NIGERIAN UNION OF INFRASTRUCTURE PROTECTION OPERATIONS (NUIPO)

CONSTITUTION

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Preamble: We, members of Nigeria Union of Infrastructure Protection Operation (NUIPO) Workers do provide for ourselves this constitution and hereby resolve to be governed by the provisions herein contained.

ARTICLE 1: **NAME / REGISTERED OFFICE** / LOGO And SLOGAN.

a) The name of the Union shall be "Nigeria Union of Infrastructure Protection Operations' 'herein referred to as 'THE UNION 'or 'NUIPO '.

b) The Headquarters and registered Office of the Union shall be situated at 41/42 Chukwufumnanya Street, Ofimaks Building, Building NTA Asaba, Delta State.

c) Any change in the Registered Headquarters Office of the Union shall be notified to the Registrar of Trade Unions in the prescribed form.

d) In furtherance of its aims and objectives, the Union may establish and maintain other offices in any part of Federal Republic of Nigeria.
e) The Logo shall be the pictures Nigerian infrastructures with the Union name around it, with the Slogan under and Nigerian coat of arm on top.
f) The Slogan shall be " Unity in Protection.

ARTICLE 2:

THE SUPREMACY OF NUIPO CONSTITUTION

a) This constitution is supreme and its provisions have binding force on all authorities and persons in Nigeria Union of Infrastructure Protections Operations (NUIPO).

b) If any rule, regulations, or resolution is inconsistent with the provisions of this constitution shall prevail, and that other rule, regulations, or resolution shall to the extent of its inconsistency, be null and void and/or ultra vires, However, where the provisions of this constitution run in conflict with any validly made Acts, Laws, and/or Bye-laws in Nigeria, the Acts, laws, and/or such bye-laws shall prevail and this constitution shall to the extent of its inconsistency be ultra vires and/or void.

ARTICLE 3:

AIMS AND OBJECTIVES OF THE UNION

The principal objectives of the Union shall be as follows:-

a) To organize NUIPO who are qualified for membership.
b) To guide NUIPO operation and settle disputes among members and between members, employers and other relevant institutions/individuals.
c) To promote the interest and welfare of members.
d) To facilitate synergy between the infrastructure works in petroleum industries and Host Communities and all order infrastructure seft and involve in securing of Nigeria Petroleum infrastructures Development.
e) To liaise and collaborate with relevant Government agencies and other stakeholders to checkmate all illegal practice and activities in the industry.
f) To facilitate the allocation of land for farms, factories, buildings, shop and housing scheme through members' collective investment.
g) To work with the private sector and other stakeholders in initiating, introducing or scaling partnerships and/or sustainable projects that directly and indirectly improve the livelihood of members.
h) To eliminate bunkering, vandalism of infrastructures in petroleum industries, hoarding of products, dubious middlemen, artificial scarcity and adulteration of products in the chain distribution.
i) To promote the welfare of members through advocacy and dialogue.
j) To advance education and training of members for the enhancement and promotion of the profession.

k) To protect and advance the socio-economic and cultural interests of the NUIPO.
l) To promote and foster legislation on NUIPO matters and the advancement of the career prospects of members in their places of employment, contract, through tripartism and corporate governance.

ARTICLE 4:

MEMBERSHIP AND QUALIFICATION

I. **The membership of Nigeria Union of Infrastructure Protection Operations (NUIPO) shall be open to all infrastructure protection and operations workers in petroleum industry. Nigerian Citizens, male or female, of twenty years or older, irrespective of place of abode provided he/she shares with the AIMS and OBJECTIVES of this UNION and agrees to abide by all of the provisions of this CONSTITUTION herein.**

II. Non-Nigerian Citizens, male or female, age twenty (20) years or above, who are engaged in infrastructure work in petroleum industry/order Government and private industries that are domiciled in Nigeria, shall be eligible for membership, provided that they subscribe to the aims and objectives of NUIPO and agree to abide by all the provisions of this Constitution.

III. Members can also be introduced to the NUIPO by existing members but shall become members after being successfully screened by the screening committee of this Union and on payment of appropriate registration fee, is subsequently ratified and approved by the president.

IV. Members shall consist of persons who join during the application for registration of the NUIPO and those admitted in accordance with this constitution.

V. Member shall not be considered duly registered until such a member has paid in full appropriate registration fee.

VI. Registration fee is non-refundable whether member stays, resigns, terminated or withdraws.

VII. Membership registration fee payable by each intending member can be as proposed by the National Executive Council and approved by the President from time to time.

VIII. No person shall be deprived of membership of the Union on grounds of gender, religious persuasion, Sexual orientations, political beliefs, tribe, or ethnic origin.

IX. Every member shall affiliated to a particular Branch of the Union.

X. Each member shall be have a copy of the constitution of the Union on admission to membership and thereafter each member shall be notified of amendments to the constitution upon the payment of an approved fee by the NEC.

XI. A financial member upon giving seven working (7) days' notice shall have reasonable access to the books of the Union.

XII. A member shall have the right to resign his/her membership having given three (3) months 'notice to the Branch which shall in turn communicate such to the Zonal Council. The National Director Administrative must be informed by the Zonal Council before the expiration of the notice.

XIII. Should membership terminate for any reason whatsoever, such member shall forfeit any right, entitlements and financial contribution already made to the Union.

ARTICLE 5:

RATES OF SUBSCRIPTION

a. Every member of the Union shall pay monthly check-off-dues (3k) per Naira i.e. 3% of members' salary.

b. The National Executive Council is empowered to suspend contributions of erring members or such other members as it may deem fit. It is also empowered to increase the monthly contributions of all members of the union subject to the approval of the National Delegates Conference.

ARTICLE 6:

CONSTITUTION /AMENMENTS

1. This document as it may from time be amended shall be known as the "Constitution of NUIPO".
2. The Constitution shall be deemed to be the basis of the contract between the members to establish and operate NUIPO.
3. No new rule shall be made or any rule altered, amended or rescinded unless agreed to by a majority vote in a secret ballot at the National Delegates Conference of the Union.
4. Altercation and amendments to the Constitution by whatever process shall not be valid until the Registrar of Trade Unions has registered them.
5. Subject to the over-riding authority of this Constitution, any State Council or LGA branch has the power to make supplementary rules for the smooth conduct of internal affairs.
6. All supplementary rules shall be submitted to the National Director Administrative for the attention of the National Executives Council.
7. Any supplementary rule, which contradicts, derogates from or is inconsistent with the provisions of the Constitution, shall to that extent be regarded as null and void and of no effect whatsoever.
8. Any member shall have the right to initiate action at his/her own expense in connection with any breach of the provisions of this Constitution, only subject to exhausting the internal conflict resolution mechanism.

9. In the event of any question arising as to the interpretation of any provision of this Constitution, the issue shall be referred to the National Executive Council for determination.
10. "To ensure effective administration of the union, the Country shall be divided as composed into State Council. Each State shall be administered by State Executive Council. There shall be Branch Executive Committees, which shall be responsible to the State Executive Council".
11. There shall be established in the Country 6 Geo-political zones, namely; South West, South South, South East, North East, North West and North Central to be administered by six (6) National Zonal Directors for administrative conveniences and a link between the State and the National Director Administration to the President .

ARTICLE 7:

ORGANS/STRUCTURE OF THE UNION

The Union shall have the following structure in hierarchical as it appears below.

a) National Delegates Conference (NDC)

b) Special Delegates Conference (SDC)

c) National Executive Council (NEC)

d) Central Working Committee (CWC)

e) State Delegates Conference (SDC)

f) State Executive Council (SEC)

g) Branch Delegates Conference (BDC)

h) Branch Executive Council (BEC)

ARTICLE 8:

NATIONAL DELEGATES CONFERENCE (NDC)

a. Composition:

1. Accredited delegates shall be computed based on monthly aggregate payment from last cut off date on the bases of two (2) delegates per Branch reflecting equality of branches; and (1) delegate per every two hundred thousand (200,000) naira paid up dues, provided that a fraction above one and a half hundred thousand (150,000) naira can be equated to produce a delegate as the need arises.

2. The NEC is vested with the power to review the number of delegates on a pro-rata basis.

3. Voting right accorded to delegates shall be exercised on their behalf by the leader of the delegation or someone specifically accredited for that purpose.

4. Provided that all paid employees of the Union in attendance at the National Delegates Conference shall be limited only to give advice and information with no right to vote or be voted for.

5. The National President shall preside over the National Delegates Conference.

b. Power :

i. The National Delegates Conference shall be the highest decision-making body of the Union and shall have the power to approve, veto and pass all resolution places before it as it deems it and/or that which the Union finds expedient.

ii. The National Delegates Conference shall receive, consider, and take decision on appeals from any appointed officer of the union against any disciplinary action previously taken by any organ of the union.

iii. It shall interpret the provision of the constitution and its interpretation on any issues whatsoever shall be the final.

c. Functions:

1. Receive the presidential address.
2. Receive and debate the national Administrative report from the National Director Administration and the financial report from the National Director Finance including the approved audited account for the preceding three years.
3. Receive addresses from the financial delegates.
4. Receive report from committees set up by the conference-in-section.
5. Deliberate and resolve on motion (s) duly summited by any State Council.
6. Receive and deliberate on proposed amendment (s) to Union constitution submitted and vote on same.
7. Consider any other relevant matter to be dealt with at the conference-in-session.
8. National Electoral Officers of the union based on voting by accredited delegates. The following National Officers shall be elected at the National Delegates Conference (NDC):

a) President
b) Vice Presidents
c) Zonal cancels
d) State Chairpersons
e) LGA Coordinators.

Quorum

A Special Delegates Conference shall be held at such time and venue as the National Executive Council may decide on the receipt of a request from the

National President or a resolution adopted by two-third (2/3) majority of the State Councils calling for such a conference. The resolution shall be forwarded to the President of the Union.

ARTICLE 9:

NATIONAL EXECUTIVE COUNCIL (NEC)

1. **Composition:**

The National Executive Council shall comprise of the following:

i. Members of the Central Working Committee

ii. Chairpersons and Director Administration of all State Councils

2. **Power**

i. The National Executive Council shall have the power to direct the activities of the Union in between the National Delegates Conference.

ii. To ratify the appointment of standing ad-hoc committees.

iii. The NEC shall discipline any appointed or elected officer of the Union whose misconduct is established.

iv. The NEC can also expel, suspend, or remove any appointed or elected officers by affirmative vote of 2/3 of those present, voting if upon satisfactory evidence that such person is guilty of misconduct or anything not in accordance with the principles, aims and purposes of the Union, such suspensions shall be ratified by NDC.

v. The NEC also have the power to dissolve any State Council of the Union upon the recommendation of the CWC or at its own instance for conduct incompatible with the constitution or for violation of NEC's resolutions or directives.

vi. Interpret the provisions of the constitution of the Union during the period between conferences.

3. Functions :

i. This body shall be responsible for passing and approving the budget of the Union and other activities as maybe ascribed to it under this Constitution of the Union.
ii. Establish all major administrative and other policies governing the affairs of the Union.
iii. Fill all vacancies in the offices of the union and unexpired terms of the Union.
iv. The NEC shall is also saddled with the responsibility to move the motion for amendment of the constitution, and such amendment shall be supported by two-third majority. Any amendment made shall be presented to the National Delegates Conference or Special Delegates Conference for ratification.

4. Quorum

i. The NEC meeting shall hold twice a year on a date and venue that is decided by the CWC. To discuss progress reports on the national activities of the Union, current problems, and ways of solving them**.**

ii. There shall also be an emergency NEC meeting when the need arises.

iii. All NEC executive members are entitled to one vote on any resolution.

iv. The NEC resolution shall be binding on all members of the union.

v. The quorum at the national executive council shall be 60% of its members.

ARTICLE 10:

CENTRAL WORKING COMMITTEE (CWC)

a. Composition :

The Central Working Committee shall comprise of the following:

i. National President
ii. Vice Presidents
iii. Zonal cancels
iv. National Director Finance
v. National director Communications
vi. National Auditor
vii. Data Processing Officer
viii. Welfare Officer
ix. National Director Administration
x. National Director Health
xi. National Director Organizing
xii. Director Legal
xiii. Director Operations

b. Power/Functions

i. The Central Working Committee shall be responsible for the management functions of the Union.
ii. It shall also serve the National Executive Council in between council meetings.
iii. The Central Working Committee shall decide the date of its next meeting. A meeting of the CWC may however be summoned by the National Director Administration in conjunction with the President.
iv. It shall convene meetings of the National Executive Council.
v. The President, Director Administration , and National Director Finance shall be the principal officers of the union.

c. Quorum :

i. The Central Working Committee shall meet once every quarter or as often as the President deems it necessary.
ii. Quorum at the Central Working Committee shall be 60% of its members and the President .

ARTICLE 11:

STATE DELEGATES CONFERENCE

1. Every state shall hold and finance the state delegates' conference once in every Three years. The state Executive may request for special state Delegates conference. In the event of such a request the State Working Committee shall be obliged to convene such a Conference within six weeks after consultation with central working committee.
2. Delegates to the state conference shall be drawn from all the financial branches of the union within the states as follows Up to 20 members equals to 1 delegate; 21 to 41 members equals to 2 delegates; 41 to 61 members equals to 3 delegates. All members of the State Working Committee and members of the National Executive Council within a State shall be automatic special delegates to the state conference. Notice for the state quinquennial delegates' conference shall be given to all branches at least two months before conference. Accredited delegates to the State Conference must be members in good financial standing in the Union.

ARTICLE 12:

STATE EXECUTIVE COUNCIL

I. There shall be a state Executive council in every state of the federation and the members shall be elected at the state delegates' conference.

II. The state executive council shall consist of the following:

a) The State Chairman
b) State Vice Chairman

c) State Director Administration
d) State Director Operations
e) State Finance
f) Chairman and Operations of each branch
g) State Data Processing Officer
h) State Welfare Officer

iii. It shall be the duty of the State Executive Council undertaking the following;

1. To coordinate the activities of branches within its jurisdiction;
2. To serve as effective link between one branch and another
3. To co-operation among the branches within its jurisdiction
4. To ensure that the union policies are widely known, understood and implemented and
5. To strengthen the union in its jurisdiction generally.

iv. The state executive council shall meet at least three times in a year, and shall be presided over by the State Chairman in his absence; the Vice Chairman shall perform his duties. In the absence of the Vice Chairman, any member of the Council may preside over the day's meeting.

v. The state chairman shall be responsible for giving effective leadership on matters affecting the union in his state and shall keep himself in close touch with the state council secretariat and it shall be within his competence to give directive to any officer or staff of the union on matters relating to the proper administration

ARTICLE 13 :

STATE WORKING COMMITTEE

The state working committee shall consist of

State Chairman

State Vice chairman

State Treasurer

State Director Administration (full time)

State Auditor

State Data Processing Officer

State Welfare

State Organizing

State Operations

A) The State Director Administration shall be full time paid staff of the national administrator

i. The state working committees shall derive its powers from the state Executive Council and shall supervise the day to day administration of the union within the state.
ii. The State working committee the state working committee shall ensure that all monies disbursed by the State Treasurer or monies withdrawn from the bank are utilized for the purpose decided upon by the state executive committee within the approved limit of the state budget.

ARTICLE 14:

BRANCH DELEGATE CONFERENCE (BEC)

There shall be inaugurated a Branch of the Union in any organization with at least five (5) members.

a) Composition:

i. The Branch Delegates Conference shall be comprised of all due paying members of the Union in the Branch.

b) Power/Functions:

i. The Branch Delegates Conference subject to the supervision of the Zonal Executive Council shall have power over all matters concerning the Union at the Branch.
ii. The Branch Delegates Conference shall have the power to remove an elected officer at the Branch.
iii. Appeals arising from disciplinary actions at Branch conference shall be referred to Zonal Executive Council.

c) Functions :

i. The Branch Delegates Conference shall receive and debate the Branch Chairperson's address.
ii. Receive detailed reports from the Branch Administration on its work during the period under review.
iii. Receive and debate the report from committees set up by the Branch Delegates Conference.
iv. Deliberate on motions submitted by any due paying member and endorse them with or without amendment or reject them outright.
v. Consider any other matter to be dealt with at the Branch Delegates Conference.
vi. Elect Branch officers for the branch.

d) Quorum :

i. The Branch Delegates Conference shall be held every three years.

ii. The quorum of the Branch Delegates Conference shall be 60% of due paying members in the Branch.

ARTICLE 15:

BRANCH EXECUTIVE COMMITTEE (BEC)

a. Composition:

i. The Branch Executive Committee shall consist of the following officers**:**

Chairperson,
Vice Chairperson,
Administrator ,
Financial ,
Internal Auditor,
Welfare Officer
Operations

I. For the avoidance of doubt, the Branch Executive Committee shall emerge through an election or appointment supervised by the National Secretariat.

c) Quorum :

i. The Branch Executive Committee shall meet at least once a month to discuss progress report of the activities of the Union at the organizational level and submit such proposals as may be necessary for consideration by the State Executive Council.
ii. The quorum of the Branch Executive Committee shall be 60% of its members.

ARTICLE 16:

TENURE OF OFFICE

a. Tenure

i. The tenure of office for all elected officers shall be for a term of five (5) years but can be re-elected for another term of five (5) years provided that no officer shall hold a ;particular office for more than two terms.

ii. Notwithstanding anything to the contrary, any subsequent appointment or bye-election shall be deemed to of the same date with the National Delegates Conference or any such elections.
iii. No official or officer shall assume his/her office unless he/she takes the oath of office /allegiance prescribed as may be prescribed on him/her.
iv. The National Secretariat shall in collaboration with a notary public administer oath of office to all elected officers.

b. Extension of tenure :

i. Notwithstanding the above, the NEC shall powers by vote to extend tenure of Central Working Committee in case of emergency.
ii. Provided that such an extension shall not be more than three (3) months.

ARTICLE 17:

NATIONAL OFFICERS AND THEIR DUTIES

A. PRESIDENT

The PRESIDENT shall:

i. Shall preside at all meetings as it relates to the union.
ii. Shall be the spokesperson of the union.
iii. Shall approve payment voucher and sign bank cheques for all payment together with either or both THE NATIONAL Director Finance AND Director Admin .
iv. Shall give leadership and direction towards the attainment of the aims and objectives of the Union in consultation with CWC and collaboration with the National Secretariat.

v. Lead all delegations in which he/she is a member.
vi. The President shall represent the union in place where only one member is needed. Such may be delegated to his Deputies, or other national officers as the case may be.

B. NATIONAL VICE PRESIDENT

I. There shall be VICE NATIONAL PRESIDENT

II. In the absent of the PRESIDENT, shall appoint VICE NATIONAL PRESIDENT and in the absent of the VP, he can appoint the Any executive officer to act on his behalf.

III. THE VICE NATIONAL PRESIDENT: shall in the absence of the NATIONAL PRESIDENT preside at meetings and perform such other duties as may be allotted to him by the PRESIDENT.

IV. The VICE PRESIDENTS shall at all-time assist the PRESIDENT in discharge of his responsibilities and perform such other duties as may be assigned to him by the NEC.

C. DIRECTOR ADMINISTRATION

The Director Admin shall be appointed by the NEC and shall be the administrative head of the secretariat.

i. Ensure the proper and effective functions of the national secretariat and coordinate activities of the department and make them responsive to the need and aspirations of the union and its state and branches.

ii. Ensure the proper functioning of all the organs of the union and all the commission and ad-hoc committees and consults regularly with the president.

iii. Be a member of the national finance committee, NEC, CWC AND NAC.

iv. Shall be one of the signatories to the unions' accounts.

v. Ensure that all expenditure of the union as contained on the payment vouchers as scrutinized for subsequent approval by the president.

vi. At the instance of the president, issues notices of meetings of organs of the union.

vii. Ensure proper keeping of record of the activities of the union.

viii. The Director Administration shall be a full time official.

ix. He/she shall attend all the meetings of the Union and he/she shall take the minutes and keep accurate records of the meetings.

x. He/she shall be in charge of the Secretariat and all paid staff of the Union.

xi. He/she shall attend to all correspondence addressed to the Union.

xii. He/she shall report from time to time to the NATIONAL PRESIDENT, National Administrative Council, Central Working Committee and National Executive Council.

xiii. He/she shall keep the Nominal Roll of members, staff, the records and all the assets of the Union.

D. Chief Supervisor

i. The CHIEF SUPERVISOR shall assist the DIRECTOR ADMINISTRATION and carry out other functions in his absent.

ii. He/she shall regularly report to the DA and carry out other functions as may be assigned.

iii. He/she shall clear all matters of appointment as assigned by the DA in his absent.

iv. In his absent, THE PRESIDENT shall appoint Chief Supervisor to act on his behalf.

v. In the event of office of the DA became vacant, the CS shall temporarily assume the office of the DA and perform duties until a substantive DA is approved by the NEC.

E. DIRECTOR FINANCE

i. The DIRECTOR FINANCE shall be an appointed officer of the union, the duties of the Director Finance shall include:

ii. Preparation and submission of annual budgets of the union in collaboration with the DA for the consideration of the CWC and the approval of the NEC.

iii. The management of all the financial transactions of the union and keeping up to date accounts including preparing financial accounts and balance sheet annually.

iv. Preparation of the income and expenditure profile to national delegates' conference.

v. Preparation of detailed financial report for the national delegates' conference.

vi. Being a co-signatory in respect of financial statements of the union.

vii. He/she shall receive all monies collected from members, branches, states, or organization, or individuals on behalf of the union and pay same into the union account within 24 hours.

viii. The DF shall issue a receipt for all payments.

ix. He/she shall keep a balance sheet or ledger of income and expenditure of the union.

x. He/she shall keep an updated inventory of the union properties and make an occasional check on them.

xi. He/she shall carry out any other decision or resolution directed by NEC, CWC, NAC in matter relating to the budget or finance of the union.

xii. He/she shall comply with any regulations made by the NEC, CWC to safeguard the fund of the Union.

F. DIRECTOR DIGITAL COMMUNICATIONS The Director Digital Communications Shall be responsible for all matters involved in ICT such as writing membership registration creating meaning meaning of the Union database handling of facebook instagram with sight email account of the Union and shall consult with the president for approval pro to putting out any digital information in the name of the Union carry out any order duties as May from time to time i signed to him by the president

G. Director OPERATIONS. The National Director Operations shah supervice all the states operations. All state director operation notify the National true his office and shall be admitte to the President, waiting and not more than 24hrs respectively.

H. Zonal Coordinators

1 The Zonal Coordinator shall supervise the activities of the Zone.

2. Holds zonal meeting with their States chairman by the president approval.

I. NATIONAL AUDITOR

a) The NATIONAL INTERNAL AUDITOR shall be an elected officer of the union, the duties of the auditor shall be to carry out the periodic audit of accounts of the union and submit annual report of the CWC for consideration to the NEC.

b) He shall ensure that all union expenditure conform with the financial guidelines and the approved budget which shall be submitted to the NEC for the verification and adoption.
c) He/she have the responsibility of carrying out a periodic internal audit of the union and submit annual audit of the union to the CWC/NEC.

j. **THE WELFARE OFFICER**

a) The WELFARE OFFICER shall be responsible for matters relating to the welfare and well-being of members of the Union. The officer shall coordinate welfare support for members in times of need, organize welfare programs maintain records of welfare activities, and advice the National Executive Council on matters affecting the welfare of members.

J. DATA PROCESSING OFFICER

i. The DATA PROCESSING OFFICER shall be responsible for collecting, recording, managing, and safeguarding the data of members of the Union. The officer shall maintain an up-to-date database of members, process membership information, prepare data reports when required, and ensure the confidentiality and security of all records of the Union.

ARTICLE 18:

STATE OFFICERS AND THEIR DUTIES

A. STATE CHAIRPERSON

The state council chairperson shall**:**

i. Preside over all meetings of the state council of the congress.
ii. Represent the union at the state level as directed by the state executive council.
iii. Shall approve payment vouchers and sign bank cheques for all payment together with either or both the State Treasurer and State Secretary.

iv. Ensure the implementation of the directives and the decisions of the union, NEC, CWC, NAC and national secretariat.

B. STATE VICE CHAIRPERSON

1. There shall be Vice Chairperson of the state council and they shall be elected by the delegates and at the state conference.
2. The Vice Chairperson of the state council shall assist and deputize for the chairperson in his/her absent.

C. STATE Director Administration

State DA shall be appointed by the NEC and their duties shall include:

i. Preparation and submission of annual programmed of action of the state administrative council and the state executive council.
ii. Shall be one of the signatories to the State accounts
iii. Writing the minutes of all meetings of organs of the State Council including the State Delegates Conference.
iv. Keeping the documents of the union and all records of all activities of the union at the state level.
v. Preparation and submission of quarterly reports of the state activities of the union to the national secretariat;
vi. Running the state secretariat;
vii. Assigning jobs or functions to the employees of the union at the state secretariats and supervising them and also performing such other duties that may be assigned to him/her by the general secretary of the union.
viii. Ensuring the implementation of the directives and decisions of the national secretariat.

STATE CHIEF SUPERVISOR

state CS shall be appointed by the CWC; He/she shall assist the state DA in carrying out his/her functions and be answerable to the national secretariat. He/she shall act for the state DA in his/her absent.

D. STATE DIRECTOR FINANCE

The state Director Finance shall be elected officer. The state DF duties include:

i. Preparation and submission of annual budgets of state administrative council to the national Treasurer through the state Secretary.
ii. The management of all financial transactions of the union in the state and keeping up-to-date account, Preparing statement of accounts and balance sheet and sending same to the national treasurer;
iii. Preparing and sending financial statements bi-annually to the national treasurer with a copy for the state executive council to be submitted through the state DA.
iv. Keeping all financial documents of the union at the state level and being a co-signatory in respect of cheques drawn from the state account of the Union, allso shall be elected at the state conference and shall conduct the state financial accounts annually and submit report to the state Executive councils and the national treasurer of the union through the state Secretary.

E. STATE AUDITOR

State auditor shall be elected at the state conference and shall audit state accounts annually and submit report to the state Executive councils and the national secretariat of the union through the state DA.

ARTICLE 19:

BRANCH OFFICERS AND THEIR DUTIES

A. BRANCH CHAIRMPERSON

i. The Chairperson of the branch council of the union shall be elected at the state delegate's conference.
ii. He/she shall preside over all the branch council meetings and shall transact the business of the union at the branch levels as guided by the state executive council through the state Director Administrator .
iii. He/she shall keep watch on all union relations trends in the branch and keep the state executive council informed accordingly where conditions justify any form of action, the branch shall request the assistance of the

state executive council and carry out such other duties as the state executive council may time to time direct.

iv. He/she shall be responsible for the implementation of the union activities at the branch level in line with the set mission, vision, goals and objectives of the union.

B. BRANCH VICE CHAIRPERSON

i. The vice chairperson of the branch council shall not be elected officer.

ii. The vice chairperson of the branch council shall assist and deputize for the chairperson in his/her absent.

C. BRANCH SCRETARY

Branch secretary shall be an appointed officer and their duties shall include:

i. Preparation and submission of annual programmed of action to the state secretariat and administering the day-to-day affairs of the branch activities.
ii. Writing the minutes of all meetings held at the branch level.
iii. Keeping the documents of the union and all records of all activities of the union at the branch level.
iv. Preparation and submission of quarterly reports of the state activities of the union to the state Chairman through the State DA;
v. Ensuring the implementation of the directives and decisions of the state DA.

D. BRANCH ASSISTANT SECRETARY

Assistant branch Secretary shall be appointed officer He/she shall assist the branch secretary in carrying out his/her functions. He/she shall act for the branch secretary in his/her absent.

E. BRANCH TREASURER

The branch treasurer shall be elected officer. The branch treasurer duties include:

i. Preparation and submission of annual budgets on branch administration to the state DF through the branch Secretary.

ii. The conduct of all financial transactions of the union in the branch and keeping up-to-date accounts and balance sheet and sending same to the state DF through the branch secretary;

iii. Keeping all financial documents of the union at the branch level.

F. BRANCH FINANCIAL SECRETARY

Branch financial secretary shall be appointed at the state conference and shall Conduct the branch financial accounts annually and submit report to the state Executive councils and the state treasurer of the union through the branch Secretary.

C. BRANCH AUDITOR

Branch auditor shall be elected at the state conference and shall audit the branch accounts annually and submit report to the state Executive councils and the state treasurer of the union through the branch secretary.

ARTICLE 20:

BUSINESS OF THE UNION CONFERENCE:

1. The union conference shall hold every four (4) years.
2. Items for inclusion in the agenda of the conference, from whatever source, shall be forwarded to the National Director Admin reach him/her not later than three (3) months before the Conference.
3. The Central Working Committee shall have the power to determine the items to be included in the agenda and the order of priority.

4. The agenda of the conference together with the supporting papers shall be forwarded to the delegates to reach them not later than one month before the conference.
5. Any person not being a delegate or member of the conference or otherwise invited shall not be allowed to attend the Conference or take part in its proceedings.
6. The business of the National Delegates Conference shall be the consideration and determination of the internal questions of policy affecting the members of the union, reports from National, State and Branch officers and all matters included in the Agenda Including the election on new officers.
7. Any matters not included in the Agenda shall not be raised at the Conference except with the express permission of a majority of delegates present and voting on the issue or by the President .
8. Voting at the Conference shall be by open-secret ballot only/whatever the two-third majority agrees upon at the conference.
9. The Conference shall constitute one constituency for the purpose of electing National Officers (Elected officers of the union are; President, Zonal Coordinators, States Chairperson , and the Branch Coordinators in furtherance of the business of the Conference, the Conference shall have power to set up Committees for detailed examination or investigation of any issue. Such Committees shall report back to the Conference-in-Session for any action it may deem it.
10. The annual report of the union shall also be presented at the National delegates Conference by the President.

ARTICLE 21:

ELECTION, VOTING AND QUALIFICATION FOR OFFICE

C. Electoral Procedure

These guidelines shall be followed during election into any office of the union at National Delegates Conference, voting delegates shall either be by nomination by members during meeting, allocation of eligible delegate shall be determine by financial contribution of such, state and branch into the union, every current

National Officers shall have automatic qualification to vote and be exempted from allocation quotes.

- To be elected or nominate into the NEC and CWC, a candidate must obtain a simple majority of the votes cast by accredited National Delegate conference.
- A member that has not fully fulfilled its financial obligation shall neither vote nor present him/her as candidate for election or nominations into any office of the Union.
- A member of the union shall not be elected or nominated as a member of the Council in absinthial.
- All elections shall be by ballot.
- All the Union paid staff including the national DA are not eligible for voting either in a meeting or during any election exercise.

ARTICLE 22:

ASSUMPTION OF OFFICE

Members of the National Executive Council shall hold offices from the day immediately following the close of the National Delegates Conference at which they were elected. They shall be ceremonially sworn in immediately election proceedings are done with.

ARTICLE 23:

ELECTION PETITION

i. The composition of electoral tribunal officers shall include the representatives of the entire candidate that contested the election and trustworthy members of the union.
ii. The list of the members shall be submitted to the delegate conference chairman for consideration and implementation.
iii. Any financial member who is dissatisfied with the conduct of any election shall have the right to appeal to the National Delegation Conference election committee within 30 days of the election. The decision of the committee shall be forwarded to the election tribunal.

ARTICLE 24:

DISQUALIFICATION OF MEMBERS AND REMOVAL FROM OFFICE

a) Any member engaging in activity detrimental to the interests of the Union Such as: commission of fraud by way of personalizing the union business to make profit, forgery of official documents to cause deceit in the interest of the perpetrator, diversion of funds specifically for official purpose into personal use, mismanagement of funds, commission of any state of federal crimes at least a misdemeanors offence category while in an elected position of the union, such act that is capable of jeopardizing the reputation of the union, conspiracy to defraud the union, conspiracy to commit any of the above listed actions having been given a fair hearing by the disciplinary committee, shall be removed and expelled from the union and cannot seek re-election or be appointed into any office in the union in the future.
b) Any officer of the Union proving incompetent, neglecting his/her duty, having in any way detrimental to the Union shall be removed from office on the recommendation of the disciplinary committee.
c) An appeal against any disciplinary action from the disciplinary committee shall lies to the Central Working Committee, who shall determine the merit or otherwise of the disciplinary action of any member.

ARTICLE 25:

UNION FINANCES

a) The source of finance of the union shall include the following:

1. Membership Registration Fees.
2. Check-Off Dues and others (a member shall pay monthly/daily dues, amount that shall be determined by the NEC.

3. Renewal of Membership

4. Levies

5. Fines

6. Donations

7. Grants

8. Loans

9. Union Badges

10. Income from Investment

11. Other means as may be approved by the National Delegate Conference.

b. All monies shall be remitted to the National Treasury of the Union which shall in turn pay the agreed percentage as relate to the appropriate organs of the union.
c. The monthly revenue of the union shall be allocated as follows;

a) National Secretariat -------- 60%
b) State Chapter---------- 17%
c) Branches---------- 10%
d) Labour Center----- 10%
e) Investment------ 3%

ARTICLE 26:

LOAN

a) All loans taken on behalf of the Union must be endorsed by the President, National treasurer and a Trustee or Director Administration.

b) The signature of the above-mentioned officers must be on the relevant loan document, along with a certification letter from the National secretariat.

ARTICLE 27:

INVESTMENT OF UNION FUNDS

a) Any of the union funds that is not used and not committed for official project shall be invested in profitable ventures by the union Trustees.

ARTICLE 28:

DISSOLUTION OF THE UNION

a) The Union shall not be dissolved except by a resolution adopted in a special Delegates Conference called for that purpose and supported by two-thirds of the delegate's present and voting.
b) In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds divided amongst the members in equal proportions, if the funds of the Union at the time of dissolution are not enough to meet its liabilities the deficit will be made up from equal contribution by members.

CORRUPT PRACTICES

A basic ethical principle in conduct of Trade Union affairs is that no responsible Trade Union official should have a personal financial interest, which conflicts with the full performance of his duties as a worker's representative or as representative of Congress and therefore of the Trade Unions. All elected and

appointed Trade Union officials

RACKETEERING

The decisive element in racketeering is personal enrichment at the expense of the workers or employers in the industry. For example, excessive demands, invasion of management rights, violence in Trade dispute can be racketeering if the end result is personal enrichment of an individual or group of individuals utilizing their strategic advantages in that purpose.

POLITICAL AFFAIRS

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

UNION ELECTIONS

As bargaining representatives, trade union official shall have the power, in conjunction with employers, to fix worker's wages, hours and condition of employment. It is therefore obligatory on all trade union members to ensure that officials who wield such power are responsive to the desire of the workers whom they represent. The responsiveness of Union official depends upon the regularity of elections and the honest count of ballot. Every trade union official and member is therefore obliged not to obstruct the free and fair conduct of elections as an when they fall due in accordance with the union's constitution.

POACHING OR RAIDING OF UNION MEMBERS

Poaching or raiding of Union members by other unions is contrary to Trade Union mores and a violation of Trade Union solidarity. It breeds antagonism among

unions, unrest, dissatisfaction and disunity among the workers involved, and industrial strain and capabilities of the trade union movement as a whole.

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

GENERAL

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