

SENIOR STAFF ASSOCIATION OF NIGERIAN UNIVERSITIES

CONSTITUTION

AND ORDER OF PROCEDURE OF THE SENIOR STAFF ASSOCIATION OF NIGERIAN UNIVERSITIES (SSANU)

**Motto: INTERGRITY, EQUITY
& JUSTICE**

4th Edition, 2016

OUR MISSION

Our mission is to create a viable Union that will not only achieve improvements in the welfare of its members but that will be a major player in the development of the education sector and the nation at large

OUR VISION

To deepen labour relations and enrich the procedure and process of enhancing the wellbeing/welfare of its members in particular, and the generality of Nigerians and mankind as a whole

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ARTICLE 1: NAME AND TITLE

There is hereby established an Association to be known and called "The Senior Staff Association of Nigerian Universities" (SSANU), hereinafter referred to as "The Union".

ARTICLE 2: REGISTERED OFFICE OF THE UNION

The registered office of the Union is situated at Plot 36, Road A, Off University Road, Gwagwalada, ABUJA, in the Federal Capital Territory of Nigeria, and may be changed to any such other place or places as the National Executive Council (NEC) of the Union may from time to time decide. Any change of the name or registered office of the Union shall be notified to the Registrar of Trade Unions in the prescribed form and not effective until registered. However, the Union may establish and maintain Branch offices in any part of Nigeria.

ARTICLE 3: CHANGE OF NAME

The registered name of the Union may be changed by the National Delegates' Conference (NDC) where the need arises provided any such change in name or registered address shall be communicated to the Registrar of Trade Unions in accordance with the provisions of the Trade Unions Acts 1978 as amended.

ARTICLE 4: AIMS AND OBJECTIVES

(i) To organize into a single and coherent trade union and serve as an umbrella organization for all Senior Administrative, Technical and other Senior non-teaching staff of all Nigerian Universities and inter-University Centres who elect to be members.

- (ii) To regulate the relationship between each senior non- teaching staff and another, and between the employers and individual member so the Union.
- (iii) To work for the establishment and the maintenance of equitable, reasonable and proper hours of work, appropriate salaries and wages, as well as other conditions of service.
- (iv) *To establish and maintain a high standard of work, ethics, discipline and professional practice.
- (v) To work for the advancement of member so the Union by way of training, retraining and further education.
- (vi) To provide benefit and assistance (including financial support) to Union members under the conditions laid down in this Constitution.
- (vii) To encourage members of the Union to participate actively in the decision making process of the Union and to give support to other related activities of the University system and the Nation as a whole.
- (viii) To promote, protect and advance the economic, social and cultural interests of the University system in Nigeria.
- (ix) To motivate, co-ordinate, encourage and unite all members for the upliftment of the educational standard within the University system in Nigeria.
- (x) To engage in such other lawful activities as are compatible with the Trade "Union Law" and not inconsistent with trade union spirit and practice,
- (xi) To promote and advance the economic, political and social rights as well as the general welfare of the members of the Union
- (xii) To promote and sustain positive industrial relations practice in the Nigerian University System by strengthening collective bargaining between the employers and employees within the system.

ARTICLE 5: MEMBERSHIP

- (i) Membership of the Union shall be open to all Senior Administrative, Technical and other Senior Non-teaching staff of Nigerian Universities and Inter-University Centers who voluntarily elect to join the Union.
- (ii) *Once admitted into membership, no person shall be deprived of his membership on grounds of gender, religion, political persuasion, association, or ethnic origin.
- (iii)*Any member may be expelled by the Union if convicted of a felony or if he has committed a breach of any of the provisions of the constitutions and found liable and guilty by an appropriate Disciplinary Committee or by any competent court of law in accordance with the provisions in Appendix II of this constitution.
- (iv)Every prospective member shall register and belong to the Branch of the Union established in the University or inter-University centers in which he has been employed.
- (v) *Every member shall be given a copy of the Union's Constitution by the Branch Chairperson upon proof of payment of monthly check-off dues and/or any fee that may be prescribed by the National Executive Council (NEC) from time to time.
- (vi)Every member is under obligation to pay his Union dues regularly and promptly, in accordance with these rules, through the check-off system.
- (vii) A member is entitled to participate fully in the affairs of the Union, but must refrain from acts which may bring the Union into disrepute.
- (viii) A member may resign his membership of the Union on giving thirty (30) days' notice of his intention to do so to the Branch Secretary.
- (ix)The Union reserves the right to discipline any erring member who is in breach of its rules, including the right to expel such member, provided such a member is given a fair hearing before disciplinary sanctions are imposed on him/her.
- (x) * Every Branch shall forward to the National Executive Council (NEC) through the National Secretariat annually, a comprehensive list of its members indicating unit and official designation and to inform the Secretariat of any new members or withdrawal of any existing member (s)/deaths. The comprehensive list of members must reach the National Secretariat on or before January, 31st each year.

ARTICLE 6: UNION CONSTITUTION

- (i) This document may be cited as "**The Constitution**" of the Union, and may be amended from time to time by the National Delegates' Conference, or as the National Delegates' Conference may delegate.

- (ii) The Constitution shall be the basis of a contract between members of the Union, between individual members among themselves, between the Union and its officials.
- (iii) NO article of this Constitution may be altered, amended or rescinded, nor can a new Article become operative unless:
 - (a) Notice of the proposed alteration, amendment or rescission has been duly communicated to members through the Branches at least thirty (30) days before the commencement of the National Delegates Conference; and
 - (b) The alteration, amendment or rescission is supported by a simple majority of the delegates present and voting by secret ballot at the National Delegates' Conference **provided** that change of name of the 'Union shall not be effective unless it is supported by at least two third (2/3) of ALL the members of the Union and such change shall be register able by the Registrar of Trade Unions in compliance with the relevant provisions of the Trade Union's Act.
- (iv) Subject to the provision of the Constitution, a Branch may make bye-laws for the administration of the Local Branch of the Union.
- (v) Any bye-laws made by a Local Branch shall be communicated to the National Secretariat for the consideration and approval of the National Executive Council before it becomes operative.
- (vi) The National Executive Council is empowered to declare null and void any bye-laws which may be inconsistent with the provisions of this Constitution.

ARTICLE 7: UNION GOVERNMENT

The Government of the Union shall consist of and be vested in the following organs:

- (a) The National Delegates' Conference
- (b) The National Executive Council
- (c) The National Administrative Committee
- (d) The Zonal Executive Council
- (e) The Zonal Administrative Committee; and
- (f) The Local Branch Congress of the Union
- (g) The Local Branch Executive Committee

ARTICLE 8: NATIONAL DELEGATES' CONFERENCE (NDC)

The National Delegates' Conference shall be the supreme authority of the Union.

(1) COMPOSITION

The National Delegates' Conference shall comprise of:

⇒ The National Executive Council members;

⇒ Delegates from each Branch which, in any case, shall, apart from the Branch Chairperson, Secretary and Treasurer shall be based on one (1) additional delegate for every one million naira (N1, 000, 000. 00) only paid before one month to NDC.

(ii) FUNCTIONS OF NDC

(a) The business of the Conference shall be the consideration and determination of the Union's policy matters, reports from National Officers, election of National officers and any other matters on the Agenda.

(b) The accounts of the Union shall be audited annually. The audit accounts shall be submitted to the National Executive Council by the Auditor of the Union at least twenty-one (21) days before the National Delegates Conference. The four (4) years approved audited accounts, the National Treasurer's report and the General Secretary's report shall be delivered to the National Delegates Conference by the respective officers, subject to prior approval by the National Executive Council. The National President is also required to submit a comprehensive Quadrennial report to the National Delegates' Conference, containing the major activities of the Union in the out-going period.

(c) Handing-over notes shall be comprehensively prepared including the state of the Union's accounts. The handing over notes, together with all documents relating to the activities of the outgoing National Executive Council, and every property of the Union (including files, cheque books, etc) shall be delivered within two (2) weeks of the swearing in of the new Executive. One copy of a list of assets of the Union shall be sent to the Registrar of Trade Unions.

(d) The Conference may set up Ad-hoc Committees for a detailed examination or investigation of any issue, and any such Committee shall report its findings and recommendations to the Conference-in-session or at the next NEC meeting.

(e) The National Delegates' Conference shall reserve the right to dissolve the Organs of the Union in accordance with the procedures laid down in **Article 29** of this Constitution.

(iii) ***MEETINGS OF NDC***

(a) The National Delegates' Conference shall be held every four (4) years during any of the long vacation months (provided that holding the Conference at any other time shall not invalidate the proceedings) at a venue to be decided by the Delegates' Conference. In exceptional cases, the National Executive Council may change the venue of the Conference: provided such change is communicated to all the Branches at least three (3) months before the date of the Conference.

(b) * An Emergency/Special Delegates' Conference may be held by a resolution of two-thirds (2/3) majority of the Branches of the Union. The requisition for an emergency/special Delegates Conference shall be forwarded to the General Secretary who will liaise with the National President; and the National President shall, within seven (7) days of the receipt of the requisitioned Conference, instruct the General Secretary to convene such a Conference at such a time and place that the National Executive Council may decide.

(c) Items for inclusion on the Agenda for the National Delegates' Conference, from whatever source, shall be forwarded to the General Secretary to reach him two (2) months before the Conference.

(d) The National Administrative Committee shall have the power to determine the items to be included on the Agenda and their order.

(e) The Agenda of the Conference, together with the supporting papers, shall be forwarded to the delegates to reach them not later than one (1) month before the Conference, provided that the failure to comply with the provisions shall not invalidate the proceedings.

(f) The National President shall preside over the Conference, and in his absence, the Deputy National President. In the absence of both the National President and the Deputy National President, any of the Vice-Presidents elected by a majority of the delegates present shall preside.

(g) Any member who is not a Delegate may attend the Conference as an observer after due clearance.

(h) The National Administrative Committee shall draw up and issue to the Branches the Agenda of the Conference at least four (4) weeks before the Conference is due to meet, and any subject not included on the Agenda shall not be discussed without the permission of the National Administrative Committee.

(iv) *ACCREDITATION/ELECTION OF NDC DELEGATES

- (a) The National Executive Council may appoint a Credentials Committee. The Credentials Committee shall receive the list of delegates from each Branch twenty-eight (28) days before commencement of the Delegates' Conference and shall report within seven (7) days to the National Administrative Committee any case of an unqualified delegate. The National Administrative Committee, if satisfied with the Credentials Committee's Report, shall within seven (7) days direct the Branch to substitute with another delegate.
- (b) Each Branch of the Union shall constitute one constituency for the purpose of nominating delegates to the Conference.
- (c) *To be eligible for nomination as a delegate, a candidate must be a financial member of at least five (5) years standing in his Branch (except in case of newly admitted Branches) and actively involved in the affairs of the Union, be a confirmed staff and at least 5 more years of service in the system.
- (d) There shall be accreditation of delegate before the commencement of election at NDC.
- (e) Any member of the Union who is qualified for election under Article 9(iv)(a) of this Constitution may be elected into the National Administrative Committee, notwithstanding that he is not a conference delegate provided he has a good standing as a member of his Branch.

(v) DELEGATES WITH OBSERVER STATUS

A fledgling Branch whose application for membership has been received by the National Executive Council and is awaiting approval by the National Delegates' Conference may, on the direction of the National Executive Council, send not more than two (2) Representatives

as delegates to the Conference, and such Representatives shall be granted an observer status, but without a voting right.

(vi) VOTING

- (a) Voting at the Conference shall be by secret ballot or any other method approved by delegates present.
- (b) The Conference shall constitute one constituency for the purpose of electing the National Officer so the Union.

(vii) QUORUM

*The quorum for the National Delegates' Conference shall not be Less than two-third (2/3) of total Branches present. Any fraction to be Approximated to the nearest number

ARTICLE 9: NATIONAL EXECUTIVE COUNCIL (NEC)

(i) COMPOSITION

The National Executive Council (NEC) shall be composed of the following.

- The National President
- The Deputy National President
- The three (3) National Vice-Presidents
- The National Treasurer
- The National Financial Secretary
- The National Public Relations Officer
- The National Trustee
- The National Internal Auditor
- The National Ex-Officio
- The National Legal Adviser
- The National Women Leader
- Zonal Women Leaders (representing their Zones)
- Zonal Secretaries, Zonal Treasurers
- Chairpersons, Secretaries, and Treasurers of Branches

(ii) FUNCTIONS OF NEC

- (a) The Union shall be administered in-between National Delegates Conferences by the National Executive Council in accordance with this constitution. The NEC shall take necessary action it deems fit on behalf of the NDC.
- (b) The National President shall preside over the meeting of the Council and in his absence, the Deputy National President. If neither of them is present, any of the National Vice-Presidents elected by a majority of the members present shall preside.
- (c) It shall be the duty of the Council to safeguard and further the interests of members of the Union, carry out the policies determined by the National Delegates Conference, ensure proper and strict observance of the Rules of the Union by members both individually and collectively, safeguard the funds of the Union, set up such Departments or Committees as it may deem necessary for the smooth and orderly conduct of the affairs of the Union, issue directives for the proper governance and administration of Union affairs, and perform such other functions as may promote the objective of the Union.
- (d) The power to establish a new Branch in a University/Inter University Centers/Campuses or to dissolve an existing one shall be vested in the National Executive Council subject to the approval of the National Delegates' Conference.

(iii) MEETINGS OF NEC

- (a) The National Executive Council shall meet at least three (3) times in a year on dates and venues to be decided by the Council.
- (b) Items for inclusion on the Agenda of any meeting of the Council, from whatever source, shall be forwarded to the General Secretary, to reach him not later than one month before the meeting.
- (c) The National President, in consultation with the General Secretary, shall have power to determine the items to be included on the Agenda and the order of listing.
- (d) The Agenda of the Council's meeting, together with the supporting papers, shall be forwarded to members in advance but not later than fourteen (14) days before the meeting.

(iv) ACCREDITATION/ELECTION OF NEC

(a) To be nominated for election as a member of the National Executive Council (NEC), a candidate must have been a member of the Union for at least five (5) years and involved in the affairs of the Union, highly knowledgeable in the business of the Union and of good financial standing.

(b) A member is duly elected into the National Executive Council (NEC), if he obtains a majority of votes at the Quadrennial Congress of a Branch by members of the Branch present by secret ballot.

(v) VOTING

(a) Every issue in dispute at a meeting of the Council shall be decided by a majority of votes of members present by open or secret ballot: provided that in the event of parity of votes, the President or any person presiding shall have a casting vote.

(b) No officer or member of the National Executive Council shall be entitled to take part in any discussion or to vote on any matter in which he is personally interested other than as a member of the Union.

(vii) QUORUM

The quorum for the National Executive Council meeting of the Union shall not be less than one-third (1/3) of its members.

(vii) TENURE OF OFFICE

- a. Every elected officer of the Union shall hold office for the period of four (4) years.
- b. No elected officer of the Union shall serve in the same position for more than two (2) terms of four (4) years each.
- c. *In any event where an officer is unable to perform the function of his/her office due to permanent incapacitation, death, resignation, removal from office etc; the BEC, ZAC or NAC shall appoint someone to act for a period not more than 3 months within which a bye election shall be conducted for the unexpired tenure of office of the last holder of the office.

- d. *In the event of a force majeure as a result of which election into National Delegates' Conference, Zonal Executive Council and Branch Congress cannot hold, there shall be an extension for a period of not more than three (3) months approved at an emergency National Executive Council, Zonal Executive Council or Branch Congress by which election shall be conducted as applicable.
- e. *In the event that the election fails to hold after the expiration of the extended three (3) months, a Caretaker Committee shall be appointed by National Executive Council, Zonal Executive Council or Branch Congress to initiate electoral process and conduct election within two (2) months as applicable.
- f. No officer of the Union shall hold office, paid or unpaid, in any other Union than a Federation of Unions to which the Union may belong.

ARTICLE 10: NATIONAL ADMINISTRATIVE COMMITTEE (NAC)

1. COMPOSITION

The National Administrative Committee (NAC) shall be composed of the following:

The National President

The Deputy National President

The three (3) National Vice-Presidents

The National Treasurer

The National Financial Secretary

The National Public Relations Officer

The National Trustee

The National Internal Auditor

The National Ex-Officio

The National Legal Adviser

The National Women Leader

The General Secretary

2. FUNCTIONS OF NAC

The National Administrative Committee shall;

- (a) Be responsible for the administrative day-to-day running of the National Secretariat and the Union through the National President.
- (b) Be responsible for the National Executive and the National Delegates' Conference.
- (c) Appoint standing/Adhoc Committees and order audit of Branch account at the expense of such Branch, for ratification by the National Executive Council.
- (d) Present written reports of stewardship to the National Delegates' Conference.
- (e) *Take disciplinary measures on erring Zone, Branch and report to the National Executive Council for ratification.
- (f) *Consider and recommend annual budget of NAC to NEC for approval
- (g) *The National Administrative Committee shall have power to appoint specialized and other staff to facilitate the smooth administration of the Union. The emolument of such staff shall be determined by the National Administrative Committee and charged to the account of the Union subject to NEC's ratification.

(3) MEETINGS OF NAC

The National Administrative Committee shall meet as regularly as necessary, but at least once in three (3) months.

(4) QUORUM

*The quorum for the National Administrative Committee meeting of the Union shall not be less than two-third of its members.

ARTICLE 11: ZONAL EXECUTIVE COUNCIL (ZEC)

For administration of the Union businesses, there shall be Zonal Executive Councils (ZEC) namely. Eastern Zone, Northern Zone and Western Zone (Northern Zone 1&2 and South-South Zone shall take effect from 2019).

COMPOSITION

The Zonal Executive Council (ZEC) shall be composed of the following:

- The National Vice President from the Zone as Chairperson
- All NEC members from the Zone
- All National Officers from the Zone
- A zonal Secretary who shall be elected from the NEC members from the Zone
- The Zonal Women Leader who shall be elected y Women leaders of Branches from the Zone whose
- functions/duties shall be:
 - a: To assist the National Women Leader
 - b: To coordinate the activities of Zonal Women Wing of the Union
 - c: To be member of ZAC, ZEC and NEC
 - d: To be sponsored to NEC and other meetings by the Zone

(ii) FUNCTIONS OF ZEC

(a) The duties of the Zone shall include the organization of Branches within the Zone, the co-ordination of the work of the various ranches, the conduct of necessary propaganda, the administration of such business of the Union as it effects the membership in the Zone, such, as general industrial movement, educational work, the consideration of any dispute arising in the Zone, dialogue with the Management of the Branches within the Zone in consultation with the National President and on his behalf and reporting thereon to NEC through the National Administrative Committee.

(iii) MEETINGS OF ZEC

The Zonal Executive Council shall meet at least 3 times a year or at the requisition of not less than two-third (2/3) of its Branches.

ARTICLE 12: ZONAL ADMINISTRATIVE COMMITTEE (ZAC)

(a) COMPOSITION

The Zonal Administrative Committee (ZAC) shall be composed of the following:

The National Vice-President/Chairperson of the Zone

The Zonal Secretary The Zonal Treasurer The Zonal Women Leader

(b) **FUNCTIONS OF ZAC**

(a) To serve as the Zonal Administrative Committee;

(b) To co-ordinate Union activities of the Branches in the Zone;

(c) To execute decisions of the National Executive Council and the National Administrative Committee.

(c) **MEETINGS OF ZAC**

The Zonal Administrative Committee shall meet as regularly as necessary, but at least once in three (3) months.

(iv) QUORUM

*The quorum for the Zonal Administrative Committee of the Union shall not be less than two-third (2/3) of its members.

ARTICLE 13: *CREATION OF NEW ZONES

- a. *An application for the establishment of a new Zone shall be sent to the National Executive Council through National Administrative Committee for its provisional approval and ratification by National Delegates' Conference provided that there shall be at least ten (10) Branches in such Zone/the parent Zone. However, such a request must pass through the parent Zone(s)
- b. *A Zone of the Union established pursuant to this Constitution shall be known by the name authorized by National Executive Council (NEC) as ratified by the National

Delegates' Conference (NDC).

ARTICLE 14: (i) NATIONAL ADVISORY COMMITTEE

- (a) There shall be a National Advisory Committee made up of not more than five (5) members to be appointed by the National Executive Council (NEC) on the recommendation of the National Administrative Committee (NAC). A Chairperson shall be appointed from amongst them.
 - (b) The Advisory Committee shall advise the President and the National Administrative Committee on issues referred to it and other matters as the Committee deems fit and proper.
 - (c) The General Secretary or his nominee shall serve as the Secretary to the Committee
 - (d) Persons to be appointed into the Committee shall have been members of the Union for not less than ten (10) years and shall not be below CONTISS 11 or its equivalent.
 - (e) The Committee shall hold its meetings in consultation with the National President, at most, three (3) times a year in the National Secretariat or as circumstances may warrant
- (ii) *The NEC, NAC, ZEC, ZAC and BEC shall have power to set up standing or Adhoc Committee as deemed fit, provided that a Committee set up by NAC, ZEC, ZAC and BEC shall be subject to the ratification of NEC and the Branch Congress as the case maybe.

ARTICLE 15: (i) ESTABLISHMENT OF NEW BRANCH

- (a) An application for the establishment of a new Branch shall be sent to the Zonal Executive Committee which shall in turn forward same to the National Executive Council through the National Administrative Committee for its provisional approval and ratification by the National Delegates' Conference; provided always that there

shall be a minimum of 50 members in a Branch, except the National Administrative Committee recommends otherwise in exceptional cases.

- (b) *A Branch of the Union established pursuant to this Constitution shall be known by the name authorized by the National Executive Council (NEC) as ratified by the National Delegates' Conference (NDC) which shall cause an approval to be issued to the Branch.
- (c) The name of the Branch shall not be changed without authorization by the National Executive Council.

(ii) BRANCH EXECUTIVE COMMITTEE (BEC)

There shall be a Branch Executive Committee of the Union.

(iii) COMPOSITION

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Financial Secretary
- Public Relations Officer
- Assistant Secretary
- Trustee
- Ex-Officio
- Women Leader

(iv) (i) FUNCTIONS OF BEC

- (a) It shall be the duty of each Branch to see to the proper organization of the Union at the grassroots, to represent the members in appropriate cases; to follow the directives of the National Delegates' Conference, and the National Administrative Council through the National President of the Union in the conduct of its affairs.

- (b) It shall be the duty of the Branch Executive Committee to provide leadership at the local level and to run the affairs of the Branch in-between Congress Meetings
- (c) A Branch shall have the power to remove any Branch Officer for just cause after due process/ subject to the right of appeal to the Zonal Executive Committee in the first instance/ and, if need be, to NEC through National Administrative Committee whose decision shall be final.
- (d) Subject to Article (v) of this Constitution/ each Branch may make bye-laws to govern its affairs.
- (e) To receive and consider the reports from the Women forum through its leader.
- (f) To consider and approve the Branch Budget.
- (g) Where there are more than one (1) Branch in a State, the Branch Executive Committee, shall form a collegiate system to elect the Chairperson/Secretary; and Chairperson Women Committee and the Secretary respectively to represent SSANU at the State Executive Council of the Labour Centre to which SSANU is affiliated.
- (g) (i) *To contest elections at the Labour Centre to which SSANU is affiliated, one must have been a member of Branch Exco.
- (g) (ii) *Be recommended by his Branch Chairperson and Branch Secretary in writing to the National President.

(ii) INDIVIDUAL DUTIES OR FUNCTIONS OF THE OFFICERS:

(a) CHAIRPERSON

- Shall preside overall meetings of the Branch
- Shall be the head/leader of the Union at the Branch level
- Shall be the accredited representative of the Branch within and outside
- Shall direct when any meeting of the Branch shall be convened
- Shall countersign all orders, vouchers and cheques for approved expenditure
- Shall have a casting vote on occasion when there is a tie of votes cast
- Have the final decision on controversial matters, provided such decisions reflect the popular and majority opinion of members. *

(b) VICE-CHAIRPERSON

- Shall assist the Chairperson in his/her absence as may be directed by the Chairperson or the Congress

(c) SECRETARY

- Shall be in charge of the Branch Secretariat
- Shall take record of all meeting proceedings and circulate reports and minutes as appropriate
- Shall keep minutes books and all other relevant documents of the Branch
- Shall convene all meetings in consultation and directive of Branch Chairperson

(d) ASSISTANT SECRETARY

- Shall assist the Secretary in all the Secretariat duties

(e) TREASURER

- Shall be the custodian of the Branch finances
- Shall run the account of the Branch with the Chairperson and Secretary who shall be the signatories of the Account
- Shall render financial account annually and at the Quadrennial Delegates' Conference
- Shall keep books of Account of all approved income and expenditure in line with the financial guidelines.
- Shall be in custody of all cheques, books, letters of financial request, passbooks etc of the Branch
- Shall pay all monies collected on behalf of the Branch to the Bank.

(f) FINANCIAL SECRETARY

- Shall keep an accurate account of the Branch monetary transactions
- Shall collect and record all monies accruing to the Branch
- Shall handover all monies collected from members, individuals and corporate bodies etc to the Treasurer within 48 hours and issue receipt.

g. PUBLIC RELATIONS OFFICER

- Shall publicize all activities of the Congress/Branch as may be directed by the Chairperson
- Shall be the image maker of the Branch

h. EX-OFFICIO

- Shall be an adviser to the Branch
- Shall carryout any other functions as may be directed by the Branch Congress and Branch Exco

i. TRUSTEE

- Shall in conjunction with the Branch Chairperson and the Treasurer be a custodian of the Union's properties.

(v) MEETING OF BEC; BRANCH CONGRESS AND BRANCH QUADRENNIAL CONGRESS

- (a) There shall be Branch Congress Meeting, presided over by the Chairperson or Vice-Chairperson of the Branch in the absence of the former. In the absence of both, members shall elect a Chairperson amongst the Executive Committee forthat meeting.
- (b) The Branch Executive Committee shall meet as regularly as possible; but at least once in two (2) months.
- (c) The Branch Congress Meeting shall hold at least once in three (3) months or at the requisition of fifty percent (50%) of the members.
- (d) There shall be a Branch Quadrennial Congress to be held once every four (4) years to conduct the following business:

- ↳ Election of the members of the Branch Executive Committee;
- ↳ Consideration of the Report of the Branch Chairperson and Treasurer/Auditor's Reports

(e) No Branch Quadrennial Congress shall be held without the approval of the National President on behalf of the National Executive Council which shall be conveyed to the Branch Officers by the National Vice- President for the Zone not later than three (3) months before the Congress is due to convene.

(f) The National Vice-President shall attend each Branch Quadrennial Congress, the date of which shall be notified in writing to the National Secretariat two (2) months before the Congress is due to take place.

(vi) GUIDELINE FOR CONDUCT OF ELECTION OF BRANCH EXECUTIVE COMMITTEE.

(a) *The National Vice-President of the Zone on mandate of the National President shall attend each Branch Quadrennial Congress and supervise the conduct of election of member of the Branch Executive Committee, the date and the venue of which shall be communicated in writing to The National Secretariat two (2) months before the Congress is due to take place, indicating the composition of the Electoral Committee of the Branch.

(b) The Electoral Committee shall procure the list of all financial members of the Branch from appropriate quarters for the purpose of compilation and accreditation of voters' list which must be readily available at the election venue for necessary verification.

(c) A Certificate of Return duly signed by the Vice-President of the Zone, and the Chairperson of the Electoral Committee shall be issued to the elected Officers of the Branch, while the duplicate copies of the Certificates of Return and the Report on the conduct of election are forwarded both to the Management of the Institution and the National Secretariat of SSANU expeditiously.

(d) The National President shall perform the swearing-in of the elected members of the Branch Executive Committee accompanied by the Vice- President of the Zone, and any other National Officers as may be required by the National President provided that the National President may delegate the Deputy President or the Vice-President of the Zone to perform the swearing-in ceremony.

- (e) No officer of the Union shall hold office, paid or unpaid, in any other Union than a Federation of Unions to which the Union may belong.

(VII) DISSOLUTION OF BRANCH EXECUTIVE COMMITTEE

- (a) On the approval of the National Executive Council or the National President acting on its behalf, a Branch Executive Committee may be dissolved on any of the following grounds:

- (i) Falling into arrears of up to three (3) months monthly subscription to the National Executive Council without acceptable just cause.

- (ii) False declaration of its numerical strength or incorrect application of percentage due to the National Executive Council.

- (iii) Overstaying in office without the approval of the National Executive Council obtained in writing through the Vice-President of the Zone.

- (iv) Failure to attend ZEC, NEC and National Delegates' Conference without just cause.

- (v) Failure to submit annual financial returns together with the Audit and Administrative charges for the previous year to the National Secretariat.

- (vi) Failure to comply with the guidelines for the conduct of the Branch Congress as contained in this Constitution.

- (b) On dissolution, the National Executive Council or the President, acting on its behalf, shall constitute a Five- man Caretaker Committee with definite terms of reference to run the affairs of the Branch for not more than three (3) months.

(viii) DISSOLUTION OF A BRANCH

- (a) A Branch may be dissolved due persistent failure to comply with NEC directives.

- (b) Upon dissolution, a Branch shall forfeit its charter and all its assets and liabilities shall be vested in the National Executive Council

(ix) QUORUM OF BEC: BRANCH CONGRESS AND BRANCH QUADRENNIAL CONGRESS MEETING

(a) *The quorum for the Branch Executive Committee meeting of the Union shall not be less than two-third (2/3) of the members of the Branch Executive.

(b) *The quorum for the Branch Congress Meeting shall be twenty-five percent (25%) of the total members or fifty (50) members present in the meeting.

(c) The quorum for the Branch Quadrennial Congress shall be twenty-five percent (25%) of the total members or fifty (50) members.

ARTICLE 16: NATIONAL OFFICERS AND THEIR FUNCTIONS

The National Officers shall be composed of the following:

(I) NATIONAL PRESIDENT

(a) Shall be the head of the Union and see to the day to day running of the Union in consultation with the General Secretary;

(b) Shall do all in his powers to promote the general affairs of the Union;

(c) Shall preside at all the meetings of the Union;

(d) Shall take all measures which will lead to the proper handling of business and discipline at such meetings within the provisions of this Constitution;

(e) Shall keep himself in close touch with the activities of the Secretariat;

(f) Shall carry out other duties as assigned to him by the Constitution;

(g) Shall be a mandatory signatory to the Union's financial transactions; and shall sign the Minutes and other financial documents;

(h) Shall give a written account of stewardship at the National Delegates' Conference.

(i) Shall give annual account to NAC/NEC

(III) DEPUTY NATIONAL PRESIDENT

(a) Shall give annual account to NAC/NEC in the performance of his duties and act for him whenever he is unable, for any reason whatsoever, to perform the duties of his office;

(b) Shall carry out all duties as assigned to him by the National President and NAC.

(c)* In the case of any vacuum (death, incapacitation or resignation) in the office of the National President, the Deputy National President shall act for a period of three (3) months within which a bye-election shall be held to fill the vacancy.

(d) *In furtherance to Article 15(iii) (c) above, a special NEC meeting shall be convened by NAC to fill the vacuum so created in line with the provisions and procedures in Article 32,

(e) Consequent upon the above, the immediate past members of Credentials Committee shall be mandated by NAC to conduct the election in line with Article 31 (b) (i-iii);

(f)*In an event of special NEC meeting for the purpose of filling any vacancy so created, the National Delegates' Conference as it appears anywhere within Article 32 shall read "special NEC meeting"

(iv) NATIONAL VICE PRESIDENT

(a) Shall be the Chairperson of the respective Zonal Executive/Administrative Committees and preside at Zonal meetings;

(b) Shall exercise leadership of the Union at the Zonal level;

(c) Shall swear in, subject to the powers of the National President, Branch Executive Committees whose elections shall have been conducted by the Zones subject to the approval of the National Executive Council through the National President;

(d) Shall carry out all other duties as assigned to him by the National President;

(e) Shall give annual stewardship to the Zones;

(f) Shall initiate an electoral process if the Branch fails to;

(g) Shall be a mandatory signatory to the Zonal account

(v) GENERAL SECRETARY

(a) Shall be the head of the Secretariat subject to the supervisory role of the National President;

(b) Shall be responsible to the general directives of the National President

(c) Shall at the directive of the National Administrative Committee (NAC) attend the statutory meetings of the Union as may be deemed fit;

(d) Shall exercise administrative and supervisory control over all the employees of the Union, subject also to the supervisory powers of the National President;

(e) Shall compile, maintain and update a National roll of members;

- (f) Perform such other duties as may be assigned to him from time to time, such as summoning members to meeting;
- (g) Keep the record of inventory of the property of the Union and render reports of the inventory through the National President to the Registrar of Trade Unions;
- (h) Shall carry out all other duties assigned to him by the National President;
- (i) Shall ensure prompt submission of annual financial returns and audited accounts of the Union through the National President to the Registrar of Trade Unions as prescribed by law;
- (j) shall process the application of new Branches, Zones and also process appointments, transfers and promotions, etc of Secretariat Staff and apply the Conditions of Service of the Union to its employees;
- (k) Shall prepare annual programmes of the Union for the consideration of the National Administrative Committee for the approval of the National Executive Council and ensure that the Minutes of all meetings of NAC, NEC and NDC are prepared;
- (l) Shall keep records of all activities of the Union and all its related documents.

(vi) NATIONAL-TREASURER

The duties of the National Treasurer shall be:

- (a) To prepare and submit the annual budget of the Union in collaboration with the General Secretary and Financial Secretary for the consideration of the National Administrative Committee and approval of the National Executive Council;
- (b) To supervise the finances of the Union pursuant to the powers of the National President under this Constitution;
- (c) To submit the books of accounts, to the Internal and External Auditors as may be required;
- (d) To deliver the audited accounts including Statement of Income and Expenditure of the Union to the National Executive Council (NEC);
- (e) To make all payments on behalf of the Union;
- (f) To advise the Union on all financial matters;
- (g) To be a co-signatory to the accounts of the Union.

(vii) NATIONAL FINANCIAL SECRETARY

- (a) Shall receive monies on behalf of the Union and promptly pays same the Union's Bank Accounts and issue receipts on all payments received on behalf of the Union;
- (b) Keep the proper and accurate records of all receipts and expenditure as required by this Constitution and comply with any regulations made by the National Executive Council to safeguard the funds of the Union;
- (c) Submit all receipts and financial records to the Treasurer for audit purposes.

(viii) NATIONAL PUBLIC RELATIONS OFFICER

- (a) Shall be the chief image maker of the Union;
- (b) Shall in consultation with the General Secretary and the National President employ any approved means of advertisement in carrying out the duties of his/her office;
- (c) Shall in consultation with the National President make arrangements to receive invited guests or visitors to the Union and its activities;
- (d) Shall serve in any publication Sub-Committee of the Union;
- (e) Shall be the Chairman of Communiqué Committee.

(ix) NATIONAL INTERNAL AUDITOR

- (a) Shall conduct a thorough examination of the financial books, to check and certify all receipts and payments of the Union;
- (b) Carry out periodic audit of accounts of the Union and submit quarterly report to the National Administrative Committee for the consideration of the National Executive Council.
- (c) Shall ensure that the policy in Check-off dues as it concerns the Branch, Zone and National is complied with
- (d) Shall issue query to any erring Branch and report to NEC for appropriate action.

(X) NATIONAL TRUSTEE

- (a) Shall in conjunction with the National President and the Treasurer be a custodian of the Union s properties;
- (b) Shall be a signatory to the Unions accounts;

- (c) Shall perform any other functions as may be delegated by the National Executive Council,
- (d) Shall keep inventories of all Union properties in all the Branches, Zones and National Secretariat.

(XI) NATIONAL EX-OFFICIO

- (a) Shall act as Adviser to the National President and the National Administrative Committee;
- (b) Shall carry out any other functions as may be delegated by the National Administrative Committee and National Executive Council.

(XII) NATIONAL LEGAL ADVISER

- (a) Shall be a Lawyer and Barrister at Law
- (b) Shall advise the Union on legal matters
- (c) Shall render other legal services as directed by the Union from time to time.

(XIII) NATIONAL WOMEN CHAIRPERSON

- (a) Shall coordinate the activities of the Women Committee of the Union;
- (b) Shall monitor the implementation of the affirmative actions and the gender policies of the Union;
- (c) Shall carry out any other functions as may be delegated by the National Executive Council.

ARTICLE 17: APPOINTMENT OF THE GENERAL SECRETARY AND THEIR FUNCTIONS

(i) APPOINTMENT OF THE GENERAL SECRETARY

- (a) The General Secretary shall be appointed on

a fixed tenure by the National Administrative Committee subject to ratification by the National Executive Council for a term of five (5) years and renewable for another term of one (1) year as may be applicable subject to satisfactory report.

(b) No candidate shall be appointed to the substantive post of General Secretary unless he/she possesses first degree or its equivalent, demonstrable ability; experience and knowledge of Trade Union affairs, as the National Executive Council may determine from time to time.

Any person considered to be a General Secretary shall not be more than 65 years old at the end of first appointment.

(ii) FUNCTIONS

(a) The National Secretariat shall serve all organs of the Union;

(b) The General Secretary shall be the head of all members of the Secretariat Staff, and shall be responsible for the day to day running of the Secretariat, subject to the directive of the National President;

(c) The General Secretary, who is an employee of the Union, shall be responsible to the National Executive Council through the National President;

(d) Other officers of the National Secretariat shall include such other officers as the National Executive Council may decide on the recommendation of the National President;

(e) Members and non members of the Union shall be eligible for appointment as staff of the Union but members who elect to take appointment as staff of the Union shall be on full time appointment with the Union.

(iii) RESIGNATION OF SECRETARIAT STAFF

The General Secretary and any other paid officer of the Secretariat of the Union may resign his/her position at any time provided he/she serves due notice in writing of 3 months or one month salary in lieu of notice to NAC through the National President and in the case of the General Secretary through National President to NAC. Other officers shall write through the General Secretary to the National President.

ARTICLE 18: RESIGNATION/REMOVAL OF NATIONAL OFFICERS

- (a) Subject to the provisions of this Constitution, a National Officer of the Union may resign his/her post at any time provided he serves due notice of at least thirty (30) clear days to the National Executive Council, through the National Administrative Committee. The same conditions shall apply to the resignation of a Branch officer except that such notice shall be served to the Branch Executive Committee and copied to the General Secretary;
- (b) The acceptance of resignations and the filling of vacancies shall be in accordance with this Constitution;
- (c) Resignation of paid officers at Branch, Zonal and National levels, especially that of the General Secretary, shall be by written notice to the National President not less than three (3) months before the resignation is due to take effect;
- (d) On resignation or removal from office, an officer of the Union shall hand over all Union property in his possession forthwith to an authorized person on behalf of the Union, and shall have settled any debt owed by him to the Union;
- (e) The National Executive Council may remove a National Officer for any just cause after due process, subject to the right of appeal to the National Delegates Conference;
- (f) A National Officer removed by the National Executive Council shall stand removed until the Delegates' Conference decides otherwise;
- (g) A Branch shall have the power to remove any officer elected or appointed by it, subject to confirmation by the National Executive Council;
- (h) No vacancy in any of the positions, offices and or committees by this Constitution shall invalidate the proceedings of those positions, offices and or committees.

ARTICLE 19: RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICERS OF THE UNION

- (i) All officers and staff of the Union shall:
 - (a) Espouse the cause of workers and the Union;
 - (b) Uphold and defend the Constitution of the Union at all times;
 - (c) Render honest, impartial and efficient services to the Union;
 - (d) Serve as an effective link between the Union and its members;
 - (e) Be trustworthy and responsible Representative of workers to Management;
 - (f) Process all legitimate grievances of members in accordance with established rules;
 - (g) Implement faithfully agreements voluntarily entered into with the Union;

- (h) Obey all lawful instructions in the discharge of Union functions;
- (i) Eschew all forms of individualism that are inimical to the solidarity, stability and progress of Trade Union movement;
- (j) Put the interest of the Union and its members above personal interest in the conduct of Union affairs;
- (k) Render a true account of his/her stewardship to the members of the Union as at when due;
- (l) Abide by majority decision and respect the rights of minority;
- (m) Work for the growth of the Union in strength and freedom;
- (n) Further the cause of industrial democracy, peace, progress and social justice.

ARTICLE 20: DISCIPLINARY ACTIONS

(i) The National Executive Council, the Zonal Executive Committee and Branch Executive Committee, shall have the powers to impose the following disciplinary measures on any member(s) or officer(s) of the Union for serious misconduct viz:

- (a) Fine
- (b) Suspension
- (c) Expulsion

(ii) Any expelled member(s) shall forfeit all the rights and privileges of Membership

(iii) For the purpose of taking disciplinary action on a member or an officer of the Union, the National Executive Council, Zonal Executive Council and Branch Executive Council shall set up a Disciplinary Committee in line with this Constitution

(iv) The Final decision of such Committee shall be reported to ZEC and NEC for ratification

(v) Erring officer (s) or member (s) shall have the right of appeal to ZEC and NEC

(vi) All matters of discipline or Intra- Union disputes shall terminate at NEC.

(vii) The NAC shall have the power to impose any of the above disciplinary measures on any erring member (s) or officer (s) of the Union for serious gross misconduct and report to NEC for ratification.

(viii) No Union member or Branch or Zone shall for whatever reason take the Union to Court without first exhausting internal mechanism for settlement of dispute which are as follows:

- (a) At Branch level a Committee of Congress be set up to investigate the matter and resolve the matter
- (b) At Zonal level ZEC should constitute a Committee to look into the matter and resolve same
- (c) At NAC level NEC should set up the Committee to look into the matter and resolve same.

ARTICLE 21: SSANU NATIONAL WOMEN COMMITTEE

OBJECTIVE:

The objectives of the Committee are to:

- (a) Implement the Union's policy on ensuring active and full participation of female members in the Union;
- (b) Implement the Union's policy on gender equity in Union activities and empowerment of female members;
- (c) Carry out educational programs approved by NAC and NEC aimed at achieving full participation and empowerment of female members of the Union;
- (d) Mobilize female members to participate fully in Union campaigns, agitations and actions;
- (e) Represent the Union at national and international women programmes based on Union policies and report back to NAC and NEC;
- (f) Seek for fund and support with the approval of NAC for programmes aimed at financing project which shall be part of the national programs for the year;
- (g) Represent women issues in all organs of NAC, NEC and in all other Committees of the Union;
- (h) Liaise with the NLC (NWC) with the approval of NAC with a view to broadening and expanding empowerment offer male members;
- (i) Receive reports of the activities of the Branch Women Leaders endorsed by the Branch Chairperson through the Zonal Chairperson and advise accordingly;
- (j) Carry out NWC plan of actions with the approval of NAC.

(2) COMPOSITION/MEMBERSHIP

The membership of SSANU Women Committee (NWC) shall be

- i. All female members of NAC and NEC of the Union
- ii. All Branch Women Leaders
- iii. The Gender Desk Officer at the National Secretariat who shall also act as the Secretary of the NWC

(3) TENURE OF OFFICE

The tenure of office of the National Chairperson, Zonal Chairperson and the Branch Chairperson shall be for a period of 4 years and may be re-elected for a further 4 years. A maximum of 2 terms on one position

(4) NWC QUADRENNIAL CONFERENCE

- (i) The Quadrennial Conference shall receive and review the report of the NWC
- (ii) Consider issues and policies to be presented by the NWC to NAC and NEC
- (iii) Adopt Programmes of Action
- (iv) Executives of National Women Committee shall be elected into office at the NDC Quadrennial Conference

(5) STRUCTURE/LEADERSHIP OF THE COMMITTEE

- (i) National Women Chairperson who shall be the head of the Committee
- (ii) Zonal Women Chairpersons
- (iii) Secretary/Gender Desk Officer

(6) DUTIES

- (i) The National Women Chairperson shall:
 - (a) Coordinate the activities of the Women Committee of the Union
 - (b) Monitor the implementation of the gender policies of the Union
 - (c) Be member of ZAC, NAC and NEC
 - (d) Be the Chairperson and preside over meetings of the NWC
 - (e) Be accountable for all Committee activities and liaise with NAC on behalf of the Committee
 - (f) Perform any functions as may be assigned to her by NEC and NAC from time to time

(7) DEPUTY NATIONAL WOMEN CHAIRPERSON

Shall assist the National Chairperson in carrying out her duties most especially when the National Chairperson is not available

(8) ZONAL WOMEN CHAIRPERSON

1. To assist the National Chairperson
2. To coordinate activities of Zonal Women Committee of the Union
3. To be member of ZAC, ZEC and NEC
4. Shall be sponsored to NEC and other meetings by the Zone

(9) BRANCH WOMEN LEADER

1. Shall be elected alongside with the Branch Executive Officers
2. Shall be a member of the Branch Executive Council
3. Shall coordinate the activities of the women in the Branch
4. Shall liaise with the Zonal Chairperson with respect to all issues that relate to women in her Branch.

(10) COMPOSITION OF BRANCH WOMEN COMMITTEE

All women members of SSANU in the Branch

(11) FUNDING

Women activities shall be supported at the National, Zonal and Branch levels. They shall also solicit for fund and support from corporate bodies with the permission of NAC, ZAC and BEC as the case may be.

(12) MEETINGS

The Committee shall meet once every year and the fourth will be at the National Delegates' Conference.

ARTICLE 22: UNION FUNDS

(a) SOURCES

- a. The main sources of the funds of the Union shall be enrolment fees, subscription through monthly check-off dues, levies, donation/gifts, fines interests from investments, and proceeds of economic and social activities. Enrolment fees from Branches shall be determined from time to time by the Delegates' Conference.
- b. A member of the Union is liable to pay monthly dues at stipulated rates, which for the time being is 2% of Consolidated Salary or any other rate that may from time to time be fixed by the National Delegates' Conference (NDC).
- c. The Union reserves the right to vary the rate of subscription through the National Executive Council; but the decision to vary an existing rate may be reviewed, modified or cancelled by the National Delegates' Conference in accordance with the relevant provisions of the Trade Union's Act.
- d. The funds of the Union which are not required for current expenses shall, on the directive of the National Executive Council, be deposited in Savings Accounts in reputable Banks, or invested in the name of the Union, for the time being, in such public stock, government securities or in any other funds as the National Executive Council may deem fit, provided that at least 60% of the funds shall be put into interest yielding investment or other securities'.
- e. The funds and other assets and other assets of all Branches of the Union shall be the property of the Union and nothing in any Constitution shall prejudice the right of the National Executive Council to institute proceedings to recover any money due to, or any property of the Union.
- f. The National Executive Council or the National Administrative Committee acting on behalf of the National Delegates' Conference shall have power to apply the funds of the Union in such a manner as may be found necessary and expedient in the interest of the Union.
- g. *The funds and property of the Union shall be applied for the purpose of attaining the missions/visions of the Union as defined in this Constitution.
- h. The check-off dues shall be allocated as follows:
 - (a) Branch = 50%
 - (b) *National Body = 39%

(c) *Zones = 7%

(d) *investment (National Secretariat) = 4%

(i) All fees, including deductions from salaries under the check-off system, shall be split in accordance with sub-paragraph (i)(h) of this article and separate Universities cheques raised for the different tiers, i.e, 50% for the Local Branch, 45% (including investment) for the National Secretariat, and 5% for the Zonal Executive Committee in accordance with this Constitution.

(J) Any Branch that defaults in meeting up with its payment of check-off dues for three (3) months shall forfeit its voting rights at NEC and NDC meetings and may have its Executive Committee suspended until the dues have been wholly paid up.

(k) The NAC, may obtain loans from any legitimate source for the business of the Union, subject to the approval of NEC.

(L) The NAC, on behalf of NEC shall have powers to appoint Auditors to audit Branch accounts at the expense of the National body.

(m) The Union, through the National Executive Council, reserves the right to impose special levies on its members as may be necessary. All members shall be required to pay such levies. The levies shall be collected by the Branch officers through direct University cheques made out to NEC and forwarded to the National Secretariat of the Union. Provided also that subject to the prior consent, in writing, of the National Administrative Committee, Branches may impose levies on their members who shall be required to pay such levies.

(n) If any Branch or a member in a Branch fails to pay a levy within eight (8) weeks of its imposition, the amount shall be treated as arrears of contributions which shall be deducted with interest as determined by the National Executive Commission.

(o) The fund of the Union which the members are required to contribute under this Constitution and/or Bye-laws, whether by way of subscriptions, dues or otherwise, shall not be applied (whether directly or indirectly) to the furtherance of any political party in compliance with the provision of the Trade Union Act.

(ii) APPOINTMENT OF BANKERS

The Bankers of the Union shall be appointed by the National Executive Council

(iii) SIGNATORIES TO UNION'S ACCOUNT

The signatory to the Union cheques shall be the President as Signatory A: the Treasurer and the Trustee as B signatories provided that the President and one other Signatory can operate the Union's Accounts.

(a) *At the Branch level, the signatories to the Union's Accounts shall be the Branch Chairman as signatory A, the Secretary and Treasurer as signatory B; provided that the Branch Chairman and one other signatory can operate the Union's Account.

ARTICLE 23: CODE OF PRACTICE FOR OFFICERS AND STAFF

(I) * No person shall hold or retain elected or appointed office in the Union or any of its Branches who has been found liable or convicted of any crime involving dishonesty and other malpractices offensive to Trade Union's morality or interests.

(ii) No Trade Union official who already receives fees or salaries from the Union or from a federation of a Trade Union, to which the Union is affiliated, shall receive fees or salaries of any kind from any other source save with the permission of the Union.

(iii) No elected or paid Trade Union official shall have a personal Financial interest which conflicts with the full, effective and unalloyed performance of his duties as a Workers' Representative or a Representative of the Union. In particular, no elected or paid Trade Union official or employee of a Trade Union shall own or have a substantive interest in any business- enterprise with which his Union bargains collectively or has interests and dealings with or in any other concern which is in competition with such enterprise or has any considerable dealings with it.

All officers and staff of the Union shall observe and confirm to the code of practice prescribed in Appendix 11 of this Constitution.

ARTICLE 24: EDUCATION

(i) The Union shall organize seminars, workshops, occasional classes, and prepare educational leaflets and other materials in the interest of its members.

(ii) *Pursuant to (i) above, the Union may impose on all members an education fee to be determined by the National Executive Council.

(iii) The Union may, in the interest of the Union offer loans, Scholarships and/or bursaries to any suitable and needy members under such terms as the National Executive Council may sanction, subject to the availability of fund.

ARTICLE 25: LEGAL SERVICES AND INSURANCE

Members of the Union or other persons engaged in Union activities or errands shall be protected by a comprehensive insurance policy within the laws and be provided with legal services if need be, provided it is not in furtherance of a political purpose or objective.

ARTICLE 26: BENEFITS

(i) The National Executive Council (NEC)/National Administrative Council (NAC) shall determine the general allowances and bonuses to be paid to any Union member, officer and staff when necessary.

(ii) Any outstanding member(s) of the Union can be adequately rewarded by way of send-off and/or gift on leaving the services of the Union, as approved by the Branch, or the National Administrative Committee.

(iii) The spouse/spouses and/or the children of a deceased member shall be entitled to a funeral allowance to be determined by the National Administrative Committee (NAC) provided that no payment shall be made in the absence of a death certificate or any other convincing proof of death.

(iv) The National Executive Council, either acting directly or through the Branch Executive Committee, shall assist the dependants of a deceased member in obtaining employment benefits due to them under the Pensions Reform Act or any other law.

ARTICLE 27: HANDING OVER

(I) Any office holder elected to another Union office or vacates office shall be deemed to have resigned from the former office and a letter of resignation should be delivered to the Executive Committee within seven (7) days. He is also to hand over to the Union, property including records, cash (if any), and whatever property of the Union in his possession to any Union official so designated, immediately or as soon as possible thereafter, but not later than one (1) month from the date of election.

* Prior to the dissolution of the Branch Executive Committee, Zonal Executive Committee, and the National Executive Council, and before elections to the vacant positions and the Quadrennial Congress and the Quadrennial National Delegates' Conference, all outgoing officers shall prepare handing over notes detailing the Union's properties in their possession and hand over same to the Electoral Committee at such elections. The Electoral Committee shall immediately hand over the Union's properties to their successors.

Any violation of these rules shall attract disciplinary action in accordance with the Constitution and as directed by the National Executive Council.

ARTICLE 28: STRIKES

(i) Subject to any statutory law, members of the Union shall not take part in a strike or in any way withhold their services from their employers without the express approval of the National Executive Council and the members of the Union as determined by a majority of votes of the members in a secret ballot.

(ii) A strike or any type of industrial action not authorized by the National Executive Council and the Union generally shall be regarded as not official.

(iii) In deciding whether or not to authorize any form of industrial action, the National Executive Council shall be guided by the advice of the Branches expressed in members' votes and in accordance with the Trade Union's Act.

ARTICLE 29: MISCELLANEOUS

(i) Subject to the provisions of this Constitution, the Delegates' Conference, the National Executive Council, the National Administrative Committee, Zonal and the Branch Executive Committee shall have the power to make rules to regulate their proceedings.

(ii) The National Administrative Committee shall stand dissolved at the end of the National Delegates' Conference immediately before the elections of new officers or at any other time upon a resolution of a special Delegates' Conference supported by at least 2/3 of the delegates present and voting by secret ballot or a resolution supported by a majority of the Branch Executive Committees.

(iii) When the National Administrative Committee is dissolved at a special Delegates' Conference or by a resolution of the Branch Executive Committee. A Caretaker Committee

shall be appointed by the same or another Special Delegates' Conference to run the Union affairs for a period of 90 days within which an election shall be conducted.

(iv) In the event of dissolution of the Union as provided in this Constitution and subject to any statutory law, the assets and liabilities of the Union shall be fully discharged in accordance with Article 29(i) of this Constitution.

ARTICLE 30: DISSOLUTION

(i) The Union shall stand dissolved:

a: Where its certificate is revoked by the Registrar of Trade Unions in accordance with the Provisions of the Trade Unions Act; or

b: Where the National Delegates' Conference by a majority of three-quarters (3/4) of the votes cast by delegates present and voting at the Conference, resolves, by secret ballot, and that the Union be dissolved; or

c: Where two-third (2/3) of all the Branches of the Union by simple majority at separate meetings of their Branch Congresses of which twenty-eight (28) day's notice of the resolution to dissolve the Union had been given, that the Union be dissolved.

(2) In the case of Article 30(i)(c) above, a copy of the resolution passed at each Branch Congress, the names and number of the delegates in attendance, and the record of votes, shall be forwarded to the National Secretariat of the Union within fourteen (14) days of the passing of each resolution.

(3) In the case of dissolution sought under Article 30 (i)(c) above, notice of the special resolution proposing the dissolution, signed by the Chairperson and Secretary of at least three-quarters (3/4) or the nearest whole number of the Branches supporting the dissolution of the Union, the National President shall cause it to be circulated to all Branches of the Union.

(4) Within seven (7) days after the dispatch of the copies of the resolution, the National Administrative Committee on behalf of the National Executive Council shall convene a National Delegates' Conference within three (3) months after the resolution had been circulated.

(5) The Registrar of Trade Unions shall be duly informed of the resolution and be invited to send a Representative to the Special National Delegates' Conference.

(6) Voting at the Special National Delegates' Conference shall be by secret ballot.

(7) If the special National Delegates' Conference eventually approves the resolution in accordance with Sub- Section (i)(b) of this Article, then all liabilities legally incurred shall be fully discharged and the surplus assets shall be distributed to members in a ratio proportional to their respective Branches' contributions, and in the event of disagreement, by the Public Trustee.

ARTICLE 31: INTERPRETATION

(i) **"The Union"** = Senior Staff

Association of Nigerian Universities (SSANU)

(ii) **Authorized Body** = for purposes of electing National Officers shall be the quadrennial Delegates' Conference and for electing the Branch Officers, shall be the Quadrennial Congress of each Branch.

(iii) **"Due Process"** = for purposes of taking

disciplinary action against any member(s) shall mean giving the member(s) concerned notice of charges against him and affording him/her reasonable opportunity to defend himself against such charges before a properly constituted Committee or Tribunal.

(iv) **"Institution"** = means a Branch of the Union

(v) **"Just Cause"** = for purposes of taking disciplinary action against any member shall include breach of any Union Constitution , and Bye-laws in force, or breach of any rule of the Code of Practice, or any other misconduct declared to be unworthy of any member of the Union by the National Executive Council (NEC) provided that a decision of the Quadrennial National Delegates' Conference in such manner shall be final.

(vi) **"He" "him" and, "his"** = refer to both sexes

(vii) **"Public Trustee"** = means the Public Trustee within the meaning of the Public Trustee Law of any State of the Federation of Nigeria.

ARTICLE 32: COMPOSITION OF CREDENTIALS COMMITTEE

(A) The Credential Committee shall consist of the following:

- i. There shall be a seven (7) member credentials Committee
- ii. The Committee shall be constituted by National Executive Council at its regular meeting preceding pre- National Delegates' Conference National Executive Council meeting
- iii. The Chairman of the Committee shall be nominated by National Administrative Committee and ratified by National Executive Council
- iv. Each Zone shall be represented at least by one (1) member in the Committee
- v. The General Secretary or his/her representative shall be Secretary to the Committee

(b) DUTIES

The duties of Credential Committee shall include:

- i. To issue and receive nomination forms from aspirants into various National offices of the Union
- ii. Collate nomination forms and screen aspirants
- iii. Issue timetable/guidelines for the election
- iv. Publish list of cleared candidates
- v. Receive and screen list of delegates from Branches
- vi. Present interim report to pre- National Delegates' Conference of National Executive Council meeting for ratification
- vii. Arrangement and conduct of election at National Delegates' Conference
- viii. Declare results and present winner for swearing-in.

(C) ELIGIBILITY FOR ELECTION

For any member to be eligible to contest for any National Administrative Committee position, he or she must:

- i. Have been a financial member for a minimum of five unbroken years

- ii. Have been a National Executive Council member for a minimum of four (4) years
- iii. Hold a minimum of first degree or its equivalent from recognized Institution
- iv. Not have been indicted for any anti-union activities or criminal acts

ELECTION PETITION COMMITTEE

- i. There shall be a minimum of five-member Election Petition Committee appointed by the National Executive Council at its pre-National Delegates' Conference meeting a.
 - (a) Each Zone shall nominate a minimum of one member, while National Administrative Committee shall nominate two (2) members, one (1) of which shall be a female

(b) DUTIES

The Committee shall:

- (i) Receive and consider petitions arising from Election at National Delegates' Conference
- (ii) Present Findings and Recommendation through National Administrative Committee to National Executive Council not later than three (3) months of the National Delegates' Conference

(c) TIMELINE FOR RECEIPT OF ELECTION PETITIONS

Any aggrieved candidate must file his or her petition with the Committee not later than two (2) weeks after the National Delegates' Conference

(3) ZONAL ELECTION

Zonal Executive Council shall at its last meeting before National Delegates' Conference constitute a three (3) member Committee to elect the Zonal Chairperson, who shall be sworn-in at the National Delegates' Conference.

- i. It shall be the responsibility of each Zonal Executive Council to elect its Chairperson

- ii. Other members of Zonal Administrative Committee shall be elected at the first Zonal Executive Council meeting after National Delegates' Conference
- iii. To be eligible to contest for the position of Zonal Secretary and Treasurer the candidate must be a Zonal Executive Council member
- iv. A Zonal Administrative Committee member shall serve out his/her unexpired period of his or her position as soon as he or she ceases to be a Zonal Executive Council member
- v. To be eligible to contest for the Chairmanship/Vice President of any Zone, the candidate must have served as a one (1) term NEC member
- vi. In the event of vacancy in any of Zonal offices, there shall be a bye-election at the next Zonal Executive Council meeting to Fill the vacancy
- vii. Petitions arising from conduct of Zonal election shall be handled by a three member Zonal Election petition committee
- viii the petitioner shall have the right to appeal to National V Executive Council through National Administrative Committee

4. BRANCH ELECTION

a. Composition of credentials committee

- i. There shall be a seven (7) member Credentials Committee nominated at the floor of Congress, among whom shall be at Least two females
- ii. The Branch Credentials Committee shall be constituted not later than two months to the Branch Quadrennial Delegates' Conference
- iii. To be eligible for nomination into Branch Credential Committee, a member shall:
 - a. Be a financial member of the Union for a minimum of five (5) unbroken years
 - b. Not have been indicted for any antiunion activities or criminal act

b. DUTIES

- i. to issue and receive nomination forms from aspirants into various Branch offices of the Union
- ii. Collate nomination forms and screen aspirants
- iii. Issue timetable/guidelines for the election
- iv. Publish list of cleared candidates
- v. present report to Congress for ratification
- vi. Arrangement and conduct of election at Branch Quadrennial Congress.
- vii. Receive printout list of financial members from the Bursary for the purpose of accreditation.

C. ELIGIBILITY FOR BRANCH ELECTION

- i. To be eligible to contest for the position of Branch Chairperson, a member must have been a Branch Executive Committee member for a minimum of a term
- ii. To be eligible to contest for the positions of Chairman, Secretary and Treasurer, the member must hold a minimum of first degree or its equivalent from a recognized Institution

In addition to the above all Branch officers shall be expected to:

- i. Have been a financial member for at least five (5) unbroken years
- ii. Be a confirmed staff of the Institution
- iii. Have not been indicted for any anti-union activities or criminal act or have pending disciplinary case against him or her
- iv. Have been regular at Branch Congress meeting with a minimum of 60% attendance
- v. Be an active member of the Union.

APPENDIX I

LIST AND ADDRESSES OF SSANU BRANCHES WITHIN THE ASSOCIATION

S/ N	BRANCH	DATE ESTABLISHED
1	Senior Staff Association of Nigerian Universities, University of Ibadan Branch	1948
2	Senior Staff Association of Nigerian Universities, University of Nigeria, Branch Nsukka	1960
3	Senior Staff Association of Nigerian Universities, Obafemi Awolowo University	1962

4	Senior Staff Association of Nigerian Universities, Ahmadu Bello University Branch, Samaru, Zaria	1962
5	Senior Staff Association of Nigerian Universities, University of Lagos Branch, Akoka, Lagos	1962
6	Senior Staff Association of Nigerian Universities, University of Benin Branch, PMB 1154, Benin City	1970
7	Senior Staff Association of Nigerian Universities, Bayero University Branch, PMB 3011, Kano	1975
8	Senior Staff Association of Nigerian Universities, University of Calabar Branch, PMB 1115, Calabar	1975
9	Senior Staff Association of Nigerian Universities, University of Ilorin Branch, Ilorin	1975
10	Senior Staff Association of Nigerian Universities, University of Jos Branch, PMB 2084, Jos	1975
11	Senior Staff Association of Nigerian Universities, University of Maiduguri Branch, PMB 1069, Maiduguri	1975
12	Senior Staff Association of Nigerian Universities, Usman Dan Fodiyo University Branch, PMB 2346, Sokoto	1975
13	Senior Staff Association of Nigerian Universities, University of Port Harcourt Branch, PMB 5305, Port Harcourt	1975
14	Senior Staff Association of Nigerian Universities, Rivers State University of Science and Technology Branch, PMB 5080, Port Harcourt	1979
15	Senior Staff Association of Nigerian Universities, Federal University of Technology Branch, Owerri Branch	1980
15	Senior Staff Association of Nigerian Universities, Enugu State University of Technology Branch, PMB 1660, Enugu	1980
18	Senior Staff Association of Nigerian Universities, Federal University of Technology, Akure Branch, PMB 704, Akure	1981
19	Senior Staff Association of Nigerian Universities, Abia State University Branch, Uturu, PMB 2000, Uturu	1981
20	Senior Staff Association of Nigerian Universities, Ambrose Alii University PMB 14, Ekpoma	1981
21	Senior Staff Association of Nigerian Universities, Federal University of Technology, Minna Branch, PMB 65, Minna	1982
22	Senior Staff Association of Nigerian Universities, Ekiti State University Branch, Ekiti	1982
23	Senior Staff Association of Nigerian Universities, Olabisi Onabanjo University Branch, PM8 2002, Ago-Iwove	1982
24	Senior Staff Association of Nigerian Universities, Lagos State University Branch, PMB 1987, Akoka, Lagos	1983
25	Senior Staff Association of Nigerian Universities, University of Abuja Branch, PMB 117, Gwagwalada, Federal Capital Territory, Abuja	1988
26	Senior Staff Association of Nigerian Universities, Abubakar Tafawa Balewa University Branch, PMB 0248, Bauchi	1988
27	Senior Staff Association of Nigerian Universities, Federal University of	1988

	Agriculture Makurdi Branch, PMB 2075	
28	Senior Staff Association of Nigerian Universities, Federal University of Technology Branch, PMB 2076, Yola	1988
29	Senior Staff Association of Nigerian Universities, University of Agriculture Abeokuta Branch, PMB 2240, Abeokuta	1988
30	Senior Staff Association of Nigerian Universities, Ladoke Akintola University of Technology Branch, PMB 4000, Ogbomosho	1990
31	Senior Staff Association of Nigerian Universities, University of Uyo Branch, PMB 1017, Uyo	1991
32	Senior Staff Association of Nigerian Universities, Nnamdi Azikwe University Branch, PMB 5025, Awka	1992
•33	Senior Staff Association of Nigerian Universities, Imo State University Branch, PMB 2000, Owerri	1992
34	Senior Staff Association of Nigerian Universities, Benue State University Branch, Makurdi	1992
35	Senior Staff Association of Nigerian Universities, Kano State University Branch, Kano	1992
36	Senior Staff Association of Nigerian Universities, Delta State University Branch, Abraka	1992
37	Senior Staff Association of Nigerian Universities, Michael Okpara University of Agriculture Branch, Umudike Umuahia	1992
38	Senior Staff Association of Nigerian Universities, Adekunle Ajasin University Branch, PMB 01, Akungba Akoko, Ondo State	1999
39	Senior Staff Association of Nigerian Universities, Ebonyi State University Branch, Abakaliki	2000
40	Senior Staff Association of Nigerian Universities, Cross River University of Technojogy Branch, Calabar	2002
41	Senior Staff Association of Nigerian Universities, Kano State University of Technology Branch, Kano	2001
42	Senior Staff Association of Nigerian Universities, National Mathematical Centre Branch, Abuja	1988
43	Senior Staff Association of Nigerian Universities, Niger Delta University Branch, Wilberforce Island, Bayelsa State	2000
44	Senior Staff Association of Nigerian Universities, Nasarawa University Branch, Keffi	2002

45	Senior Staff Association of Nigerian Universities, Kogi State University Branch, Anyigba	2000
46	Senior Staff Association of Nigerian Universities, Chukwuemeka Odimegwu Ojukwu University Branch, Uli, PMB 02, Uli	2001
47	Senior Staff Association of Nigerian Universities, Tai Solarin University of Education Branch, Ijebu-Ode	2005
48	Senior Staff Association of Nigerian Universities, Federal University of Petroleum Resources Branch, Effurun, PMB 1221	2007
49	Senior Staff Association of Nigerian Universities, Adamawa State University Branch, Mubi, PMB 25 Mubi	2002
50	Senior Staff Association of Nigerian Universities, Rivers State University of Education Rivers State Branch, Port Harcourt, PMB 5047	2009
51	Senior Staff Association of Nigerian Universities, Kaduna State University Branch, Tafawa Balewa Way PMB 2339 Kaduna	2004
52	Senior Staff Association of Nigerian Universities, Kebbi State University of Science & Technology Branch PMB 1144	2007
53	Senior Staff Association of Nigerian Universities, Ibrahim Babangida University Branch, Lapai	2004
54	Senior Staff Association of Nigerian Universities, Institute for Agricultural Research & Training Branch, PMB 5029, Moor Plantation, Ibadan	1962
55	Senior Staff Association of Nigerian Universities, Bukar Abba Ibrahim University Branch PMB 1144 Damaturu, Yobe State	2006
56	Senior Staff Association of Nigerian Universities, Akwa Ibom State University Branch, Ikot Akpaden	2009
57	Senior Staff Association of Nigerian Universities, Taraba State University, Jalingo	2008
58	Senior Staff Association of Nigerian Universities, National Institute for Policy and Strategic Studies, Kuru, Jos	1979
59	Senior Staff Association of Nigerian Universities, Umaru Musa Yar'Adua University, Katsina	2006
60	Senior Staff Association of Nigerian Universities, Osun State University Branch, Osogbo, PMB 4494	2007
61	Senior Staff Association of Nigerian Universities, Federal University, Oye-Ekiti Branch, PMB 373	2011
62	Senior Staff Association of Nigerian Universities, Ondo State	2007

	University of Science and Technology Branch, Okiti Pupa, PMB 353	
63	Senior Staff Association of Nigerian Universities, College of Medicine University of Lagos, Idi-Araba Branch, Lagos state	1962
64	Senior Staff Association of Nigerian Universities, Federal University Otuoke Branch, PMB 126, Bayelsa State	2011
bb	Senior Staff Association of Nigerian Universities, Federal University Ndufu-Alike Branch, Ikwo, Ebonvi State	2011
66	Senior Staff Association of Nigerian Universities, Federal University Kashere Branch PMB 01 Ft?	2011
67	Senior Staff Association of Nigerian Universities, Federal University Lafia Branch, Nasarawa State	2011
68	Senior Staff Association of Nigerian Universities, Federal University Lokoja Branch, PMB 1154 Kogi State	2011
69	Senior Staff Association of Nigerian Universities, Federal University Dutse Branch	2011

APPENDIX II:

CODE OF PRACTICE:

TRADE UNION PENALTY FOR BREACH

1. PREAMBLE

We members of the Senior Staff Association of Nigerian Universities (SSANU) desiring to live in unity, harmony and progress amongst ourselves as one social, united Union, for the protection and defense of the interest of our members under the guidance of God, have decided to come together for the protection of our welfare through healthy interactions amongst ourselves in line with Trade Union guidelines, in the presentation of matters of common interest, **DO HEREBY MAKE AN AMENDMENT AND GIVE OUSELVES THE FOLLOWING CONSTITUTIONS:**

2. AIMS

The Principal aims of this Code of Practice therefore are:

- a. 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 operations may give rise, having regard to the laws, regulations and public policies in force in the Country;
- b. to set standards and give practical guidance on the conduct of industrial relations and the development of policies to improve human relations in all types of employment;
- c. 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 Trade Unions within a voluntary and legal machinery designed for the settlement of disputes and the provision of adequate safeguards and for the free association of workers on the one hand and employers on the other hand;
- d. •(d) 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 programmes as an effective safeguard against abuse.

3. USE OF THE CODE FOR DISCIPLINARY ACTION

The failure on the part of any member and official of the Trade Union to observe any provisions of this Code of Practice which is in force shall be regarded as a breach of the Constitution.

The Code of Practice shall be admissible in evidence in any proceeding before any Committee of Tribunal.

Any provision of the Code of Practice which appears to the Committee of Tribunal to be relevant to any question arising in the proceedings shall be taken into account by the Committee or Tribunal in determining that question.

MEMBERSHIP RIGHTS AND RESPONSIBILITY

(I) Each member of a Trade Union shall have the right of full and free participation in the government of his Trade Union. This should include the right:

- a. to vote, as provided in the Union's Constitution and bye-laws for Branch and National Officers either directly or through delegates;
- b. to honestly and democratically conduct elections;
- c. to stand for and hold office, subject to fair and reasonable qualifications uniformly stipulated;
- d. to express his views as to the method in which the Union's affairs should be conducted.

(ii) Each members shall have the right to fair treatment in the application of Union's laws and Constitution. Trade Union disciplinary procedures shall contain all the elements of fair way and the rules of natural justice, that is, notice, hearing and judgment on the basis of evidence.

(iii) Any member shall have the right to appeal to the National Delegates' Conference through the National Executive council on any disciplinary measure which he deems to have been unjustly applied to him.

(iv) each member has the responsibility to exercise his right of trade Union membership and loyalty, to support his Union. this right of an individual member to criticize the policies of his Union and his officers does not include the right to undermine the Union as a collective bargaining agency, or to slander or libel any of its officers.

(v) Congress meetings shall be held periodically as provided for in the Union's Constitution and Bye-Laws with proper notice of time and place. It shall be the responsibility of the Union to call such meetings and of the members to attend and participate actively.

5. PENALTY FOR BREACH

Sanctions for breach of the Code shall include fine, suspension from membership, affiliations, office or employment and, in the case of an employee of a Union, fine, suspension without pay for a given period, termination of employment or dismissal. The amount of fine and the appropriate penalty shall be left at the discretion of the Committee or Tribunal subject to the appropriate committee of management at branch, or national level.

FINANCIAL MATTERS

- i. The fact that a Trade Union is a democratic organization implies that members of the Union are entitled to assurance that the Union's funds, which are their funds, are not dissipated. They are also entitled to be reasonably informed as to how the funds of the organization are being used or invested.
- ii. Since a Union holds its funds in trust for the benefit of its members and to further their interests, it shall comply with standards generally applicable to fiduciaries or trustees with respect to the manner in which it keeps its records and account. Regular audit shall be conducted and there shall be appropriate distribution of summaries of such audits so that the members and the public are adequately apprised of the state of the organization's finances.

7. CORRUPT PRACTICES

A basic ethical principle in the conduct of Trade Union affairs is that no responsible Trade Union official should have a personal financial interest which conflicts with the full performance of his duties as a workers' Representative or as a Representative of Union. All elected and appointed Trade Union officials as well as employees of the Union and the Trade Unions shall eschew corrupt practices in all its forms, not only in financial and political

matters but also in those matters which involve loss of Union prestige and jeopardy of Union and membership interests rather than Union assets as such.

8. RACKETEERING

The decisive element in racketeering is personal enrichment at the expense of the workers or employers in the industry, for excessive demands, invasion of Management right; violence in trade disputes can- be racketeering if the end is personal enrichment of an individual or group of individuals utilizing their strategic advantages in the Union for that purpose.

9. POLITICAL AFFAIRS

Unless the rules of a Trade Union otherwise provide, in so far as the funds of a Trade Union represent payment 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.

10. UNION ELECTION

As bargaining Representative, Trade Union officials have power, In conjunction with employers, to fix workers obligation of all Trade Union members to ensure that officials who wield such powers are responsible to the desires of the workers whom they represent. The responsiveness of Union officials depends on 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.

11. POACHING OR RAIDING OF UNION MEMBERS

(i) Poaching or raiding of Union members by other Unions is contrary to Trade Union morals and a violation of Trade Union solidarity. It breeds antagonism among Unions, 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 a general principle, therefore, no worker who is or has recently been member of any Trade Union shall be accepted into membership of another Union without inquiry from his

present or former Union. No member shall be allowed to escape his financial obligations by leaving one Union, while in arrears and joining another. Neither shall a Union accept members from any other Union which is engaged in a trade dispute. Other circumstances shall be considered on their merits.

12. **GENERAL**

The principal aim of a Trade Union is to seek the welfare and well-being of its members, regulate the terms and conditions of employment of workers, whether the condition in question would or would not, apart from Trade Union (Amendment) Act, be an unlawful condition by reason of any of its purposes being in restraint of trade, and whether its purposes do or do not include the provisions of benefits for its members. They also share with Management the responsibility for good industrial relations. These objectives could be realized if the undertakings in which their members are employed prosper.

APPENDIX III

STANDING ORDERS FOR ALL MEETINGS OF THE UNION AT NATIONAL, ZONAL AND BRANCH LEVELS

(i) SCOPE

These standing orders shall govern the procedure and conduct of proceedings of SSANU meetings. In so far as matters are delegated by the National Delegates' Conference to its constituent bodies, such as the National Executive Council, National Administrative Committee, Zonal Executive Committee, Zonal Administrative Committee and Branch Executive Committee, these standing orders shall govern the Union and the operations of any of the Committee or sub-Committees of the Union. Further, when it is agreed that any matter shall be handled "administratively" it shall mean that the decision or action of a properly Delegated officer shall be in accordance with the guidelines laid down by the Delegates' Conference and/or the National Executive Council (NEC).

(ii) MINUTES

- a. Draft Minutes, apart from those of the Delegates' Conference, shall be prepared and circulated within two (2) weeks of the meeting concerned.
- b. The Minutes shall be prepared by the Secretary for the meeting and approved by the President or Chairperson of the meeting as appropriate, before circulation.
- c. The Secretary or his/her delegate shall advise all persons (whether members of the Committee or not) as to any action which decisions of the meeting require them to take. Such advice must be given not later than four (4) weeks of the meeting; where urgent action is required, such advice must be given promptly.
- d. Draft Minutes shall be approved or amended or confirmed at the next meeting', of the Council/Committee concerned. All amendments must be correctly recorded and included wherever the Minutes are quoted. Where alterations are extensive, the Minutes may need to be retyped and the correctness of the retyped version ensured by the Secretary.
- e. Minutes and supporting papers for meetings shall be confidential and be so marked.

(iii) CONDUCT OF MEETINGS

- a. All major items to be considered at any meeting or Committee of the Union shall be notified on the agenda in advance and the necessary supporting papers circulated in accordance with the Union's Constitution. Subject to approval by the person presiding, only minor but urgent items shall be treated under any other business provided adequate reasons are given forth urgency.
- b. Meetings shall be held regularly in accordance with the Constitution.
- c. In addition to the regular meetings, emergency meetings may be held. A meeting may be adjourned whether it is a regular or an emergency meeting, if quorum is not formed. Such adjourned meeting shall be treated as a continuation of the first meeting and recorded as such.
- d. Where issues are in dispute, motions shall be invited and taken. Except in exceptional circumstances and at the discretion of the Chairperson, motions on the same point shall not be considered after a vote had been taken. However, the Chairperson must ensure that all who desire to move a motion have had, the opportunity to do so. Further, this rule does not prevent a supplementary adding to, but, not in principle, altering the one already accepted.
- e. Votes involving elections of persons to posts or Committee shall be by secret ballot as contained in the Constitution. In any case, the meeting may, at the discretion of the Chairperson, vote by the show of hands or by secret ballot.
- f. Members shall attend meetings regularly and punctually, but a member may send in an apology for his absence. If there is no quorum within thirty (30) minutes of the scheduled time, the Chairperson may adjourn the meeting.

(g) Member(s) shall speak after recognition by the Chairperson.

(4) INTRODUCTION OF BUSINESS AT THE MEETING

(a) Motions or topics for discussion may be included on the agenda by the Chairperson or Secretary. A supporting paper or a short explanatory note included in the agenda shall be provided.

(b) Any member may introduce a topic for discussion at the meeting either in the form of a motion or memorandum. Such motions or memorandum must reach the Secretary at least a week before the meeting at which it is to be discussed. question, there shall be a second vote, immediately. If there is still an equal number of votes, the Chairperson shall recess the meeting, and upon resumption, the motion or amendment shall be put at once to a vote without any discussion. If the votes are equal, the Chairperson shall exercise his/her voting right.

(v) IMPLEMENTATION/GENERAL

(a) Where any task of a meeting or any committed is entrusted to a Committee or sub-Committee or individual, the action shall be reported to the meeting concerned.

(b) *Decisions taken at any Committee shall be binding on all members of the Committee whether present or not at the meeting where such decision(s) was (were) taken. Any member of the Union, who contravenes, abdicates or acts as attorney against the decisions of the Delegates' Conference and/or the National Executive Council shall be liable of anti- Union activities.

(c) Amendment to these Standing Orders shall be by

proposal in accordance with SSANU Constitution presented to the meeting concerned with the due notice and by decision of a majority of members present.

(vi) QUORUM

Quorum for any meeting of the Union shall be stipulated in the Constitution.

Articles where amendments were effected