

**ZAMBIA UNION OF FINANCIAL
INSTITUTIONS AND ALLIED
WORKERS**

CONSTITUTION

MOTTO: WORKERS FIRST

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PREAMBLE

Trade Unions are today increasingly being recognised world-wide as one of the major institutions of national development and reconstruction. Their involvement reiterates that no social economic progress can be achieved otherwise, indeed, they proceed to do this by performing their economic function which aims at enhancing the dignity and stature of labour, cultivation of self respect and actualisation and the promotion of collective efforts encompassed by unity of purpose. For these and other no less potent aims, the Zambia Union of Financial Institutions and Allied Workers (ZUFIAW) has been formed.

Our pledge is to improve the material conditions of members and their families. To strive for equality between all men and women in the sharing of all national wealth and world leisure.

To this end, all members should accept and loyally carry out and safeguard these articles by paying subscriptions regularly and promptly. For, they should never forget that the interest of all workers are one and a wrong done to an individual worker is the concern of all workers.

ARTICLES OF THE ZUFIAW CONSTITUTION**PART ONE****ARTICLE 1: NAME AND REGISTERED OFFICE OF THE UNION**

- (i) The name of the Union shall be the Zambia Union of Financial Institutions and Allied Workers (thereinafter referred to as 'The Union')
- (ii) The registered office of the Union shall be situated at Lusaka in Rooms 4,5,6,7,8,9,27 & 28 Luangwa House, Postal Box 31174, Code 10101, but the National Executive Council shall have the power and right to order transfer of such offices to any other place within Zambia should circumstances so dictate. Such transfer of the Head Office will be reflected in the Constitution and will also be notified in the Constitution and will also be notified to the Labour Commissioner.

ARTICLE 2: MEMBERSHIP

- (i) Membership of the Union shall be open to all employees working in the financial sector of the economy encompassing the following:
- The Central Bank
 - All registered Commercial, Merchant, Agricultural Banks.
 - Insurance, other financial institutions and all financial related organisations.

- (ii) Membership Fee shall be Five Hundred Kwacha (K500.00) only.
- (iii) Subscriptions shall be two percent (2%) of a member's monthly basic salary.
- (iv) Without any prejudice to any written Law, subscriptions shall be by check-off system.
- (v) Membership of the Union shall cease if a member resigns, is expelled, dies or writes to the General Secretary in his/her own handwriting to discontinue deducting monthly subscriptions giving three (3) months notice.
- (vi) A member who resigns or is expelled from the Union and wishes to re-join the Union, may apply to the General Secretary of the Union for re-admission and if re-admission is granted, he/she shall be required to pay a re-admission fee of Five Thousand Kwacha (K5,000.00) or any amount which may be decided by the National Executive Council from time to time.
- (vii) A member who wishes to resign from the Union shall give three month's notice to the Union's secretariat and such resignation shall be in his/her handwriting.

ARTICLE 3: OBJECTS OF THE UNION

The Zambia Union of Financial Institutions and Allied Workers declares its objects to be:

- (i) To effect complete organisation of workers in the financial sector of the economy mentioned in Article 2(I) above.
- (ii) To apply funds of the Union inter alia for the purpose of providing assistance to members in the event of distress and providing legal assistance to members in connection with their employment.
- (iii) To regulate members' wages, salaries and other conditions of work.
- (iv) To endeavour to regulate relations and settle disputes between member's inter-se employees and employers and between members and non-members by amicable agreement.
- (v) To provide for the advancement of workers education and their participation in national development programmes.
- (vi) To affiliate to any registered Federation of Trade Unions.
- (vii) To establish, carryout, participate in printing or publishing a Newspaper, Journal, Pamphlets or any publication in the interest of the Trade Union or Trade Unionism.
- (viii) To invest Union funds into viable ventures.

PART TWO**STRUCTURAL ORGANISATION OF THE UNION****ARTICLE 4: GENERAL PRINCIPLES**

The structural organisation of the Union shall be based on the following Organs and their democratic principles:

(a) ORGANS OF THE UNION

- (i) Branch Committees**
- (ii) District Committees**
- (iii) National Executive Council and its
Advisory Bodies**
- (iv) Annual Conference**
- (v) Quadrennial Conference**

(b) All organs of the Unions shall ordinarily be elective.

(c) All organs of the Union unless otherwise stated shall be answerable and shall periodically submit account of their work to the body that elected or constituted them.

(d) A decision of the majority shall prevail over that of the minority.

(e) A decision of the higher organ shall be binding upon a subordinate organ.

(f) Except where it is otherwise provided in this Constitution, the quorum for all Union meetings shall be one half of the members entitled to attend the meeting.

ARTICLE 5: BRANCH COMMITTEE**SECTION I: BRANCHES**

- (i) Branches shall be formed at institutional level in the Cities and Towns where the membership is above three hundred (300).
- (ii) Where the Union membership in a town is below three hundred (300), only one Branch grouping all institutions covered by the Union under Article 2(I) of this Constitution shall be formed.
- (iii) Where the membership is below ten (10), the National Executive Council shall decide to link the membership to the nearest branch.
- (iv) All Branches shall be governed by a Branch Committee composed of a Branch Chairman, Branch Secretary, Branch Treasurer, their Vices and four Committee Members. Where a Branch has five hundred (500) members and more, there shall be shop Stewards.
- (v) All Branches shall register with the General Secretary soon after they are formed.
- (vi) The Branch Committee shall meet at least once a month.
- (vii) Where the Branch Committee has not met for three (3) consecutive months, it shall be deemed as having been dissolved and by-elections shall be conducted.
- (viii) The Branch Committee shall hold office for a period of four (4) years and shall be eligible for re-election if he is not fully paid up, except members who have been ill for more than six (6) months.
- (ix) The Branch expenses shall be defrayed by the Head Office of the Union but where a District

Committee exists, the expenses shall be defrayed by the District Committee of the Union.

- (x) The Branch Committee shall have powers to suspend or fine any Member or Branch Official who contravenes any of the Articles. Such suspension and fine shall not be more than six (6) months and Two Thousand Kwacha (K2,000) respectively.
- (xi) A Member or Branch Official of the Union who is aggrieved by a disciplinary action shall have the right to appeal to the next higher organ of the Union.
- (xii) A Committee Member who wilfully fails to attend three (3) consecutive meetings shall be disciplined in accordance with Article 5 Section (x).
- (xiii) A Committee Member who wilfully fails to attend four (4) consecutive meetings shall cease to be a Committee Member.

SECTION II DUTIES OF BRANCH COMMITTEES

- (i) To ensure complete organisation of workers in the Branch.
- (ii) To attend to disputes and settle grievances.
- (iii) To ensure that there is good employee/employer relationship and Health and Safety Committees at places of work.
- (iv) To conduct general meetings as often as possible.
- (v) To ensure and maintain high standard of discipline among all Union Members and Officials.
- (vi) To maintain an up-to-date register of the members.

- (vii) Where a Branch maintains an Account, an annual statement shall be submitted to Head Office with supporting documents/vouchers by 15th October.

SECTION III DUTIES OF BRANCH OFFICIALS

- (i) The Branch Chairman or in his absence his/her Vice shall preside at all Branch business meetings and shall sign all Minutes at the time they are approved. He/she shall supervise the working of the Branch. He/she shall have a casting vote.
- (ii) In the absence of both the Branch Chairman and his/her Vice, the quorum shall elect the Chairman for the purpose of conducting business only.
- (iii) The Branch Secretary or his/her Vice shall cause and keep accurate Minutes of all Branch meetings and of the Branch Committee. He/she shall forward to the Head Office of the Union, two copies of the Minutes and one copy of the said Minutes to the District where this exists, both duly signed by him/her and the Chairman and shall conduct correspondence and transact the business of the Branch. He/she shall keep the Committee informed on all matters relating to the Union. He/she shall maintain an up-to-date register of members. He/she shall have the right to speak and vote.

(iv) FINANCE

In line with the requirements of the Industrial and Labour Relations Act, all funds of the Union are hereby acknowledged as public funds. Any Officer of the Union handling funds shall do so as a Steward. Such Officer shall be expected to exercise due care and diligence N.B. specific instructions and penalties shall be embodied in the invitation letter to the Annual/Quadrennial Conference.

(v) The Branch Treasurer or in his/her absence his/her vice, shall keep the accounts of the Branch. He/she shall notify all members in arrears. He/she shall be legally responsible for monies and property of the Union which may be entrusted in the Branch. He/she shall carry out the instructions of the Branch Committee. He/she shall attend all Branch Committee meetings. He/she shall have the right to speak and vote.

ARTICLE 6: DISTRICT COMMITTEES**SECTION I: THE DISTRICT**

(i) The District Committee shall be formed in large cities and towns where membership is more than three hundred (300).

(ii) The District Committee shall be composed of Chairman, Secretary, Treasurer and

their Vices and four (4) Committee Members.

- (iii) The District Committee shall hold office for four (4) years, and shall be eligible for re-election.
- (iv) The District Committee shall meet at least once in a month. Where a District Committee has not met for three (3) consecutive months, it shall be deemed as having dissolved and by-elections shall be conducted.
- (v) A member who wilfully fails to attend three (3) consecutive meetings shall be disciplined in accordance with Article 6(vi).
- (vi) The District Committee shall have powers to suspend or find any member, Branch and or District Officials of the Union who contravene any of these Articles. Such suspension or fine shall not be more than six (6) months and Five Thousand Kwacha (5,000.00) respectively.
- (vii) A Member, Branch or District Official of the Union who is aggrieved by a disciplinary action shall have the right to appeal to the next higher organ of the Union.

- (viii) A member of the District Committee so elected shall also maintain their positions at the Branch.

SECTION II DUTIES OF THE DISTRICT COMMITTEE

- (i) To co-ordinate and monitor Branch activities in the District.
- (ii) To ensure complete organisation of all members in all the Branches in the District.
- (iii) To ensure strict control and fair distribution of funds to the Branches. The District Chairman, District Secretary, District Treasurer and any other member of the District Committee shall be signatories to the District Account.
- (iv) To ensure high standard of discipline among Branch Officials and members in the District.
- (v) To maintain an up to date register of members in the District and furnish a copy of such a register to the Union Head Office on quarterly basis.
- (vi) To settle disputes and grievances referred to it by the Branches.
- (vii) To submit an annual statement of account to the Head Office of the Union with

supporting documents or vouchers by 15th October.

- (viii) To register with the General Secretary soon after the District is formed.

SECTION III DUTIES OF DISTRICT OFFICIALS

- (i) The District Chairman or in his/her absence his/her Vice, shall preside at all business meetings and shall sign all minutes at the time they are approved. He/she shall supervise the working of the District and its Officials and shall have the right to inspect all businesses. He/she shall have a casting vote.
- (ii) In the absence of both the District Chairman and the Vice, the quorum shall elect the Chairman for the purpose of conducting the business only.
- (iii) The District Secretary or in his/her absence his/her Vice, shall cause and keep accurate minutes of all District meetings. He/she shall forward two copies of the minutes to the Head Office of the Union both duly signed by him/her and the District Chairman. He/she shall cause and write correspondence and transact the business of the District. He/she shall keep the Committee informed on all matters relating to the District

of the Union. He/she shall have full rights to speak and vote.

- (iv) The District Treasurer or in his/her absence his/her Vice, shall keep the Accounts of the District. He/she shall be legally responsible for all monies and property of the Union in the District. He/she shall carryout the instructions of the District Committee. The District Treasurer, in conjunction with the Branch Treasurer, shall collect membership fees and fines where applicable and shall forward them to the Head Office of the Union within fourteen (14) days. He/she shall notify all members in arrears.
- (v) He/she shall attend all District meetings. He/she shall have the right to speak and vote.
- (vi) Expenses of the District and/or District Branch shall be defrayed by the Head Office of the Union out of the general fund through an annual vote to each District or District Branch and the National Executive Council shall have the power to approve supplementary expenditure.
- (vii) In line with the requirements of the Industrial and Labour Relations Act, all funds of the Union are acknowledged as public funds. Any officer of the Union

handling funds shall do so as a Steward. Such Officer shall be expected to exercise due care and diligence.

N.B.

Specific instructions and penalties shall be embodied in the invitation letter to the Annual or Quadrennial Conference.

ARTICLE 7: THE NATIONAL EXECUTIVE
SECTION I: NATIONAL EXECUTIVE COUNCIL

(i) There shall be a National Executive Council which shall be composed of the President, Vice President, General Secretary, two Assistant General Secretaries and four National Trustees, three of whom shall be elected by secret ballot at the Quadrennial Conference. The fourth National Trustee, who may be a non-member of the Union shall be appointed by the National Executive Council and such a Trustee shall hold office at the pleasure of the Union. The terms of such appointment shall be as follows:

- High standing in society
- Long experience in important jobs such as member of Board of Directors, Legal profession, Clergy and other related disciplines
- Long standing Trade Unionist
- Reasonable education background

- (ii) The National Executive Council shall meet quarterly.
- (iii) Emergency meetings may be convened at short notice.
- (iv) Any member who wilfully fails to attend two (2) consecutive meetings shall be regarded as having resigned and the National Executive Council shall co-opt the replacement subject to the approval of the Annual Conference.

SECTION II DUTIES AND POWERS OF THE NATIONAL EXECUTIVE COUNCIL

- (i) The National Executive Council shall do its best to attain the objects of the Union.
- (ii) The National Executive Council shall ensure that Union funds are utilised in the best interest of the organisation and its members.
- (iii) The National Executive Council shall interpret these articles when necessary and shall determine any point on which these articles are silent.
- (iv) The National Executive Council shall have the power to suspend, fine or dismiss any member, Branch or District Committee members who contravene any of these articles. Where a fine or

suspension is imposed, the amount shall not exceed K10,000.00 (Ten Thousand Kwacha) and the period of suspension shall not exceed twelve (12) calendar months.

- (v) The National Executive Council shall ensure strict observance of these articles by all members of the Union.

- (vi) Where an appeal has to be heard and in the absence of either the Annual or Quadrennial Conference, the National Executive Council shall have the power to appoint a special Committee composed of the National Executive Councillors and one (1) representative from each District Committee who have to hear the appeal.

- (vii) The National Executive Council shall have the power to designate any post(s) or position(s) in the Union to be on full time. The case of a full time position in the National Executive Council, such designation shall be subject to the approval of the Annual or quadrennial Conference whichever is earlier and such Officer or Official so appointed shall be paid a salary so determined by the National Executive Council.

- (viii) The National Executive Council shall have the power to sanction a legal strike.

- (ix) In the event of illness, insanity or other incapacitation of any of the Union Officers or Officials provided that such incapacitation is proved by a Medical Practitioner or Medical Officer, the National Executive Council shall cause the Officer concerned to retire.

- (x) In the event of death, resignation or dismissal either from employment or from the Union of any Officer of the National Executive Council, the National Executive Council shall have the power to fill the vacant post and the next Annual Conference will have the power to approve or disapprove the candidate chosen by the National Executive Council. In the event of the Conference rejecting the candidate co-opted by the National Executive Council, elections shall be conducted in accordance with the Articles provided under this Constitution.

SECTION III: DUTIES OF THE NATIONAL EXECUTIVE COUNCIL

(a) PRESIDENT

- (i) The President or in his/her absence his/her Vice shall preside at all Annual/Quadrennial Conference and National Executive Council meetings and shall be responsible for the proper conduct of business at all meetings. He/she

shall sign minutes at the time they are approved. The President, in conjunction with the General Secretary, shall superintend the general administration of the Union and shall endeavour to secure the observance of these articles by all concerned. He/she shall have full voting rights and shall have a casting vote.

(ii) In the absence of both the President and his/her Vice, the quorum shall elect the Chairman for the purpose of conducting the business of the Union only.

(b) **GENERAL SECRETARY**

(i) The General Secretary or in his/her absence his/her Vice shall be responsible for the general administration of the Union and shall supervise all Officials, Officers and Clerk Staff under his/her charge. He/she shall attend all Annual, Quadrennial and National Executive Council meetings and shall record or cause the minutes to be recorded. It is a full-time post.

The General Secretary so elected shall be free to either retire from his/her employer or be seconded by his/her employer in order to take up full time post at the Secretariat of the Union. His/her constituency in the case of retirement shall be ZUFIAW.

(ii) He/she shall carry out instructions of the Quadrennial, Annual Conference and of the National Executive Council. He/she shall prepare a report for the annual and Quadrennial Conference. He/she shall have the full rights to

speak and put motions and shall have the right to vote.

(iii) He/she shall in conjunction with the Accountant or any other signatory sign cheques drawn on the Bank Account of the Union.

(c) **ASSISTANT GENERAL SECRETARIES**

(i) There shall be two (2) Assistant General Secretaries, one in charge of Administration and Organisation and the other in charge of Finance and Business.

(ii) The Assistant General Secretary for Finance and Business Administration, or in his/her absence the Accountant, shall be legally responsible for the financial books, monies and property of the Union.

(iii) The Assistant General Secretary for Finance and Business shall prepare an audited financial report at each meeting of the Annual and Quadrennial Conference. He/she shall, in conjunction with the General Secretary or any other signatory, sign cheques drawn on the Bank Account of the Union. He/she shall attend all meetings and shall have full rights to speak and vote.

(iv) Shall be responsible for funds collected through levies, fines, contributions and fundraising ventures both at Head Office and subordinate organs.

(d) **TRUSTEES**

- (i) There shall be vested in Trustees all the real and personal estates belonging to the Union and shall deal with them in such a way as the National Executive Council may direct.
- (ii) They shall have the power to sign cheques on the account of the Union.

ARTICLE 8:

(a) **ADVISORY BODIES**

- (i) At the recommendation of the National Executive Council, there shall be bodies advisory to the National Executive Council and such bodies shall be formed with the approval of the Annual or Quadrennial Conference whichever is earlier.
- (ii) The National Executive Council shall extend invitation to two (2) delegates from such bodies to attend the Annual and Quadrennial Conference.

(b) **WOMEN'S COMMITTEE**

- (i) There shall be a National Women's Committee which shall comprise eight elected Officials.
- (ii) There shall be a Women's Desk Co-ordinator which shall be a full time job at the Union's Head Office.
- (iii) There shall be Women's Committees at places of work comprising five (5) elected Officials.

- (iv) Tenure of office shall be four (4) years and these shall be instituted at Branch and District levels as well.
 - (v) Each District shall be represented by one Women's Committee Official at the Annual and Quadrennial Conference.
- (c) ACCOUNTANT**
- (i) There shall be a full time Accountant who shall be employed at the pleasure of the National Executive Council whose tenure of office and conditions of service shall be determined by the National Executive Council.
 - (ii) He/she shall work under the direct supervision of the General Secretary's office.

ARTICLE 9 ANNUAL CONFERENCE

SECTION I COMPOSITION

There shall be an Annual Conference which shall be held in the month of December, composed of all members of the National Executive Council, District and Branch Officials, Women's Committees which shall direct the policy of the Union, there shall be standing orders which shall regulate the proceedings and conduct of Conference business.

SECTION II REPRESENTATION

Without prejudice to the generality of the matter stated under Article 9 Section I above, delegation to the Annual Conference shall be

determined by the membership strength as follows:-

- (i) A Branch with up to three hundred (300) members shall have one (1) representative. The Women Branch Committee shall be represented by one (1) delegate from each Branch while the National Women's Committee shall be represented by two (2) delegates.
- (iii) A Branch with over three hundred members (300) shall have two (2) delegates.
- (iv) Each District Committee shall be represented by two (2) delegates.
- (v) All delegates to the Annual Conference shall be elected by their respective Branch or District Committees by secret ballot. The Minutes at which such delegates are elected shall be sent to the General Secretary thirty (30) days before the Conference.
- (vi) All accredited delegates to the Conference shall have full speaking and voting rights.
- (vii) All delegates shall present their credentials to the General Secretary of the Union on arrival at the Conference duly signed by their Branch or District Chairperson and counter-signed by the District or Branch Secretary.
- (viii) All delegates to the Annual Conference shall be required to report Conference deliberations to

the membership upon their return from the Conference.

SECTION III FUNCTIONS OF THE ANNUAL CONFERENCE

- (i) To receive and consider reports from Branches and Districts.
- (ii) To receive and consider the General Secretary's report on the activities of the Union for the current year.
- (iii) To receive, consider and approve the audited financial report for the year under review.
- (iv) To hear and decide on any appeals.
- (v) To consider and approve the nominated candidate(s) co-opted into the National Executive Council.
- (vi) The Conference shall have the power to alter, rescind any of these articles.
- (vii) To conduct by-elections for any vacant post in the event of the Conference disapproving the nominated candidate(s) co-opted into the National Executive Council.
- (viii) The Conference shall have the power to send away from the Conference any delegate(s) not conforming with any of these Articles.

ARTICLE 10 QUADRENNIAL CONFERENCE**SECTION I COMPOSITION**

There shall be a Quadrennial Conference which shall be held in the month of December every four (4) years. Such a Conference shall be composed of all members of the National Executive Council, District and Branch Committees and the Women's Committees.

The Quadrennial Conference shall direct the policy of the Union. In directing the policy of the Union, there shall standing orders which shall regulate the proceedings and conduct of the Conference.

SECTION II REPRESENTATION

Without prejudice to the generality of the matter stated under Article 10 Section (I) above, delegation to the Quadrennial Conference shall be determined by the membership strength as follows:-

- (i) A Branch with up to three hundred (300) members shall have one (1) delegate.
- (ii) A Branch with over three hundred (300) members shall have two (2) delegates.
- (iii) Each District Committee shall be represented by two (2) delegates.
- (iv) All delegates to the Quadrennial Conference shall be elected by their respective Branch or District Committee by secret ballot. The minutes at which such delegates are elected shall be sent to the

General Secretary thirty (30) days before the Conference.

- (v) All accredited delegates to the Quadrennial Conference shall have full speaking and voting rights.
- (vi) All delegations shall present their credentials to the General Secretary of the Union on arrival at the Conference duly signed by their Branch or District Chairman and counter-signed by Branch or District Secretary.
- (vii) All delegations to the Quadrennial Conference shall be required to report Conference deliberations to the membership upon their return from the conference.

SECTION III

FUNCTIONS OF THE QUADRENNIAL CONFERENCE

- (i) To receive and consider reports from District Branches and Districts.
- (ii) To receive and consider the General Secretary's report on the activities of the Union for the period under review and proposed programme of action for the next four years.
- (iii) To receive, consider and approve the audited Financial Report for the year under review.
- (iv) To hear and decide on any appeals.
- (v) The Quadrennial Conference shall have the power to alter or rescind any of these articles.

- (vi) To receive and consider nominations and election of National Executive Council.
- (vii) The Quadrennial Conference shall have the power to send away from the Conference any delegate(s) found flouting any of these articles.

**ARTICLE IV DISSOLUTION OF THE NATIONAL EXECUTIVE COUNCIL AND
 NOMINATION FOR ELECTIONS**

- (i) The National Executive Council shall be deemed dissolved after completing all items of the agenda with the exception of the conduct of elections.
- (ii) Any member who wishes to contest any of the posts in the National Executive Council shall file his/her nomination supported by five (5) delegates with the Presiding Officer.
- (iii) No candidate shall be nominated to more than one post.
- (iv) Voting shall be by secret ballot and only accredited delegates shall have the right to vote.

PART THREE

ARTICLE 11 THE GOVERNMENT OF THE UNION

The Government of the Union during the period between the Annual and Quadrennial Conference shall be vested in the National Executive Council.

ARTICLE 12**THE PROPERTY AND FINANCES OF THE UNION**

The funds of the Union shall be used for the attainment of the objectives as set out in Article (3) of this Constitution.

- (i) The activities of the Union shall be financed out of the income derived from monthly subscriptions, membership fees, special levies and any other business ventures.
- (ii) The National Executive Council may borrow or raise money from any Bank, Financial Institution, Leasing Company or any organisation upon such terms and on such security as may be considered expedient and to secure the repayment of monies borrowed, raised or owing by mortgage or lie upon the whole or part of the undertaking, property and estates of the Union both present and future.
- (iii) The Annual or quadrennial Conference may, if they consider it necessary, impose a levy upon all members of the Union and all members shall pay such a levy. The purpose of such a levy shall be fully explained to the members. The method of collection of such a levy shall be devised by the National Executive Council.
- (iv) If any member fails to pay such a levy within four (4) weeks of its imposition, the amount shall be treated as arrears.
- (v) Any funds not immediately required for the operation of the Union shall be invested in any viable project(s) at any Commercial Bank or Financial Institutions approved by the National Executive Council.

- (vi) The Financial Year of the Union shall end on 30th September of each year to which date the books of the Union shall as soon as practicable be audited by a professional Accountant or a registered firm of Auditors who shall be appointed by the National Executive Council.
- (vii) Upon written request to the General Secretary, a member of the Union may at all reasonable times have access to the membership and financial records of the Union.

ARTICLE 13 TAKING OF DECISIONS BY SECRET BALLOT

- (i) A member who is not disqualified for any reason and is not in arrears shall have the right to vote at any Union meeting where such voting is taking place.
- (ii) A decision to amend the Articles of the Constitution where such amendment could result in increasing the subscriptions or decrease the benefits to which the majority of members would be entitled shall be taken by secret ballot.
- (iii) For any strike to take place, members in any undertaking shall be required to take a two-thirds majority vote in accordance with the Industrial and Labour Relations Act or any other Law of Zambia in force from time to time.
- (iv) Amalgamation or transfer to another Trade Union shall be effected only with the consent of two-thirds majority of the membership expressed by way of secret ballot.

**ARTICLE 14 AMENDMENTS TO THE CONSTITUTION AND DISSOLUTION
OF THE UNION**

- (i) If a resolution for the dissolution of the Union shall be passed by the Annual or Quadrennial Conference, the National Executive Council shall thereupon, or at such future date as shall be specified in the resolution, proceed to wind up the affairs of the Union in accordance with the Industrial and Labour Relations Act of 1993 or any other Law in force from time to time.
- (ii) Without prejudice to Article 10 Section III (v) and Article 13 (ii), proposals for the amendment of the Constitution shall be submitted to the National Executive Council who shall, if necessary, recommend such amendments to the Annual or Quadrennial Conference for final approval.

APPENDIX 'A'

SUB.1 INTERPRETATION

In these Articles, unless the context otherwise requires:-

'Ballot' means a Secret Ballot.

'Union' means the Zambia Union of Financial Institutions and Allied Workers.

'Presiding Officer' means a person appointed by the Union to supervise a ballot pursuant to the provisions in the Constitution of the Union.

SUB. 2**BALLOT**

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

- (i) Not less than seventy-two (72) hours before the ballot is held, notify the Presiding Officer in writing specifying the matter to be determined and the day or days on which the hour during balloting shall be held.
- (ii) Not less than twenty-four (24) hours before the ballot is held, furnish to the Presiding Officer a list of the persons who are eligible to vote in the ballot together with other particulars concerning such persons as the Presiding Officer may require.
- (iii) On the request of the Presiding Officer, furnish him such evidence by affidavit otherwise, as to the eligibility to vote of all, or any of the persons referred to in paragraph (b).
- (iv) Before the ballot is held, give notice of such intention to its members provided that in the case of a strike ballot, not less than 48 hours notice is given.

SUB. 3**SUPERVISION OF BALLOTING PAPERS**

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

SUB. 4 EQUIPMENT AT BALLOTING POINT

If the Presiding Officer so directs, the Union shall, in not less than one hour before the ballot is held, secure enclosed balloting booths, chairs and tables in such numbers as may be necessary.

SUB. 5 DISTINGUISHING BALLOT BOXES

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

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

SUB. 6 BALLOT BOX

Each ballot box shall be constructed in such a manner that the balloting tokens can be freely introduced therein but cannot be withdrawn from there without the box being unlocked or broken open.

SUB. 7 CONDITIONS OF BALLOT BOXES

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

- (i) All members, delegates and candidates who may be present and who have previously made their presence known to their Presiding Officer.
- (ii) The Presiding Officer shall mark off the name of each voter on the list provided under Sub. 2 paragraph (b).
- (iii) The Presiding Officer shall then deliver to the voter a token marked in such a form as the Presiding Officer may direct with an official mark and any token not so marked shall be void and shall not be counted.
- (iv) The voter shall then:-
 - (i) Enter the balloting booth alone.
 - (ii) Record his vote by placing the token in the ballot box or boxes as the box may be provided therein and,
 - (iii) Leave the balloting booth without delay.

Provided that no more than one person shall be allowed into the balloting booth at any time.

SUB. 8 CONDUCT OF BALLOT

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

- Every Voter taking part in a ballot shall present himself/herself to the Presiding

counting of votes after the ballot has been closed.

SUB. 12**COUNTING OF VOTES**

Except in the case of a ballot conducting at more than one balloting point, the Presiding Officer at each balloting centre shall, as soon as practicable after the closing of voting, count the votes and record the results of the ballot in the presence of candidates' representatives appointed under Sub. Rule 11 and the result so recorded shall be published in such manner as the Presiding Officer may direct.

SUB. 13**AGREGATION AND PUBLICATION OF BALLOT**

Where a ballot is conducted at more than one balloting point at any balloting centre, the ballot figures for all balloting points at that centre shall be added together so as to record results of the ballot at the centre.

The said result shall then be recorded by the Presiding Officer at the centre and shall be published in such a manner as the Presiding Officer may direct.

APPENDIX 'B'**PART A****ELECTORAL RULES**

Without prejudice to any existing Labour Law, the following rules governing eligibility for contesting elections shall apply.

(a) BRANCHES

- (i) The Person contesting elections should be an eligible employee and must be an indigenous Zambian citizen.
- (ii) He/she should not have been under disciplinary charge during the twelve (12) months.
- (iii) He/she should be a card-carrying member of the Union for a period of not less than one (1) year.
- (iv) He/she should be of sound mind.
- (v) He/she must be in good health.
- (vi) He/she must be conversant with the official language.

In all above cases, the District Committee shall ensure that these qualifications are adhered to.

(b) DISTRICTS

The district Officials shall be elected from the Branch Committees and the following eligibility rules shall apply:

- (i) The person contesting District elections shall have served in the Branch for a period of not less than two (2) years unless he/she is seeking re-election.

- (ii) He/she should be of sound mind.
- (iii) He/she should not have been under disciplinary action during the past twelve (12) months.
- (iv) He/she must be conversant with the official language.
- (v) He/she should be coming from the Branch which has been consistent with the observance of the Articles of the Union Constitution.
- (vi) The District Officials so elected shall also maintain their positions at the Branch.

(c) ADVISORY BODIES

Any member wishing to contest for elections shall be required to satisfy the following requirements:-

- (i) Must have been an Activist for a period of not less than two (2) years.
- (ii) Must be of sound mind.
- (iii) Must be in good health.
- (iv) Must be a card-carrying member of the Union.
- (v) Must be conversant with the official language.

- (vi) Members elected to Advisory Bodies shall relinquish their positions at District and Branch Committee levels. The National Executive Council shall ensure the observance of the qualifications.

(d) NATIONAL EXECUTIVE COUNCIL

In order for any member of the Union to contest for a position in the National Executive Council, he/she shall be required to conform with the following eligibility requirements:-

- (i) He/she should have served at Branch/District level for a period of not less than four (4) years except for those who were once in the National Executive Council.
- (ii) He/she should be enjoying good health.
- (iii) He/she should be conversant with the official language.
- (iv) He/she must have not been under any disciplinary charge for the last twelve (12) months.
- (v) He/she must have Collective Bargaining skills.
- (vi) Any member elected to the National Executive Council shall relinquish his position on the Branch, District or Advisory Body.

(vii) In all cases above, the term of office shall run concurrently with that of the National Executive Council except the Advisory Bodies, regardless of time when elected to office.

The Returning Officer shall ensure the compliance of these qualifications.

PART B

CONFERENCE STANDING ORDERS

All delegates to the Annual or Quadrennial Conference shall adhere to and conform with the following code of conduct during Conference proceedings.

- (i) No delegate shall speak more than once on any given motion unless permission is sought from the Conference Chairman.
- (ii) Any delegate wishing to raise a motion shall write to the General Secretary thirty (30) days before the Conference.
- (iii) All delegates to the Conference shall be of exemplary behaviour, failing which the Conference Chairman shall have the power to order such a delegate to leave the Conference.
- (iv) In order to facilitate the smooth running of the Conference, the National Executive Council shall form the following Committees whose members shall comprise National Executive Councillors and some Conference delegates:-
 - Credentials and Disciplinary
 - Entertainment
 - Resolutions.