

ZCTU Constitution as Amended by the 7th Congress 2011

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1 NAME

1.1 The name of the National Labour Centre shall be the “Zimbabwe CONGRESS OF TRADE UNIONS”. (hereinafter referred to as “THE CONGRESS”)

2. DEFINITIONS

“Administrative Officers of the Congress”

Are employees of the Congress who are delegated special functions by the General Council.

“Affiliate”

Means a trade union that has been admitted by ZCTU as a member in terms of the ZCTU Constitution.

“Associate Member”

Means representative of an organization of people other than a trade union or employers’ organisation which identifies with the aims and objectives of the labour movement.

“Ballot”

Means a secret vote.

“Bi- Annual Consultative Conference”

Means a conference held in terms of section 15 of this constitution.

“Congress”

Means the Zimbabwe Congress of Trade Unions as a National Labour Centre.

“Extra Ordinary Conference”

Means a conference held in terms of section 14 of this constitution.

“Full Member”

Refers to an affiliate that abides by the ZCTU Constitution, policies, standing rules and other resolutions.

“General Council”

Means the highest organ and authority of the Congress.

“Membership”

Where it relates to the Congress, means affiliated union. Wherever it relates to trade unions means members of that union.

“Officers of the Congress”

Refers to elected persons, elected by the Congress, as referred to in Clause 11.

“Presiding officer”

Means a person appointed by the General Council to supervise a ballot in the General Council or any conference.

“Regional Committees”

Means a designated committee in an area determined by the General Council.

“Standing Committee”

Means any committee appointed by the General Council to fulfill the aims and objective of the Congress.

“Union”

Refers to all organizations of workers including Unions, Associations and Federations that the ZCTU may recognize.

“National Women’s Advisory Council”

Means the Women’s Advisory Body of the General Council established in terms of Section 19.

“National Young Workers’ Committee” means a committee established in terms of section 20 of this Constitution.

“Young Worker” means any person between the ages of 16 and 35 years employed formally within Zimbabwe.

3. HEAD OFFICE

3.1 The Head office of the Congress shall be located in any such place within Zimbabwe as shall be decided by the General Council.

4. LEGAL STATUS

The Congress shall be a body corporate with perpetual succession and capable of entering into contractual agreements and other legal relations and of suing and being sued in its name and holding property apart from that of its affiliates.

5. AIM AND OBJECTIVES

The aims and objectives of the Congress shall be:

5.1 To organize, develop and maintain a powerful, effective, democratic, independent and united trade union movement in Zimbabwe.

5.2 To promote, safeguard and win trade union rights and privileges; to generally strive for the improvement of working conditions and employment benefits for all workers in Zimbabwe and to secure full recognition and advancement of the rights, interests and dignity of labour.

5.3 To protect and advance full social and economic rights and development of all workers in Zimbabwe within and beyond the trade unions, particularly those of vulnerable groups such as women, **young workers** and children.

- 5.4 To protect and defend workers against all forms of discrimination, exploitation and abuse.
- 5.5 To advance educational, political and economic knowledge within trade unions in order to build their capacity to effectively defend their interests.
- 5.6 To discourage and oppose the formation of splinter trade unions in Zimbabwe, or any other forms of worker disunity.
- 5.7 To strive for the achievement of highest possible percentage of membership and achievement of compulsory check off of trade union levies and dues in Zimbabwe.
- 5.8 To develop and maintain a national labour information center to assist trade unions and workers on all matters of trade union organization, administration, employment, legislation and other relevant matters.
- 5.9 To formulate, effect and ensure the observance and implementation of Congress policies by its affiliates.
- 5.10 To work to ensure that the member unions are run on common guidelines and thus create a mutual solidarity between the unions and between the members at each place of work. Unity and strength in the work of promoting and coordinating the trade union, financial and cultural interests of employees.
- 5.11 To provide mediation for the resolution of disputes within, between or among member trade unions when specifically delegated to do so by its affiliates or by the General Council.
- 5.12 To act as a channel of communication for the labour movement and co-operate wherever possible with Government, co-operatives, progressive organizations and any employers' organizations on matters of mutual concern or interest.
- 5.13 To represent the Zimbabwe labour movement in international fora and promote friendship, co-operation, solidarity and fraternal understanding with other trade union movements, progressive institutions and mass organizations whose aims and principles coincide with those of the Congress.

6. MEMBERSHIP

- 6.1 There shall be two classes of membership: Full membership and Associate membership.
 - 6.1.1 Membership shall be open to any registered trade union by a decision of two thirds majority of the General Council in sessions.
 - 6.1.2 Any unregistered trade union by decision of three quarters of the General Council in sessions.
- 6.2 Full membership shall be open to existing trade union which commits itself in principle and in practice to upholding the principles, aims and objectives of the Congress, as set out in this constitution.

- 6.3 Where a federation of trade unions has become consolidated into one trade union, it shall be regarded and represented in all the structures, fora and activities of the congress as a single trade union, regardless of the formation of the sub-unions; such sub-unions shall have no right to separate or direct membership of the Congress.
- 6.4 Application for membership shall be made in a manner prescribed by the General Council and shall be submitted to the General Council together with applicant's Constitution stating that it shall follow policies, objectives and abide by the decisions of the Congress relating to membership statistics, audited financial statements of accounts or any other information requested by the Secretary General of the Congress or by the General Council.
- 6.5 An application for full membership shall be considered by the General Council at every meeting.
- 6.6 Membership of an affiliate union shall be determined on an annual basis as declared by 31 December. Any changes in membership (increase/decrease) shall be reported to the Congress and is subject to verification by Credentials Committee. Unions who suffer a decline in membership may apply to the Congress for exemption of dues.
- 6.7 Organizations and cooperation that do not qualify for full membership status upon payment of a fee determined by the General Council, but shall not be entitled to vote.

7. DUTIES OF AFFILIATES AND MEMBERS

- 7.1 It shall be the duty of every member of the Congress to:
- 7.2 Uphold, defend and advance the principles, aims and objectives of the Congress.
- 7.3 Uphold and promote inter-union solidarity.
- 7.4 Submit a copy of its audited financial statements as soon as it becomes available on an annual basis.
- 7.5 Pay its dues in such an amount and manner as prescribed by the General Council from time to time.
- 7.6 Attend and participate meaningfully in all meetings or Conferences of the Congress or any of its organs and inform its membership at all levels about Congress policies and resolutions.
- 7.7 Defend the unity and integrity of the labour movement and interest of the working class.
- 7.8 **To create and include a young workers structure from branch level up to national level in their constitution.**

8. TERMINATION OF MEMBERSHIP

- 8.1 Membership to this Congress shall terminate under any of the following circumstances:
- 8.1.1 Upon written withdrawal by an affiliate trade union giving not less than 3 months' notice.
- 8.1.2 Upon dissolution of the member trade union.
- 8.1.3 Upon expulsion by at least three quarters majority vote of the General Council where an affiliate union is guilty of consistence and **unrepentant violation of the aims, objectives and principles of the Congress.**
- 8.2 The decision to terminate membership under clause 8.1.3 shall be provisional and subject to confirmation by the next Ordinary or Extraordinary Conference of the Congress.
- 8.3 The union shall be indebted to the Congress for all outstanding dues and arrears up to the date of termination.

9. THE GENERAL CONFERENCE

- 9.1 There shall be a General Conference which shall be the highest organ and authority of the Congress and all other organs and authorities shall be subordinate to it.
- 9.2 The General Conference shall be composed of accredited delegates from fully paid affiliates and the elected officials of the Congress and members of the National Women's Advisory Council and **National Young Workers' Committee who shall have the right to vote.**
- 9.3 The General Conference shall be convened by the General Council and shall be held every five (5) years at such places and on such dates as shall from time to time be determined by the General Council. Regional Committees and Associate members may send one representative to the Conference as observers and shall not be entitled to vote.
- 9.4 Each affiliate trade union shall be represented at the Conference by accredited delegates of that trade union only and according to the following scale:

<u>Union Membership</u>	<u>Number of Delegates</u>
Up to 499	1
Up to – 2 499	2
Up to – 3 499	3
Up to – 4 499	4
Up to – 5 499	5
Up to – 6 499	6
Up to – 7 499	7
Up to – 8 499	8
Up to – 9 499	9
Up to – 10 499	10

Subsequently, 1 delegate for every one thousand or part thereof which is not less than 500.

- 9.5 Each affiliate trade union shall forward to the Secretary General of the Congress the names of its delegates and its current membership standing at least 4 months in advance of any Conference.
- 9.6 Officers of the Congress shall be full delegates of the Congress, entitled to all the rights and privileges of member delegates. They shall attend the Conference in that capacity and shall not be delegates of any affiliate trade union.

10. POWER AND FUNCTIONS OF THE CONFERENCE

10.1 In terms of this Constitution the General Conference shall:

10.1.1 Review and direct the work of the General Council of the Congress.

10.1.2 Formulate, adopt and ratify the policies of the Congress.

10.1.3 Propose and resolve amendments to the Constitution of the Congress.

10.1.4 Elect officers of the Congress.

10.1.5 Appoint auditors.

10.1.6 Appoint Trustees.

10.1.7 Determine and / or ratify membership dues.

10.1.8 Delegate some of its functions to the General Council.

11. OFFICERS OF THE CONGRESS

11.1 The General Conference shall elect from amongst delegates by secret ballot the following officers, who may serve consecutively for not more than two terms in the same post;

11.1.1 The President

11.1.2 Three Vice Presidents

11.1.3 The Treasurer

12. DUTIES AND RESPONSIBILITIES OF OFFICERS AND OFFICIALS

12.1 **The President of the Congress shall:**

- 12.1.1 Be an unpaid officer elected at the Congress and shall be eligible for re-election.
- 12.1.2 Preside at all Conference and constituent meetings of the Congress and sign the records of the proceedings thereof.
- 12.1.3 Be the custodian of the Constitution of the Congress principles and its integrity.
- 12.1.4 Represent the Congress in all appropriate fora.
- 12.1.5 Issue public comments and statements in accordance with the aims, policies, principles and position of the Congress.
- 12.1.6 Have a deliberative and a casting vote which he/she may exercise in the event of equality of voting at any of the meetings over which he/she presides.
- 12.1.7 Perform any other duties that may be given to him/her by standing orders and decisions of the General Council.
- 12.1.8 Delegate duties and responsibilities to the Vice Presidents.

12.2 The Vice Presidents of the Congress shall:

Perform the duties in accordance with their areas of responsibility (Finance, Education and Research, Organizing and Information, Political and Social Welfare and International Affairs) and/or as assigned by the provisions binding the President as above.

12.3 The Secretary General of the Congress shall:

- 12.3.1 Be a full-time officer appointed by the General Council for confirmation by the Conference. He/she shall hold office at the pleasure of the Congress. In the event of the position falling vacant he/she shall be elected in terms of Rule 11.1.
- 12.3.2 Uphold the constitution, principles and integrity of the Congress.
- 12.3.3 Be responsible for the administration, co-ordination, communication and supervision of employees of the Congress and in particular shall:
- 12.3.4 Be Chief Secretary to all the constituent meetings and conferences of the Congress.
- 12.3.5 Keep all the minutes, files, records, correspondence and archives of the Congress.
- 12.3.6 Be responsible for advising General Council on vacant posts, developing job specifications, advertising, facilitating interviews and appointment of staff.
- 12.3.7 Allocates duties and supervise all employees of the Congress and refer only very serious disciplinary matters to Administration and Finance Committee.

- 12.3.8 Ensure compilation of and be responsible for receiving, safe-keeping and presenting to the General Council and Conferences of the Congress the reports of the Treasurer, Trustees and Auditors.
- 12.3.9 Compile, on behalf of the General Council, a report of activities to every Conference of the Congress.
- 12.3.10 Draft and prepare formal statements and position papers on behalf of the Congress.
- 12.3.11 Issue public comments and statements in accordance with the aims, policies, principles and positions of the Congress in consultation with the President.
- 12.3.12 Alert and inform the General Council and officers of the Congress on all matters, problems and issues affecting or pertaining to the Congress.
- 12.3.13 Be removed from office by at least three quarters majority of votes.

12.4 The Deputy Secretary Generals of the Congress shall:

- 12.4.1 Be two full-time officials appointed by the General Council , provided that the General Council assess and agree that this is financially feasible.
- 12.4.2 Perform their duties in accordance with areas of responsibility as assigned to them by the General Council or by anybody authorized to do so.
- 12.4.3 Perform any other duties assigned to them by the Secretary General or the President in the absence of the Secretary General.

12.5 The Treasurer of the Congress shall:

- 12.5.1 Be an officer elected at the Conference.
- 12.5.2 Keep books of accounts of the Congress in a form and manner recommended by Auditors.
- 12.5.3 Submit up –to- date income and expenditure statements at every Executive Committee meeting for submission to a General Council meeting.
- 12.5.4 Open and maintain bank accounts as approved by the General Council.
- 12.5.5 Compile annual finance reports and co-operate with the Trustees and Auditors of the Congress.
- 12.5.6 Be responsible for ensuring the settlement of all debts or accounts due to be paid by the Congress.
- 12.5.7 Be responsible for recovering monies owed to the Congress.

12.5.8 In his/her absence, have a designated Vice President (Admin and Finance) Performing his duties.

12.6 The Three Trustees of the Congress shall:

12.6.1 Be appointed by the conference from candidates recommended by affiliates and ratified by General Council.

12.6.2 Be responsible for all the funds and assets of the Congress.

12.6.3 Inspect and make reports on the management and care of all the assets of the Congress annually, as and when required by the General Council.

12.6.4 Manage and administer the affairs of the Congress in the event of incapacity of the Congress until such time as the Congress is able to properly function.

12.6.5 Be responsible for the distribution of the assets of the congress to creditors, working class organizations and welfare institutions catering for the working class, upon dissolution of the Congress.

12.6.6 For the purpose of carrying out the above function, or for any complaint in any court of law affecting or concerning the funds or assets of the Congress or any claims or rights due to or by the Congress, for such purpose to sign and complete any necessary documents and engage any legal practitioner /liquidator on behalf of the Congress.

13 REMOVAL OF OFFICERS /OFFICIALS

13.1 Any officer/official of the Congress shall be removed from office if:

13.1.1 He/she is convicted of an offence involving dishonesty, or any other offence which contravenes the policies, principles and aims of the Congress or brings the Congress into disrepute.

13.1.2 He/she willfully, or without reasonable cause fails to carry out his duties or acts in contravention of the constitution and the standing orders.

13.1.3 He /she is deemed to have been disloyal to the principles, objectives and values of the Congress.

13.2 No person shall be eligible for election or appointment to any office in the Congress if such a person has at any time been convicted of an offence involving dishonesty expect where the General Council decides to waiver for specific reasons.

13.3 Any elected officer who resigns during the term of his/her service shall continue in his /her office until he/she is replaced by the next sitting of the General Council.

14 EXTRA ORDINARY CONFERENCE

- 14.1 An Extra Ordinary Conference of the Congress may be convened by the General Council, if deemed necessary or when requested by not less than 50% of the member unions.
- 14.2 All the rules of representation and proceedings shall be the same as those of the General Conference, provided that the Extraordinary Conference shall not elect new office bearers, other than to fill in posts which have become vacant since the last General or Extraordinary Conference, who shall hold office for the remainder of the five year term.
- 14.3 The convening of an Extraordinary Conference shall not affect the convening of the General Conference five years after the last General Conference.
- 14.4 The Extraordinary Conference shall confine itself to the business it has been convened for.

15 BI -ANNUAL CONSULTATIVE CONFERENCE

- 15.1 A Conference of all Presidents and General Secretaries of all member trade unions shall be held bi-annually at the time and place selected for that purpose by the General Council.
- 15.2 Any officer bearer of an affiliate union who is eligible but unable to attend may be replaced by his deputy or assistant, who shall have the right to vote in the capacity.
- 15.3 The bi-annual Consultative Conference shall review progress, events, developments, policies and the activities of the Congress and advice or recommend new programmes and activities for the labour movement.
- 15.4 All officers of the Congress shall be eligible to attend the Consultative Conference.
- 15.5 The President of the Congress shall be the President of the Consultative Conference, and shall present to the Conference the report of the activities of the General Council.
- 15.6 The Secretary General of the Congress shall be Secretary of the Consultative Conference.
- 15.7 The Treasurer of the Congress shall present the financial report of the Congress to the Consultative Conference.
- 15.8 The Trustees of the Congress shall present the proprietary report of the Congress to the Consultative Conference.
- 15.9 Decisions of the Consultative Conference shall be by simple majority of the delegates attending, provided that two thirds of the expected total delegates to the Consultative Conference shall constitute a quorum.

- 15.10 The General Council convening the Consultative Conference shall prepare the agenda for the Consultative Conference which shall be delivered to all the unions together with the notice of the convening of the Conference not less than four weeks before the date of the Conference.
- 15.11 The Consultative Conference shall have no power to elect officers to fill vacancies in the Congress.
- 15.12 The Consultative Conference shall confine itself to the Agenda of the Conference.

16. GENERAL COUNCIL

16.1 There shall be a General Council of the Congress, which shall be composed of:

16.1.1 Eight (8) officers of the Congress.

16.1.2 One (1) representative from each affiliate trade union.

16.1.3 Chairperson, Secretary and a member of the National Women's Advisory Council.

16.1.4 **Chairperson, Secretary and one committee member of the National Young Workers Committee.**

16.2 Meetings of the General Council

16.2.1 Meetings of the General Council shall be convened by the National Executive at least three times in each calendar year. Provided that, Extra Ordinary meetings of the General Council may be convened by the Executive Committee or 50% of the member unions or President on any notice if emergencies arise which, in the opinion of the Executive Committee require the immediate attention of the General Council.

16.3 The quorum of the General Council shall be 50% of Council members. In the event of a quorum not being constituted at General Council or other Council meetings within 45 minutes of the time appointed for the commencement of the meeting, or at the discretion of the President or the Chair, the Chairperson shall adjourn the proceedings and shall reconvene the meeting within seven (7) days. If, at the time appointed for the commencement of the re-convened meeting, the quorum is not present, the commencement shall be postponed for further fifteen (15) minutes. If, at the expiry of the fifteen (15) minutes the quorum is not present, those members present shall be deemed to constitute the quorum and the meeting shall commence.

16.4 A member of the General Council shall lose such position if:

16.4.1 The union member he/she represents constitutionally decides to withdraw him.

16.4.2 Such member absents himself/ herself from three consecutive meetings of the General Council without reasonable excuse.

16.4.3 Such member acts in a manner considered by the General Council to be detrimental to the interest of the Congress.

16.4.4 The trade union represented by the member cease to be a member of the Congress.

16.4.5 A member union of the Congress whose member of the General Council has lost his/her position under 16.4.2 and 16.4.3 shall have the right to appeal to any General or Extraordinary Conference of the Congress.

16.4.6 Any union whose General Council member ceases to be a member of the General Council in any manner other than as provided for under Clause 16.4.1- 16.4.3 above shall, within four weeks after such cessation of membership, furnish the Secretary General of the Congress with the name of the new representative of the union or organization, and the Secretary General shall immediately submit such to the General Council.

16.4.7 Any person nominated by a member organization to be its General Council representative shall automatically become a member of the General Council upon receipt of his/ her nomination by Secretary General.

16.5 Powers and Functions of the General Council:

16.5.1 The powers and duties of the General Conference shall be delegated to the General Council in between meetings of the Conference.

16.5.2 In addition to any other powers delegated to it by the Conference the General Council shall have the power to:

16.5.2.1 Approve, sanction or disapprove any contractual arrangements or commitments or any other decisions proposed by the National Executive.

16.5.2.2 Upon the resolution of the General Council, mediate in disputes or assist in dealing with problems within or between member organizations.

16.5.2.3 Set up a Disciplinary Committee of the General Council, mediate in disputes or assist in dealing within or between member organizations.

16.5.2.4 Consider, set aside or suspend, after charges have been preferred, a member trade union, associate member organization and officer or official for action deemed by the Council to be in contravention of this Constitution, or against the interest of any worker or other member trade unions or associate member organizations. Suspension shall be applicable to a member who:

- i) Is convicted of an offence involving dishonest or any other offence which contravenes the policies, principles and aims of the Congress or brings the Congress into disrepute.
- ii) Willfully or without reasonable cause fails to carry out his/her duties or acts in contravention of the constitution and the standing orders.

- iii) Is deemed to have been disloyal to the principles, objectives and values of the Congress.
- 6.5.2.5 Give due consideration to the matters occasioning the suspension of a member and have power to give notice to the suspended officer that the General Council intends to recommend by the Conference or the Extraordinary Conference as the case may be that he/she be removed from office or be further suspended.
- 16.5.2.6 Make such standing orders, by-laws as the Conference may prescribe for the conducting of the business of the Congress and other procedures for the conduct of business of organs created.
- 16.5.2.7 Convene a bi-annual Consultative Conference of Presidents and General Secretaries of affiliate unions.
- 16.5.2.8 Create vacancies and ratify all appointments of employees of the Congress, and approve their terms and conditions of service.
- 16.5.2.9 Determine any allowances to be paid to any officer or employee of the Congress, or any other person for work related to Congress.
- 16.5.2.10 At any time, upon the receipt of written request of not less than half the number of the member trade unions, convene an Extraordinary Conference which shall be convened within two months of the date of the unexpired period of office.
- 16.5.2.11 Appoint someone to fill in any vacancy which may have been occasioned by resignation, illness, insanity, death, or any other cause for the unexpired period of office.
- 16.5.2.12 Set up Committees as deemed necessary and appoint members thereto.
- 16.5.2.13 Each member trade union shall be entitled to one vote for each thousand members or part thereof which is not less than 500. Observers shall be entitled to participate in the debate and deliberations, but shall have no vote.

17. THE NATIONAL EXECUTIVE COMMITTEE

- 17.1 The Executive Committee shall be composed of total of **twenty one (21)** as follows: eight (8) elected officers of the Congress, nine (9) members of the General Council, appointed by the General Council at its first meeting and two (2) shall be from the National Women's Advisory Council; the Chairperson and the Secretary **and two (2) shall be from the National Young Workers Committee being the Chairperson and the Secretary.**
- 17.2 The Executive Committee shall be responsible for the general administration of the affairs of the Congress between General Council meetings and attend Conferences of the National Women's Advisory Council, **National Young Workers** and Regional Committee.
- 17.3 The Executive Committee shall meet from time to time, but at least once every three months and shall be convened by the President after consultations with the Secretary General, as may be necessary for the smooth running of the affairs of the Congress.

Provided that where there is disagreement between the two, it shall be mandatory upon the President to immediately convene Executive Committee meeting.

17.4 At least seven days' notice shall be given for all Executive Committee meetings.

17.5 The quorum of the Executive Committee meeting shall be 50% of the members.

18. REGIONAL COMMITTEE

18.1 There shall be a Regional Committee of the Congress in designated areas determined by the General Council.

18.2 A regional committee shall be composed of members defined by the General Council, including:

18.2.1 The Chairperson

18.2.2 The Vice chairperson

18.2.3 The Secretary

18.2.4 The Treasurer

18.2.5 One representative from each affiliate union in the Region.

18.3 The quorum shall be two thirds of the Regional Committee members.

18.4 A Regional Committee shall have the following powers and functions:

18.4.1 To fulfill the aims of the Congress at regional level in order to promote workers' interests, recruit and mobilise members in the locality.

18.4.2 To organise regional events and solidarity activities with regards to trade union education, training, information sharing, disseminating information, organizing and recruitment of members.

18.4.3 To ensure proper effective and regular communication between and among national unions and their structures in the region and the head office of the Congress.

18.4.4 To establish sub-committees answerable to the Regional Committee, in districts within the region for the smooth running and effective functioning of the Regional Committee.

18.4.5 To organize regional conferences of the Congress and call Extraordinary Regional Conferences when requested in writing by two thirds or regional member trade unions and /or by General Council.

18.4.6 To do all such other things as are in the interest of the labour movement and consistent with the principles, policies and constitution of the Congress.

18.5 Each affiliate trade union shall be represented at the Regional Conference by accredited delegates of that trade union only and according to the following scale:

Union Membership	Number of Delegates
Up to- 99	1
100 - 199	2
200 – 299	3
300 - 399	4
400 - 499	5

18.6 One representative of each district shall attend Regional Conferences as a delegate.

18.7 Regional Committees shall call meetings twice per year.

18.8 Voting shall be based on numeric strength of each affiliate.

19. NATIONAL WOMEN’S ADVISORY COUNCIL

19.1 There shall be constituted a National Women’s Advisory Council of the Congress, which shall act as an advisory body to the General Council.

19.2 The structure and composition of the National Women’s Advisory Council shall be as follows:

19.2.1 The Chairperson

19.2.2 The Vice Chairperson

19.2.3 The Secretary

19.2.4 The Vice Secretary

19.2.5 The Treasurer

19.2.6 Committee Members, drawn one from each affiliate.

19.3 Powers and Functions of the Women’s Advisory Council

In addition to the general aims and objectives of the Congress the National Women’s Advisory Council shall have the following functions:

19.3.1 To organize, educate and unionise all working women and to mobilise and co-ordinate trade union structures towards promotion of the interests of women workers.

19.3.2 To encourage and promote women involvement, self-confidence and self- reliance.

- 19.3.3** To provide and facilitate a channel of communication between the Congress and other National Women’s Institutions and Organizations.
- 19.3.4** To work for the total eradication of discrimination against women, and for the full realisation of rights for working women.
- 19.3.5** Generally undertake all such other task as are necessary for the advancement of the rights and interests of women as approved by the General Council.
- 19.3.6** Make recommendations to the General Council on its operations, disciplinary action and priorities for the advancement of working women.
- 19.4** The National Women Advisory Council shall meet **not** less than three times in each year.
- 19.5** An Extraordinary meeting of the National Women’s Advisory Council be convened either by the Chairperson of the National Women’s Advisory Council or by the General Council of the Congress upon the written request of two thirds of members of the National Women’s Advisory Council.
- Provided that where there is disagreement between the two, it shall be mandatory upon the Chairperson to immediately convene the National Women’s Advisory Council.
- 19.6** Decisions in the National Women’s Advisory Council shall be by a simple majority vote of the members in sessions.
- 19.7** The quorum of the National Women’s Advisory Council shall be two thirds of its total membership.
- 19.8** **Officers** of the National Women’s Advisory Council shall hold office for five years.
- 19.9** A Conference of National Women’s Advisory Council of the Congress shall be held every five years and shall be convened by the General Council, with delegates nominated from each union attended by Executive Committee members.
- 19.10** Each affiliate trade union shall be represented at the Women’s Conference by accredited women delegates of that trade union only and according to the following scale:

Union Membership	Number of Delegates
Up to - 249	1
250 - 499	2
500 - 749	3
750 - 999	4
1000 - 1249	5
1250 - 1499	6
1500 - 1749	7

- 19.11** The Conference shall elect from amongst the delegates officers of the National Women’s Advisory Council.

- 19.12** The Chairperson, Secretary and one Committee Member of the National Women’s Advisory Council shall be representative on the General Council of the Congress.
- 19.13** The National Women’s Advisory Council shall attend General Conferences of the Congress as full delegates with voting rights.
- 19.14** The National Women’s Advisory Council shall establish a Regional Women’s Advisory Council in designated areas determined by the General Council, which shall be responsible for promoting the aims and objectives of Women’s Advisory Council in conjunction with Regional Committees at regional level.
- 19.15** The National Women’s Advisory Council shall also establish Districts Women’s Advisory Council in districts within the region for the smooth and effective implementation of Women’s Advisory Council’s activities at District level in conjunction with district committees.
- 19.16** The Regional and District Women’s Advisory Councils shall be answerable to the National Women’s Advisory Council.

20. National Young Workers Committee

20.1 There shall be constituted a National Young Workers Committee of the Congress.

20.2 The structure and composition of the Young Workers Committee shall be as follows:

20.2.1 The Chairperson

20.2.2 The Vice Chairperson

20.2.3 The Secretary

20.2.4 The Vice Secretary

20.2.5 The Treasurer

20.2.6 Committee members, one from each affiliate.

20.3 Powers and Functions of the National Young Workers’ Committee

20.3.1 To educate and unionise all young people and to mobilise and coordinate trade union structures towards promotion of the interests of the young workers.

20.3.2 To encourage and promote young workers involvement, self-confidence and self-reliance.

20.3 3 To provide and facilitate a channel of communication between the Congress and other youth institutions and organisations.

20.3.4 To work towards the total eradication of discrimination against the young workers, especially young women and for the full realisation of the rights of young working workers.

20.3.5 Make recommendations to the General Council on its operations, disciplinary action, priorities and advancement of the young workers.

20.3. 6 Generally undertake all such other tasks as are necessary for the advancement of the rights and interests of young workers as approved by the General Council.

20.4 The National Young Workers Committee shall meet not less than three times each year.

20.5 An extraordinary meeting of the National Young Workers' Committee may be convened by the Chairperson of the National Young Workers' Committee upon the written request of two thirds of the members of the National Young Workers' Committee. However, the General Council may cause for the convening of the meeting if there is need.

20.6 Decisions in the National Young Workers' Committee shall be by simple majority vote of the members in the session.

20.7 The Quorum of the National Young Workers Committee meeting shall be two thirds of its full council.

20.8 The officers of the National Young Workers Committee shall hold office for five years.

20.9 A conference of the National Young Workers Committee of the Congress shall be held every five years and shall be convened by the General Council with delegates nominated from each union attended by the Executive Committee Members.

20.10 Each affiliate trade union shall be represented at the Young Workers' Conference by accredited young workers' delegates of that trade union only according to the following scale:

Union membership	Number of Delegates
Up to-249	1
250 – 499	2
500 -749	3
750 – 999	4
1000 – 1249	5
1250 – 1499	6
1500 - 1749	7

20.10.2 Eligibility of delegates to be verified in terms of age.

20.11 The conference shall elect office bearers among the delegates of the Young Workers Conference.

20.12 Should an elected officer attain the age 36 during his/her term of office, he or she shall be allowed to complete the term but shall not be eligible for re-election.

20.13 The National Young Workers Committee shall attend General Conference of the Congress as full delegates with voting rights.

20.14 The National Young Workers Committee shall establish a Regional Young Workers Committee in designated areas determined by the General Council, which shall be responsible for promoting the aims and objectives of the ZCTU in conjunction with regional committees at regional level.

- 20.15 The Regional Young Workers' Committee shall establish District Young Workers 'Committee in districts within the region for the smooth and effective implementation of young workers committee's activities at the district level in conjunction with district committees.
- 20.16 The District Young Workers' Committee shall be answerable to the Regional Young Workers' Committee and the Regional Young Workers Committee shall be answerable to the National Young Workers Committee.
- 20.17 The Regional Young Workers' Committee's Chairperson, Secretary and one Committee member shall sit in the main ZCTU Regional Committee and the District Young Workers committee shall sit in the main District Committee.
- 20.18 In all structures of the young workers there shall be equal representation of young men and women. Provided that where equal representation is impossible due to membership variances, a substantial representation of young women shall be accepted.

21. FINANCE

- 21.1** In addition to any other sources of finance which the Congress may seek, the Congress shall be financed by dues from member trade unions which dues shall be determined by General Council, reviewed and changes implemented annually by General Council.
- 21.2** Each member trade union shall submit its monthly subscriptions one month in arrears and shall effect payments in such a manner as may be instructed by the General Council.
- 21.3** All funds of the Congress shall be banked in the name of the Congress in such bank or banks as the General Council may decide from time to time.
- 21.4** No funds of the Congress shall be used before being banked.
- 21.5** Cheques and any other negotiable instruments drawn on the account of the Congress shall not be valid unless they are countersigned by the Treasurer, and either the President/Vice President (Admin and Finance) or the Secretary General.
- 21.6** No funds of the Congress shall be used for unauthorized purposes, provided that in the absence of the Treasurer, the Vice President (Admin & Finance) shall sign.
- 21.7** The Trustee of the Congress may sign cheques and/or negotiate instruments of the Congress in the event of incapacity of the Congress as provided for under 12.6.6 and under 21.6.
- 21.8** The accounts of the Congress shall be kept and maintained by the Treasure and any other full time officer responsible for Bookkeeping, in conjunction with the Secretary General.

- 21.9** The financial year of the Congress shall be the calendar year ending on the 31st December of each year.
- 21.10** As soon as is practicable after the 31st of December each year, and not later than 31st of March the following year, the Treasurer shall submit for audit the books and accounts of the Congress.
- 21.11** When deemed especially necessary, the General Council may be authorized to collect a special levy from member trade union specifying the nature, purpose, amount and date of payment.

22. RULES OF PROCEDURES

22.1 The following rules of procedures shall apply at all meetings of the General Council and Executive Council and other Councils and at Conference and Extraordinary Conferences.

22.1.1 The Secretary General in consultation with the President shall publish and circulate the agenda for all meetings of the General Council, Executive Council, other Councils, Conferences and Extraordinary Conferences to members and affiliates.

22.1.2 The agenda for the Conference shall make provision for the following items:

- i) Reading of the Notice convening the meeting.
- ii) Reading of the President's address.
- iii) Adoption of the agenda.
- iv) Confirmation and adoption of the Minutes of the previous Conference.
- v) The reading, discussion and adoption of reports submitted by:
 - 1. General Council;
 - 2. The Treasurer and the Trustees.
- vi) Notices of Motion.
- vii) The election of officers for the ensuing period.
- viii) Appointment of Auditors and Trustees.

22.1.3 The agenda for an Extraordinary Conference shall be determined by the General Council.

22.1.4 The agenda for all meetings of the General Council shall make provision for the following items:

- i) Reading of the Notice convening the meeting.
- ii) Adoption of the agenda.
- iii) Confirmation and adoption of the Minutes of the previous meeting.
- iv) Matters arising from the minutes of previous meeting.
- v) Reports from the National Executive, and from Trustee when applicable.
- vi) Correspondence.
- vii) Notices of Motion.
- viii) Any other business.

23. STANDING ORDERS

- 23.1** The Chair at all meetings shall be taken by the President or, in his/her absence, by the Vice President or, by such member as the meeting shall decide.
- 23.2** The working language of the Congress shall be English and the minutes of all meetings of the Congress shall be recorded and shall be published in English.
- 23.3** The business of meetings shall be conducted in accordance with the agenda, except when otherwise consented to by the meeting
- 23.4** No subject other than that appearing on an agenda shall be debated except where provision has been made for the inclusion of such an item under “Any Other Business”. Such items shall be notified to the meeting at the time the agenda is to be adopted.
- 23.5** Save with the express leave of the meeting, no speaker shall speak for more than once on any motion or subject nor, unless he/she is the mover of motion, for longer than five (5) minutes, provided that the mover of a motion shall have the right to reply to the debate. The time limit placed on the mover of a motion shall be notified to the meeting at the time the agenda is to be adopted.
- 23.6** No motion or subject shall be debated for a longer period than one and half hours, provided that any member of the meeting shall have the right to move a motion for an extension of time, such a motion shall be put without debate and shall not have effect unless carried by two thirds majority of the members present.
- 23.7** All members addressing the meeting shall first state whether they intend to speak for or against the motion being debated.
- 23.8** Except when otherwise stated, all questions shall be decided by a simple majority of votes expressed by a show of hands. The Chairperson shall have a deliberative and a casting vote in the event of a tie in voting on a motion. The Chairperson’s casting vote shall determine the outcome, shall exercise his casting vote.
- 23.9** No motion or subject which has been debated and determined by the meeting shall be reopened at the same meeting, except on a motion carried by a two thirds majority. Such a motion shall be put without amendments or debate.
- 23.10** Nominations of candidates of officers shall be submitted to the Secretary General on nomination forms (14) days before election date.
- 23.11** A member may, with the consent of the prescribed meeting, withdraw any motion or amendment which he might previously have proposed at the meeting.
- 23.12** Any delegate refusing to obey the ruling of the Chairperson or who is guilty of misconduct shall be excluded from the meeting if a majority votes of the members so requires.

- 23.13** A motion to review the Chairperson’s ruling may be moved and seconded, but no debate shall be allowed. A simple majority vote in favour of the motion shall be sufficient to carry such a motion.
- 23.14** During the debate, points of order may be raised verbally and without prior notice being given. Should a point of order be raised, the President or Chairperson shall give a ruling in reference to its validity.

24. MOTIONS AND NOTICE OF MOTION

- 24.1** All motions or notices of motions submitted in terms of this clause for consideration and decision by the General Council, Conference or Extraordinary shall:
- 24.1.1** Be submitted to the Secretary General in writing 60 days before the due date of the meeting.
- 24.1.2** Be circularised by the Secretary General to the members at least 45 days before the General Council and/ or delegates to the Conference or Extraordinary Conference.
- 24.1.3** Be seconded prior to such consideration and decision.
- 24.1.4** Be resolved by a show of hands, save if otherwise determined by the General Council, Conference or Extraordinary Conference. Such issues shall be resolved by a simple majority.
- 24.2** A motion or notice of motion submitted in terms of sub-clause (24.1.1) of this clause, may be withdrawn by the proposer prior to its being seconded. A motion or notice of motion which has been seconded in terms of sub-clause (24.1.3) of this clause, may be withdrawn only subject to the consent of the seconder and the approval of the General Council, or delegate to the Conference or Extraordinary Conference, provided that such a proposal is seconded by a member of the General Council or a delegate to the Conference or Extraordinary Conference.
- 24.3** All motions proposed in terms of sub-clause (24.1.1) of this clause may be amended if such a proposed amendment is proposed by a member of the General Council, or a delegate to the Conference or extraordinary conference, provided that such a proposal is seconded by a member of the General Council or a delegate to the Conference or Extraordinary Conference.
- 24.4** The motion under debate shall be recognized as the substantive motion. Should an amendment to the substantive motion be proposed and seconded, the Chairperson shall put the amendment to the vote. Should the majority of votes cast support the amendment, then the amendment shall become the substantive motion. A motion shall be an amendment if its purpose is to modify the text or intent of the substantive motion, or remove parts there from.
- 24.5** Subject to the approval of the meeting, it shall be permissible for the subject matter of the substantive motion to be sub-divided into convenient sub-completion of the voting procedures, the sub-sections which have received an affirmative vote shall constitute substantive motions and will be voted upon without further debate.
- 24.6** After the closure of the debate, the Chairperson shall immediately put the motion to vote. The voting procedure shall not be interrupted except on a point of order related to the manner in which voting is taking place.

24.7 The under mentioned motions shall have precedence over all other motions under discussion:

24.7.1 To suspend the meeting.

24.7.2 To adjourn the meeting.

24.7.2 To close debate on the item under discussion.

Such a motion shall, provided that it has been seconded, be put to the vote immediately without debate and shall be resolved by a simple majority on a show of hands. Such motions may be raised verbally without a prior notice.

25. BALLOT RULES

25.1 Voting in a ballot shall be exercised:

25.1.1 Elected officers of the Congress and members of the General Council in a meeting of the General Council.

25.1.2 Elected officers of the Congress and accredited delegates of fully paid affiliate trade unions in the Conference or Extraordinary Conference.

Provided that each person so entitled to vote in a ballot shall have only one vote at the General Conference except that the President/Chairperson may have a casting vote by the voting strength of the union.

25.1.3 When the Congress is required, in terms of this Constitution, to hold a ballot it shall:

25.2 Appoint a Presiding Officer in writing.

25.2.1 Notify those entitled to vote and Presiding Officer in writing of the time and place of the ballot and the issue or issues to be determined by the ballot.

25.2.2 Furnish the Presiding Officer in writing with the list of Trade Unions entitled to vote and the number of votes entitled to that trade union.

25.2.3 Appoint persons to act as scrutinisers and to assist the Presiding Officer in supervising the ballots and counting the votes.

25.2.4 Require the Secretary General to:

- i) Supply suitable forms on which the officers and delegates may record their votes for each subject or office in issues; and
- ii) Ensure that such forms are available in sufficient numbers.

25.2.5 The ballot at the Conference or Extraordinary Conference shall be held under the supervision of the Presiding Officer who shall:

- i. Arrange for all the forms supplied for use in the ballot wherever possible.
- ii. Distribute the ballot forms to the officers and delegates entitled to take part in the ballot.
- iii. Collect the ballot forms after sufficient time has elapsed to permit the forms to be completed.
- iv. With the assistance of the scrutinisers count the votes cast.
- v. Declare the results of the ballot.

26. AMENDMENT OF CONSTITUTION

- 26.1** Any provisions of this constitution may be replaced, amended or added in any manner, by resolution of the Conference or Extraordinary Conference provided that not less than three months' notice of the proposed amendments shall have been given in writing to the Secretary General and the proposed amendment or amendments immediately thereafter shall be circularised to all the member trade unions.
- 26.2** A motion or motions proposing amendment or amendments to the constitution shall be carried provided that two-thirds of the delegates present and voting, vote in favour of the proposed motion or motions.

28. DISSOLUTION

- 27.1** The Congress shall be dissolved only by a special resolution of the General or Extraordinary Conference.
- 27.2** A motion proposing the dissolution of the Congress shall be carried, provided that eighty percent (80%) of the delegates present and voting in a secret ballot vote in favour of the proposed motion.
- 27.3** The assets and liabilities of the Congress shall be dealt with according to the provisions of section 12.6.5