such a candidate shall also have substantial experience of the practice of Trade Unionism in the Country. The above conditions should in lesser degree apply to the appointment of Deputy General Secretaries and other categories of Secretaries.
- (ix) It shall be the policy of the Union to recruit full time officials in the Secretary cadre from the ranks of suitable honorary activists of the Union who meet the conditions stipulated in the approved schemes of service for Union staff.
- (x) The Union shall however employ officers in specialized areas. Such officers may not have appropriate experience or knowledge of the Public Services of the Federation, Trade Unionism and industrial relations, in which case, they would be required to undergo appropriate Trade Union Training.

kept in safe custody at the Union's State Secretariat by the Secretary assigned to the State provided that the State Chairperson, Treasurer and Secretary Finance shall have free access to the documents.

- (xi) The State Board of Trustees shall perform any other functions conferred on them by the Constitution, State Governing and Executive Councils.

(H) State Women Committee (SWC)

i. The State Women Committee shall comprise:

- (a) State Chairperson who shall have the status of a Vice Chairperson in the SEC.
- (b) State Vice Chairperson
- (c) State Secretary who shall be member of the SGC
- (d) State Assistant Secretary
- (e) One representative from each branch within the State .
- (f) The SWC shall meet at least once in every three months.
- (g) The SWC shall ensure active participation of women in Trade Union activities.
- (vi). The SWC shall hold its conference every four years.
Delegation to the conference shall be:
- (a) All the State Women Committee Officers
- (b) 5 women representatives from each Branch
- (c) The NWC officer and or representative resident in the State.
- v. The SWC shall be accountable to the SGC and SEC.

Rule 14: HONORARY AND FULL-TIME OFFICERS OF THE UNION

- (i) All Honorary National, State and Branch Committee Officers of the Union, with the exception of the General Secretary and other full-time officials shall be elected by the National/State Delegates Conferences and Quadrennial General Meeting(s) of Local Branch respectively.
- (ii) Duration of Office:
- (a) An elected officer of the Union at the National, State, National Co ordinating and Branch Committees shall hold office for a duration of four (4) years provided that he/she shall be eligible for re-election for not more than two (2) terms on a post.
- (b) However, any elected officer who retires from Public Service before the expiration of his/her tenure shall vacate such office on the day of retirement and such office shall be filled through bye election.
- (iii) All elected and full-time officers of the Union shall be deemed as members of the Trade Union Movement and leaders in their own rights. They shall therefore be committed to the projection and advancement of the interests of members of the Union and workers generally.

- (a) Zonal Chairperson who is also a National Vice-President.
- (b) Zonal Vice Chairperson
- (c) Zonal Treasurer
- (d) State Chairpersons and Secretaries within the Zone, Chairpersons and Secretaries of NCC in the case of Federal Zone.
- (e) Chairperson and Secretary of Zonal Women Committee (ZWC).
- (f) Secretary Assigned to the Zone.
- (g) Member(s) of NEC who reside and work in the State(s) within the zone.
- (iii) The Zonal Council shall meet at least once every four (4) months.
- (iv) Every Zone shall have a bank account with the Zonal Chairperson, the Zonal Secretary and Treasurer as signatories to the account provided that all expenditures shall be initiated by the Zonal Secretary and approved by the Zonal Chairperson and shall be in line with the approved budget of the Zone.
- (v) All Zonal budgets shall be approved by the Zonal Council in the first instance and finally by the National Board of Trustees on behalf of National Executive Council.
- (vi) They shall fully account for the finances of the Zone to the National Board of Trustees and the Zonal Council.
- (vii) The Zonal Council shall address the workers education needs of the States within the Zone, principally from the check-off allocation.
The educational programmes of the Zone shall be conducted in conjunction with the National Secretariat of the Union.
- (viii) The Zonal Council shall co-ordinate activities of the Union in the Zone and assist State Council(s).
- (ix) A Zonal Council shall consider issues affecting the Zone and other specific functions assigned to it from time to time by the National Executive Council.
- (x) There shall be Zonal Committee comprising:
- (a) Zonal Chairperson
- (b) Zonal Vice Chairperson
- (c) Zonal Treasurer
- (d) Secretary assigned to the Zone
- (xi) Zonal Council at a Special meeting shall be required to 'elect' their candidate(s) for the post of National Vice President to be ratified at National Delegates conference (NDC)
- (xii) Zonal Council meeting shall hold not later than six (6) Weeks after the NDC to elect:
- (i) Zonal Vice Chairperson
- (ii) Zonal Treasurer
- (D) Zonal Secretariat Functions:**
- (i) The Zonal Secretary shall held the Zonal Secretariat

- (ii) The Zonal Secretariat shall be responsible for the administration of the Union within the Zone and co-ordination of activities of the States within the Zone.
- (iii) Be responsible for the implementation of decisions of the NDC, NGC, NEC and Zonal Council.
- (iv) Submit report on the activities of the Zone, programmes of work and policy proposals to the National Secretariat.
- (v) Shall receive the nominal roll of members from each State within the Zone and forward same to the National Secretariat
- (vi) Perform any other function(s) assigned by the NDC, NGC, NEC and the Zonal Council.

(E) National Women Commission (NWC)

- (i) The National Women Commission Officers shall comprise:
 - (a) National Chairperson
 - (b) National Vice Chairpersons (2)
 - (c) National Treasurer
 - (d) National Secretary Finance
 - (e) Assistant Secretary
 - (f) National Internal Auditor
 - (g) Gender Desk Officer - To function as Secretary to the Commission.
- (ii) The NWC shall meet at least once in a year
- (iii) The NWC shall be accountable to the NGC and NEC
- (iv) The NWC shall ensure active participation of women in Trade Union activities.
- (v) The NWC shall hold its Conference every four years on date and time to be decided by the NGC and NEC.
- (vi) Delegate to the Conference shall be: All National Officers of the NWC. Zonal Chairpersons & Secretaries of Zonal Women Committees, Chairpersons and Secretaries of State Women Committees (SWC), FCT Abuja and Federal Organ Lagos

(F) National Coordinating Committee (NCC) of Federal Parastatals Branches (NCCFPB)

- (i) There shall be National Co-ordinating Committee of Federal Parastatals Branches that has National spread for the purpose of co-ordinating the activities of the Branches and processing grievance(s) common to all workers in the Parastatals.
- (ii) The National Governing Council (NGC) shall determine the conduct of affairs of the Co-ordinating Committee.
- (iii) The National Coordinating Committee shall meet at least twice a year provided that emergency meeting(s) may be convened to

- (iv) consider and resolve important issue (s).
- (iv) The National Coordinating Committee shall hold quadrennial meeting within three months after Branch elections for the purpose of reviewing the activities of the Coordinating Committee and electing new officers i.e. Coordinating Committee Chairperson, Vice-Chairperson, Secretary, Treasurer and two Ex-officio members.

(G) State Board of Trustees (SBOT)

- (i) The State Board of Trustees shall comprise:
 - (a) State Chairperson
 - (b) State Vice Chairperson (2)
 - (c) State Treasurer
 - (d) State Secretary Assigned
 - (e) State Secretary Finance
- (ii) The State Board of Trustees shall meet at least every two months and shall submit to the State Executive Council its bi-monthly income and expenditure report.
- (iii) The State Board of Trustees shall be accountable to the State Governing Council and State Executive Council.
- (iv) The State Board of Trustees shall make available all the financial books and transactions of the Union to the Internal Auditor of the Union at any time he/she requests for them.
- (v) A Trustee may be removed from office by State Governing Council on grounds of ill-health, unsoundness of mind, absence from country or if for any other reasons he/she is unable or unsuitable to perform the duties of his/her office.
- (vi) In the event of death, resignation or removal of a Trustee from office, the office shall be filled temporarily by the State Governing Council.
- (vii) The State Board of Trustees shall open and operate bank accounts in the name of the Union on the decision and formal resolution of State Governing Council and the signatories shall be State Chairperson, Treasurer and Secretary Finance.
- (viii) The State Board of Trustees shall prepare the annual draft State budget of the Union for consideration by the State Governing Council through the State Executive Council.
- (ix) The State Board of Trustees shall submit the accounting books of the Union for auditing by the External Auditor duly appointed by the National Governing Council and approved by the Registrar of Trade Unions in the months of January each year. Thereafter the audited account shall be submitted to the National Secretariat before the end of April each year.
- (x) The State Board of Trustees shall ensure that all financial documents, bank cheques, bank pass books, tellers, bills, etc. are