

**NATIONAL SOCIAL SECURITY
AUTHORITY WORKERS UNION
CONSTITUTION
NSSAWU**

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1. NAME AND SCOPE

The name of the union is the **National Social Security Authority Workers Union** (NSSAWU) here in referred to as the UNION.

This document shall be cited as the NSSAWU Constitution which shall govern National Social Security Authority Workers Union.

This Constitution comes into effect following it being amended and adopted unanimously by NSSAWU Congress held in Gweru on 9 May 2014

2. DEFINITIONS

Any expressions used herein which are defined in the Labour Act shall have the same meaning as in the Labour Act and any words importing to the masculine gender shall include the plural sense further unless if inconsistent with the context.

Authority means the National Social Security Authority.

By-laws: means rules and regulations made by the National Council

Council: means the National Council constituted in terms of this constitution.

Disciplinary committee: Handle disciplinary issues of the Union and appointed by the National Council.

Finance committee: Appointed by the National Council to manage financial affairs on behalf of the Union.

General Secretary:	Elected into office and responsible for the administration of the Union. Also handles all Unions correspondence and responsible for taking accurate minutes of meetings.
Head Office:	The Head Office of the Union shall be at a place determined from time to time by the National Congress.
Member:	Any worker of the Authority as defined in the Constitution and has fully completed the relevant documentation, has paid the joining fee plus monthly subscriptions paid up such that one is fully subscribed with the Union. National Council may at its discretion make a waiver thereon.
National Executive Committee:	Comprises of the Union President, Vice President, General Secretary, Vice Secretary, Treasurer and two committee members.
Office bearer:	means a member of the Union who serves on any committee established in terms of this Constitution or an elected officer of the Union.
President:	Elected head of the Union responsible for the overall operations of the Union guided by the NSSAWU Constitution.
Quorum:	means two thirds of the committee /council membership.

Regional Committee:	Run the activities of the Union at NSSA Regional offices. At least one person should be a woman titled Secretary for women's affairs.
Treasurer:	Appointed on professional merit to run financial affairs of the Union.
Undertaking of the National Social Security Authority	means without in any way limiting the ordinary meaning of the expression the undertaking in which the Authority and its employees are associated for the purpose of Social Security.
Worker:	means a non-managerial employee of NSSA deemed to be a worker under NSSA grading structures.

3. LEGAL STATUS

The Union shall be a body corporate with perpetual succession capable of entering into contractual and other relations and of suing and being sued in its own name. It shall hold property apart from its members. The liability of members shall be limited to the amount of their subscriptions outstanding or other monies due to the Union at any time.

The union is an association not for gain.

4. AIMS AND OBJECTIVES

The objectives of the Union shall be;

1. To recruit and unite into a single Labour organization all non-managerial workers in National Social Security Authority in order to enhance their economic and social welfare

2. To advance union rights, improve the wages, salaries, hours of work and other terms and conditions of employment of members through collective bargaining agreements negotiated with the Authority.
3. To protect the security of members, advance their employment prospects and generally to do all such things that will serve the interests of members in their individual and collective capacities. In essence to promote the moral, social and economic well-being of all the members.
4. To regulate the relations between members and the Authority and to protect and further the interests of members in relation to the Authority, by fostering harmonious and progressive labour management relations
5. To encourage the establishment and adoption of sound legislation, policies and other measures that will promote the economic, social, general wellbeing and good conditions in premises in which work is done with regards to structure, ventilation, lighting, sanitation and cleanliness and general health and safety of members.
6. To encourage the settlement of disputes by conciliatory methods.
7. To promote, support or oppose, by lawful methods, any proposed legislative or other measures affecting the interests of members.
8. To establish contacts and relationships with other trade unions, trade union federations and labour organizations nationally and internationally for the benefit of members.
9. To promote the enlightenment of all the members in regard to their rights and obligations as union members and as employees, the present labour relations systems, the existing collective bargaining agreements (CBA) and all other matters that directly or indirectly affect them.
10. To pursue any other objectives the Union may legitimately decide upon in the interests of its members in terms of this constitution.

5. **MEMBERSHIP**

- a) Membership shall be open to all Non-managerial NSSA employees

defined as workers in the NSSA grading structures.

- b) Every rank and file employee of the Authority of non-managerial grade not otherwise disqualified by law and without regard to sex, race, nationality, religious or political belief or affiliation is eligible for membership in the Union.
- c) Application for membership shall be made on the official application form and membership cards are to be issued by the General Secretary.
- d) Duties of members of the union are to uphold, defend and advance the principles and objectives of this Union Constitution.
- e) When a member's arrears amount to three months contributions, he shall be suspended from benefits or membership until his/her arrears have been reduced to below three months.
- f) A member who by reason of unemployment in excess of 3 months fails to pay subscriptions shall cease to be a member and will have to rejoin if he goes back on the NSSA payroll.
- g) A member shall be exempt from payment of the subscriptions in respect of any particular period during which he/ she is unemployed for a period of three months or unpaid for three months.

6. SUBSCRIPTIONS AND ENTRANCE FEES

- a) Joining fees shall be US\$10 and is subject to review by the National Council/ membership from time to time.
- b) All payments should be made directly to the Union account.
- c) Every member shall pay monthly dues to the Union, which may be collected through check off deduction upon previous written authorization of the member concerned.
- d) The funds may be invested. The National Executive Committee shall decide on how to invest the money in consultation with members.
- e) There shall be no refund of the subscriptions contributed by the member in the event of the termination of membership from the Union.

6.1 RESIGNATION FROM THE UNION/ TERMINATION OF MEMBERSHIP

- a) One-month notice shall be given on resignation and such resignation shall be handled by the regional committee, which shall forward such resignation to NSSAWU Head Office for transmission to the employer.
- b) After termination of employment in NSSA a member of the Union shall cease to be such.
- c) Any member who has resigned or has been expelled from membership of the Union may be re-admitted to membership provided he/ she complies with the conditions determined by the disciplinary committee.
- d) For the purpose of being re-admitted, the former member shall pay a readmission fee, an amount agreed upon from time to time by the NSSAWU National Council and all monies due by him to the Union has been paid in full.

6.2 BENEFITS OF MEMBERSHIP

Only members in good standing are entitled to benefits of membership. Members in good standing are members who are not in arrears with their subscription fees. The Union may give benefits through National Council resolutions from time to time and these benefits are:

- a) Legal assistance to members
- b) Advances to members
- c) Funeral assistance
- d) Retirement award
- e) Retrenchment award
- f) Welfare and cooperative programs
- g) Such other plans and programs that will promote the interest and welfare of the union members

7. CODE OF CONDUCT

7.1 Consultation

The Union shall consult relevant authorities, governing bodies and members before it;

- a) Enters into any collective bargaining agreement.
- b) Recommends collective job action.
- c) Embarks on any new activity which is likely to infringe on the rights and interests of members.
- d) Provides official representation of members in any matters that are of considerable significance to members.
- e) Increases fees and other dues payable by its members.

7.2 Discipline / Appeals

1. A member may be suspended, fined or expelled as may be determined by the Regional Executive Committee;
 - a. If he infringes any terms of this constitution or acts in a manner which is detrimental to the interest of the Union.
 - b. Discriminates against any member, officer or official of the Union in the conduct of Trade Union business:
provided that there shall be a right of appeal against any suspension, the imposition of a fine or expulsion to the first ensuing meeting of the National Council. Notice of any such appeal shall be given to the Regional secretary in writing within ten (10) days on which the decision of the executive committee was communicated to the person concerned.
2. No member may be suspended, fined, or expelled unless he has been afforded an opportunity to state his case personally at a meeting of the Regional executive committee of which he has received not less than seven (7) days' notice in writing. The matter the member is being charged shall be set out in such notice.
3. A member who appeared before the Regional Executive Committee, if dissatisfied with the decision of the Regional executive committee and lodged an appeal has the right to restate his case in writing to the National Council meeting which considers

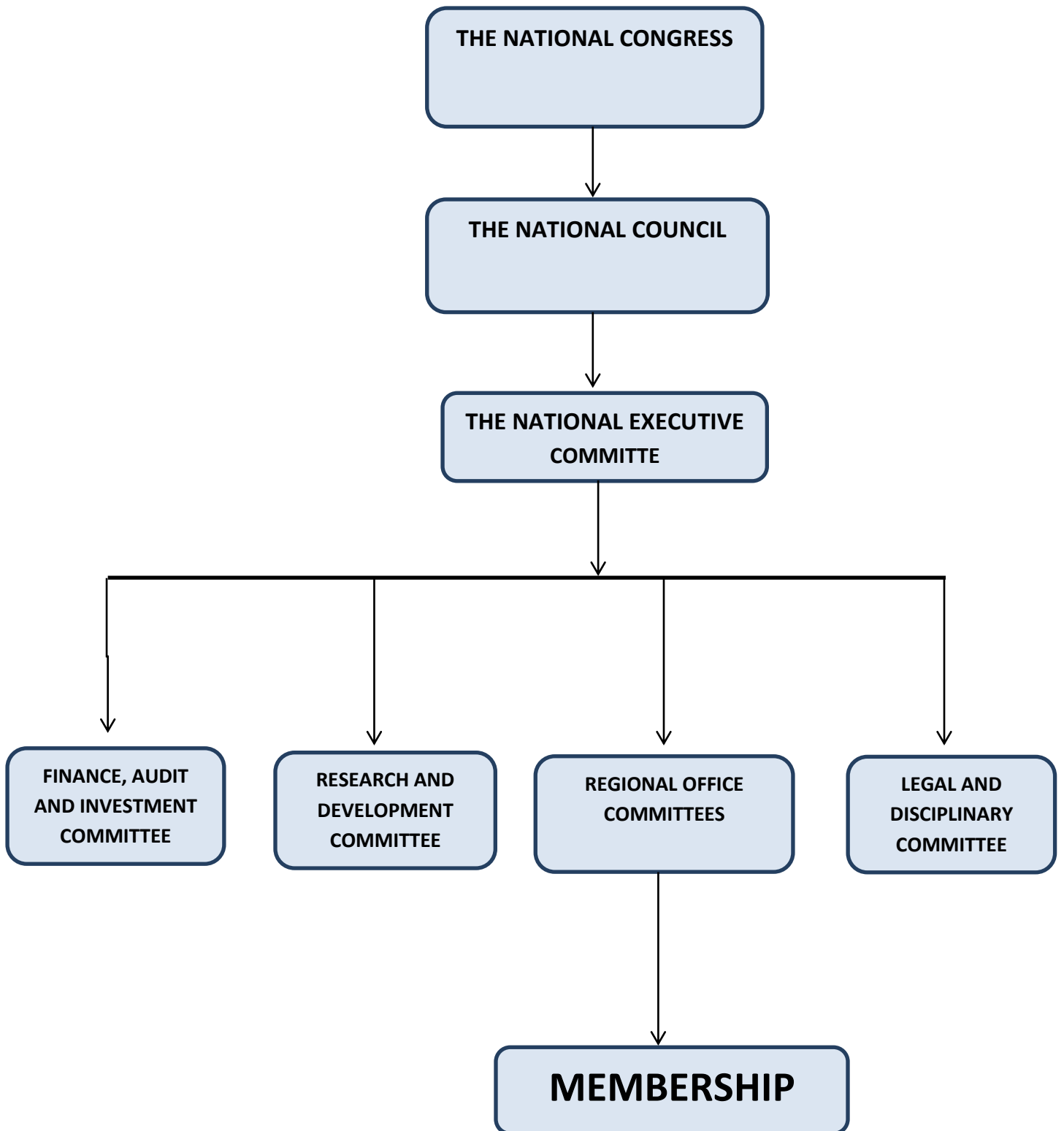
the matter.

4. A member is entitled to call witnesses in support of his case when attending a meeting of the Regional executive committee.
5. Any decision taken by the Executive committee in terms of this section shall, when an appeal has been lodged, be subject to ratification or otherwise by the National Council meeting.
6. There shall be a right of appeal to the National Disciplinary Committee against the decision of the Regional Executive Committee meeting. The National Disciplinary Committee after making such investigations as it may deem fit may confirm, vary or reverse the decision of the Region concerned.
7. The National Disciplinary Committee shall have five (5) members who sit on it appointed by the National Council.
8. Disputes involving Union members or its officers shall be made in writing and submitted to the Regional Chairperson or if it is against the Regional Chairpersons to the President who shall undertake to have them settle their differences amicably.
10. An appeal shall be heard and decided on within 30 days from the date of submission.
11. Suspension of a member may be invoked as a disciplinary measure for a period not exceeding six consecutive months. During such period a member ceases to enjoy benefits of being a member.
13. A person shall cease to be a member of the Union if he/she is found guilty of misconduct by the Regional Committee/ National Disciplinary Committee and the penalty is dismissal from the Union. However the decision must be endorsed by the National Executive Committee or the National Council.

13.1 *An aggrieved member has the right to appeal to the National Executive Committee on the forms provided.*

14. There shall be a disciplinary committee of five (5) members set by the National Council to deal with acts of misconduct perpetrated by the National Executive Committee members, National Council members and hear disciplinary appeals by aggrieved members from Regional offices. The disciplinary committee will appraise the National Council of its findings and the National Council shall make the final decision. Any member who is aggrieved by the determination of the National Council shall have the right of appeal to the National Congress.

8. STRUCTURE OF THE UNION



Members of the respective Committee or Council form a quorum if two thirds (2/3) attend.

8.1 NATIONAL CONGRESS

- a) The National Congress shall consist of 47 representatives. Five incoming Regional Committee members from the 8 Regional offices plus the 7 outgoing Executive Committee members.
- b) The National Congress shall be called by the President in consultation with the General Secretary.
- c) A member who is more than three months in arrears with his/her subscriptions and who is not engaged in NSSA or is engaged in positions of human resources manager, managers and directors shall not be eligible for membership of the National Congress.
- d) Should a member of the National Executive Committee elected at National Congress be removed from office or vacate his/her seat for any reason, his position shall be filled by any member of the National Executive Committee and such member shall hold office for the unexpired portion of the period of office of his/her predecessor.

A member of the Congress shall vacate his seat in any of the following circumstances;

- a) On resignation, suspension or expulsion from membership of the Union.
- b) On becoming a full time employer, working employer or manager in the NSSA Undertaking.
- c) On absenting himself without the approval of the President or the recommendation of the General Secretary from any three consecutive meetings.
- d) On resignation by giving one month written notice to the General Secretary.

Members of the National Congress shall hold office for five years from the date of the National Congress and shall be eligible for re-election

The National Congress shall, subject to the provisions of this Constitution have power to:

- e) Apply for the establishment of an Employment Council.
- f) Appoint sub-committee's as it may deem appropriate.
- g) Delegate such powers as it may determine to the National Council and National Executive Committee.
- h) Institute a contributory pension/ provident fund for employees and full time officials of the Union or to prescribe gratuities in Lieu thereof.

8.1.1 NATIONAL CONGRESS MEETINGS

- a) The Congress of the Union shall be held after every five years from the date of the last Congress.
- b) The business of the Congress shall be disposed of in the following order;
 - i) Reading of the notice convening the Congress
 - ii) Reading and confirmation of the minutes of the previous Congress.
 - iii) The President's report.
 - iv) The General Secretary's report.
 - v) Financial report and presentation of financial statements.
 - vi) Election of office bearers.
 - President
 - Vice President
 - General Secretary
 - Deputy General Secretary
 - Two Committee Members
 - vii) Notices and motions.
 - viii) Any matter of urgency.

- c) A special Congress shall be called by the President in consultation with the General Secretary or if demanded by a majority of the Regions/members.

8.2 NATIONAL COUNCIL

- a) The National Council reports to the National Congress.
- b) National Executive Committee members are automatic delegates of the National Council.
- c) The National Council will consist of two representatives from each Regional Committee that is, The Chairperson and the Secretary.
- d) Holds its meeting twice a year.

8.2.1 DUTIES OF THE NATIONAL COUNCIL

- a) Final body of appeal of all members' grievances.
- b) Represent interests of members in management negotiations and deliberations.
- c) Uphold interest of the Union and see to it that objectives of the Union are fulfilled.
- d) Appoints National Organizing Secretary.
- e) To establish or close down a Region in any area and to define the jurisdiction of any Region.

8.3 NATIONAL EXECUTIVE COMMITTEE

- a) Top Executive of the National Council comprising of the President, Vice President, General Secretary, Vice General Secretary, National Organizing Secretary, two Committee members and the Treasurer.
- b) Sit in the Collective Bargaining Negotiating Council and uphold the interests of the Union.
- c) Monitor operations of Regional Committees.

- d) Initiate or defend legal proceedings on behalf of the Union and any of its members.
- e) Execute its duties by delegating to its main committees.
- f) The National Executive shall set up *ad hoc* committees which shall assist in the smooth running of the Union.
- g) National Executive Committee shall meet quarterly or as need arises e.g. before Collective Bargaining Negotiation Council meetings or any scheduled negotiation with NSSA management.
- h) At its meeting after Congress it shall appoint a Treasurer and a National Organizing Secretary.
- i) National Executive Committee shall appoint a maximum of three Labour or Legal experts who will sit in the Collective Bargaining Negotiating Council with management and assist with negotiations

8.4.1 ESTABLISHMENT AND CONTROL OF REGIONS

1. All the eight (8) Nssa Regional Offices namely Head office, Harare, Mutare, Masvingo, Gweru, Chinhoyi, Worker Compensation and Rehabilitation Centre and Bulawayo shall automatically form the eight (8) Nssawu Regional Offices
2. The National Council shall have the right to delegate one or more of its members to investigate the affairs of any Region at any time without assigning a reason thereof, and such members or member shall have access to all records of the Region, and have power to take them into custody.
3. When a member leaves the area of jurisdiction of his Region and enters the area of another Region, his membership shall be transferred to the later Region; provided that he shall not be relieved of any liability for arrears of subscriptions fines and levies in consequence of such transfer.

8.4.2 REGIONAL EXECUTIVE COMMITTEES

- a. There shall be a Regional Executive Committee which shall be composed of the Regional Chairperson, Vice Chairperson, Secretary, Vice Secretary and one Committee member.
- b. Monitor activities of the Union at the Authority Regional Offices.
- c. Regional committees should meet every two months or as need arises e.g. before National Council meetings.
- d. The Regional Chairperson shall chair proceedings at the meetings.

8.4.2 DUTIES OF THE REGIONAL COMMITTEE

- 1. Represent interests of the Union at the Region.
- 2. Sit on disciplinary hearings for non-managerial employees.
- 3. Report on Union activities to the President.
- 4. First level of appeal by aggrieved members.
- 5. Collect subscriptions and receive donations on behalf of the Union.
- 6. Regional committees will not have the office of the Treasurer, the Regional Secretary will coordinate finances in liaison with the National Treasurer.

8.5 FINANCE COMMITTEE

- a) Appointed by the National Council to manage financial affairs of the Union.
- b) Headed by the Vice-President, it shall consist of the Treasurer and any two members of the National Council.
- c) Generally control the funds and finances of the Union in a manner consistent with the Union's aims and objectives.
- d) To open, operate and close banking accounts on behalf of the Union with approval of the National Executive Committee.
- e) To borrow, or raise monies and funds after approval by the National Council/ National Executive Committee.

- f) To recommend to the National Executive Committee /National Council on investment, expenditure or otherwise use the funds in a manner which furthers the Union's aims and objectives.
- g) To recommend to the National Executive Committee /National Council on the retention of the services of specialists who advise the National Executive Committee on these financial matters.
- h) To acquire, let or lease immovable property. This should be done in consultation with the National Council.
- i) Assess and advise the National Executive Committee on good investments to make.
- j) Reports to the National Council/National Executive Committee

8.5.2 FINANCES

- a) The funds of the Union shall be applied solely in furtherance of the Union's aims and objectives.
- b) The Finance Committee controls the Union's finances.
- c) The Finance Committee must present a budget to the National Council for approval.
- d) The funds received for the Union by the Treasurer or other agents of the Union, must be deposited within 24 hours of receipt into a National or Regional banking account.
- e) All authorizations for the National account must be co-signed by any two (2) of the following persons; the President, Treasurer, General Secretary, Deputy General Secretary or any member of the National Council assigned from time to time.
- f) There shall be equitable distribution of resources amongst the Regions of the Union.
- g) Prohibition of the use of Union funds for political purposes or for campaigning for posts which may arise in the Union
- h) The Finance Committee may allocate float amounts and other funds to a region from time to time.
- i) The date of the Union's financial year end is 31 December of

every year.

- j) Auditing of financial accounts should be done within 3 months after the end of the financial year and this is the responsibility of the Finance Committee.
- k) Circulation of audited accounts to members shall be done 6 months after the end of the financial year by the Treasurer.

8.6 LEGAL AND DISCIPLINARY COMMITTEE

- a) Composed of four members appointed by the National Council headed by one National Executive Committee member.
- b) Reports to the National Council/ National Executive Committee
- c) To implement disciplinary code and procedures for disciplining of members, office-bearers and elected officials.
- d) Design a procedure which provides for the re-instatement of members, office bearers and elected officials.
- e) Tenure of office is five years.

8.7 RESEARCH AND DEVELOPMENT COMMITTEE

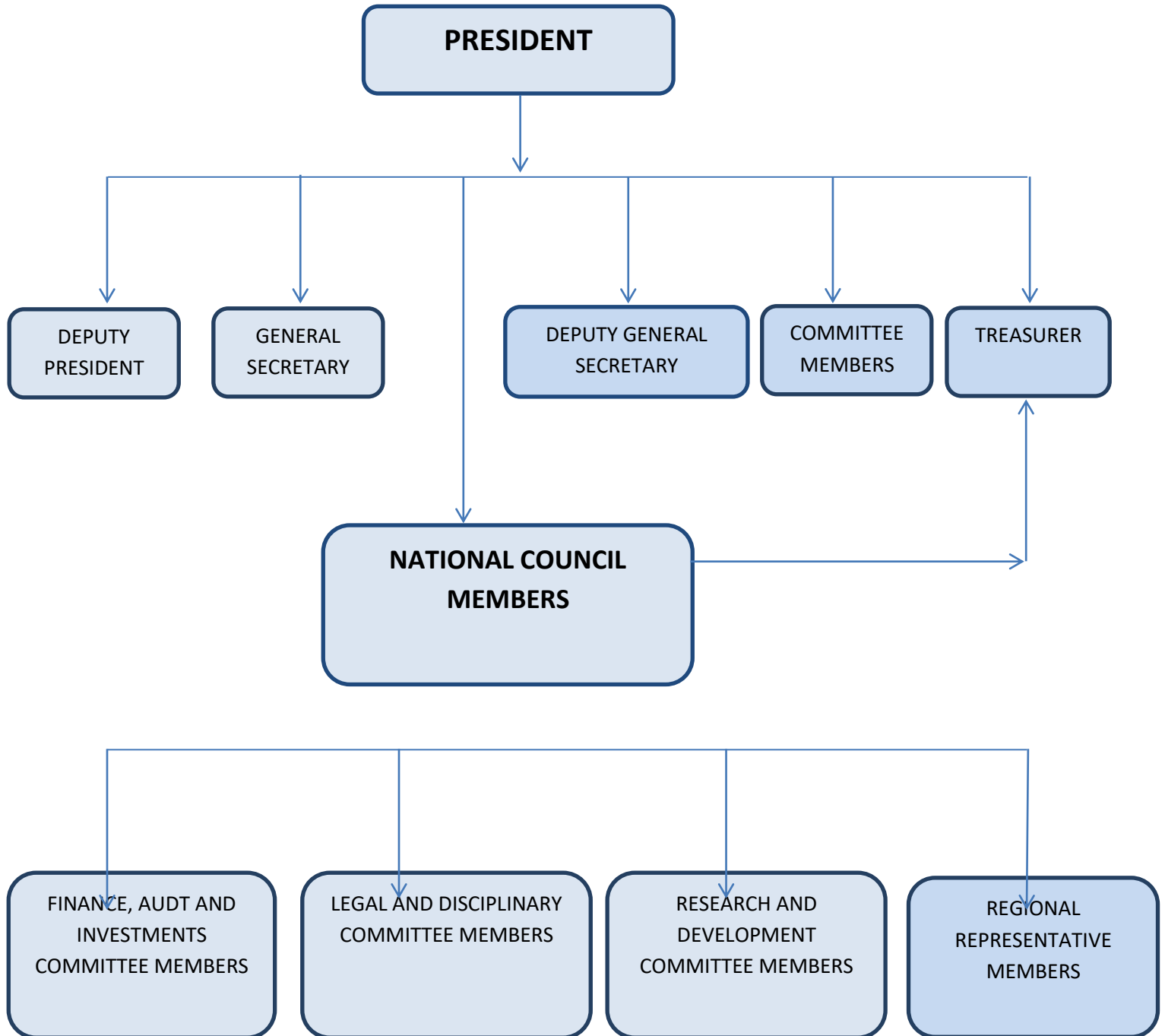
- a) Composed of four members appointed by the National Council headed by one National Executive Committee Member.
- b) Design election procedures;
- c) Design ballot procedures;
- d) Design inquiry procedures;
- e) Design meeting procedures
- f) May set up other sub committees
- g) Reports to National Council/ National Executive Committee.

8.8 INTERNAL AUDIT COMMITTEE

- a) Composed of three union members selected by National Council from internal audit department depending on availability.
- b) Audit the finances and books after every six months

- c) Make recommendations to the National Council.

9. **OFFICE BEARERS**
ORGANOGRAM



9.1 PRESIDENT

- a) The president shall be part time and elected at the National Congress and shall hold office for five (5) years and shall preside at all meetings convened by the Union at which he/she is present.
- b) The president must uphold the principles of the Union, sign minutes of the meetings after confirmation;
- c) Endorse expenditure after approval by the National Executive Committee.
- d) Generally exercise supervision of the affairs of the Union and perform such other duties as by usage and custom pertain to the office.
- e) He/ she shall not have a deliberative vote, but shall in the case of equality of voting have a casting vote.
- f) Supervise Regional Chairpersons and their operations.

The qualification for one to be considered for election as a President shall be;

- f) He /She shall be engaged in the NSSA Undertaking is a former former NSSA employee with trade union or Workers Committee experience.
- g) He / She shall be a fully paid up member of the Union.
- h) He/ She has been a fully active member in all Union activities for a continuous period of not less than five years.
- i) Has no criminal record.
- j) He / She shall be eligible for re-election.

9.2 VICE PRESIDENT

The Vice President shall be on a part time basis and elected at the National

Congress and shall hold office for five years and shall exercise the powers and perform the duties of the President in the absence of the latter or as assigned by the National Executive Committee or President.

The qualification for one to be considered for elections as a Vice President shall be;

- a) He shall be engaged in the NSSA Undertaking.
- b) He shall be a fully paid up member of the Union.
- c) He has been a fully active member in all Union activities for a continuous period of not less than five years.
- d) Has no criminal record.
- e) He shall be eligible for re-election.

9.3 GENERAL SECRETARY

The General Secretary shall be part-time or full time and elected at the National Congress and shall hold office for five years and is subject to re-election.

- a) Shall take proper and accurate minutes of all proceedings of the National Council meetings and National Congress.
- b) Manage all correspondence of the Union.
- c) Shall supervise and monitor activities and functions of all NSSAWU employees.
- d) Shall prepare agenda of meetings and facilitate venue bookings for accommodation, meals, etc.
- e) Any other duties as delegated by the National Council.
- f) Shall sit in some Committees.
- g) Shall give notice of meetings at least three days before any meeting.
- h) Shall be the custodian of all Union documents, records minutes of meetings of the National council/ National Executive

Committee, keep a book of minutes of resolution and a continuing register of all members of the Union as well as print and/or written policies, projects and activities of the Union.

- i) Submit to the department of labour Union returns on request, minutes of election of officers and list of voters or from the occurrence of a change in the Union officers and such other documents or papers as may be required.

The qualifications for one to be considered for election as a General Secretary shall be;

- j) He / She shall be engaged in the NSSA Undertaking.
- k) He / She shall be a fully paid up member of the Union.
- l) He / She has been a fully active member in all Union activities for
 - a continuous period of not less than five years.
- m) Has no criminal record.
- n) He / She shall be eligible for re-election.
- o) Can be a former NSSA employee with trade union or Workers Committee experience, a Trade Unionist or a Lawyer.

9.4 DEPUTY GENERAL SECRETARY

- a) Shall be part time and assist the General Secretary in efficiently performing his duties.
- b) Act in full capacity of General Secretary in his/her absence.
- c) Perform other duties as and when delegated by the National Executive Committee.

9.5 NATIONAL ORGANIZING SECRETARY

The National Organizing Secretary shall be engaged on conditions as the National Council shall decide;

- a) To recruit membership of the Union throughout Zimbabwe.
- b) To supervise all the Organizing Secretaries in all the Regions throughout Zimbabwe.
- c) Attending Regional matters including grievance(s) in any region.
- d) To supervise regional elections or to delegate that responsibility to organizing secretaries. He/ she shall either be a full time or part time employee of the Union.
- e) **Qualifications:** Degree/ diploma in business administration, Business studies or more than five years' experience as a Trade Unionist or NSSA workers committee representative.

9.6 TREASURER

- a) The Treasurer shall be elected at the National Congress of the Union and shall be responsible for monitoring all Union finances.
- b) Shall be a Union member with professional merit preferably accredited to an accounting institution.
- c) Shall be nominated and appointed by the National Council on professional merit and ability.
- d) Responsible for professional management of Union finances and maintenance of books of accounts.
- e) Liaise with employer (NSSA) on subscription deductions.
- f) Sit on the National Executive Committee.
- g) Prepare accounts of the Union half yearly or on request by National Council/ National Executive Committee or Finance Committee and submit books of accounts for audits with Union auditors once a year.
- h) Audited accounts and the auditors' report shall be made available to all Union members at year end.
- i) Invest monies on behalf of the Union as directed by the National Executive Committee/ National Council in consultation with Union members.
- j) Accounting standards should be as per International Accounting

Standards.

All liquid resources of the Union may be kept in a Trust account with a law firm appointed by the National Council from time to time.

9.7 UNION AUDITORS

- a) A body of External Auditors nominated and appointed by the National Council to audit financial books of the Union. This body shall serve a maximum of two terms in terms of this Constitution.
- b) Service may be withdrawn by resolution of the National Council.
- c) Appointed from members with auditing qualifications or accredited to an Auditing Institution.
- d) Union books will be audited by the Union auditors half yearly and annually by the appointed external auditors.

11. FUNDING OF THE UNION, RESOURCES AND MANAGEMENT

- a) The Union shall be funded through subscriptions by its members at the rate fixed by the National Council in consultation with members from time to time.
- b) The Union through the office of the Treasurer may invest its resources in viable investments as sanctioned by the National Executive Committee in consultation with Union members. Investments will be sanctioned by the National Council in consultation with the Finance and Audit Committee.
- c) All income will be deposited into NSSAWU account within twenty-four hours of receipt by the Treasurer or Regional designate.
- d) Viability of investments will be discussed by the Finance Committee set up by the National Council headed by the Vice President – This committee will make recommendations to the National Executive Committee.

- e) The President and the General Secretary will endorse all expenses, withdrawals and will be signatories to Union accounts.
- f) The Treasurer shall present an updated financial report on all expenses on all National Council meetings.
- g) An annual budget shall be prepared by the Treasurer in consultation with the Finance Committee and passed for implementation by the National Council.
- h) The Union may operate a current account for day to day operations, which will be monitored by the Finance Committee.
- i) The Union shall meet its contractual obligations to any contracts within deadlines.
- j) Union dues and financial resources shall be used only for the advancement of Union activities as defined in the Labour Act.

12. UNION EMPLOYEES

- a) The Union may employ permanent or part time employees as need arise. The office of the President or the General Secretary shall conduct interviews and meet all legal obligations to establish the needed offices.
- b) The Union employees will operate along guidelines established by the National Council in terms of the Labour laws. Official contracts will be entered into.
- c) Employees will only be recruited after a resolution has been passed by the National Council and terms of references drawn from all offices in question.
- d) All office holders of the Union will not be employees of the Union and will receive no dues, unless terms of reference for the office have been changed by the National Council specifically to allow for the dues to be paid.

13. ELECTION INTO OFFICE

- a) All office bearers of the Union shall be elected into office save the auditor, Treasurer and NSSAWU employees.

- b) Elections for Regional officers will be held at least one month before the National Congress.
- c) Elections for National Executive will be held at the National Congress.
- d) Delegates to the National Congress will be sitting National Executive Committee Members and the incoming Regional Committees.
- e) Elections will be done according to proportional representation.
- f) Nominations for elections to the National Executive Committee will be from the incoming members and sitting members if they qualify in terms of this Constitution.
- g) Labour Officer together with Ministry of Public Service Labour and Social Welfare shall supervise elections which are done at National Congress.
- h) There must be fair divisional representation in the Regional committee.
- i) The regional committee members who are eligible to vote are Regional Chairperson, Vice Chairperson, Secretary, Vice Secretary and one (1) Committee member.

14. RESOLUTIONS

Resolutions passed at the National Congress, National Council and Executive Committee will be by two thirds majority and will be adopted as passed.

15. LEGAL ADVISOR

- a) The Union may engage the services of a law firm to act as legal counsel and financial trustee through National Executive Committee members.
- b) Terms of reference shall be made from time to time by the

National Council.

- c) The National Executive Committee and National Council may refer cases for legal representation based on merit and availability of funds.

16. AMENDMENTS

Amendments to the Constitution will be deliberated at the National Congress and passed by two thirds (2/3) majority. Such amendments shall be made from time to time after consultation with members through Regional Committees prior to the National Congress meeting. Amendments should only be done at a Congress or special Congress or referendum first agreed by two thirds (2/3) majority members from regional offices/committees.

17. DISSOLUTION

- a) The Union shall be dissolved only by a special resolution of a National Congress after consultation with members.
- b) A motion proposing the dissolution of the Union shall be carried, provided that seventy-five percent (75%) of the delegates present and voting in a secret ballot, vote in favour of the proposed motion.
- c) Upon a motion being carried in favour of dissolution by 75% of delegates at a National Congress or Special Congress, such National Congress shall appoint a liquidator to liquidate the assets of the Union.
- d) The liquidator shall ensure the preference is given to settle any outstanding liabilities of the Union.
- e) In the event that there are outstanding assets after the settlement of the liabilities such assets shall be donated to charitable organizations.

19. EFFECTIVITY

This Constitution shall take effect on the day following its approval by the Ministry of Labour and Social Welfare.

Enacted in Harare thisday of2018

Signed:.....

NSSAWU PRESIDENT

.....

NSSAWU GENERAL SECRETARY

