



FIJI TRADE UNION CONGRESS

WOMEN'S COMMITTEE

COMPOSITION AND TERMS OF REFERENCES

1.0 Preamble

- 1.1 The Fiji Trades Union Congress (FTUC) sets up a Women's Committee in accordance with Rule 14 (II) and Rule 41 of the FTUC Constitution. The Terms of Reference of the Committee and any other rules developed by the Committee shall be subject to the approval by the National Council and endorsement by the FTUC Biennial Delegates Conference.
- 1.2 There shall be a Women's Committee of the Fiji Trades Union Congress known as the FTUC Women's Committee; the purpose of which shall be to assist the FTUC in achieving its aims and objectives with particular reference to women's issues as outlined below in the Terms of Reference.

2.0 Composition

- 2.1 The Women's Committee shall be elected biennially at a meeting of the FTUC Women's Delegates Conference convened by the National Secretary in accordance with Rule 4.1. The membership of the Women's Committee shall be composed of women trade unionists of whom are financial members of an affiliate of FTUC.
- 2.2 The Committee shall comprise of a Chairperson, 2 Vice-Chairpersons (one BASED IN THE West and one from the Central Division), 1 Secretary, 1 Assistant Secretary, 1 Treasurer and 5 Committee members. All officials shall be eligible for re-election every two (2) years. The Committee can co-opt 5 members from Affiliates.
- 2.3 An affiliate can hold more than one position provided they can support and work with the committee with full commitment and dedication in line with FTUC Constitution clause 14.3, 14.4 and 14.5
- 2.4 The position of the President, 2 Vice Presidents and Secretary should be filled by nominees who have previously present in the Committee and/or hold Executive position in their Union's Women's Committee, where possible.

3.0 Terms of Reference

- 3.1 To promote the participation and integration of women into trade unions.
- 3.2 To examine and introduce structures to organize women workers, establish and strengthen and women's committee.
- 3.3 To identify and promote the needs of unorganized women workers and organize them into trade union structure.
- 3.4 To plan, implement and monitor a program of action of women workers.
- 3.5 To review and promote revision of relevant existing legislation and initiate enactment of new legislation as considered in the best interest of women.
- 3.6 To promote the elimination of all forms of discrimination on the basis of sex, race, religion, political belief, marital or parental status and/or any form of incapacity.
- 3.7 To assist the Education Committee of FTUC in carrying out and coordinating educational programs for women.
- 3.8 To monitor the application of the principles contained in the FTUC Constitution and the implementation of the FTUC program of action on the integration of women into trade union organizations and any other FTUC programs and policies concerning women.
- 3.9 To examine and take appropriate action on the economic, social, legal or political issues affecting women workers in Fiji.
- 3.10 To express opinions about policies and activities in all fields that affect the interest of women members and women at national, regional and international levels in conformity with policies of the FTUC.
- 3.11 To undertake income generating projects relevant to the needs of working women and promote other projects that enhance the welfare of family responsibilities.
- 3.12 To monitor and counter anti-women policies advertisements.
- 3.13 To liaise with and participate in other NGO activities both at national/international level provided the FTUC is fully informed of its commitments and business and with the prior concurrence with the FTUC.

4.0 President

- 4.1 The President shall preside over FTUC Women's Committee meetings. In her absence one of the two Vice Presidents can preside the meeting.
- 4.2 The President is responsible to liaise with the Secretary about meeting Agendas and attendance of committee members
- 4.3 The President shall observe strict adherence of the FTUC Constitution and FTUC Women's Committee Terms of Reference

- 4.4 The President shall give impartial decisions on all matters placed before the meeting
- 4.5 The President is responsible for presenting reports in NCM and in the Biennial gatherings

5.0 The Vice Presidents

- 5.1 The Vice Presidents shall render all necessary assistance to the President and in her absence preside all meetings

6.0 Secretary

- 6.1 Secretariat responsibilities and functions of the Women's Committee will be based at the FTUC Headquarters. The Women's Officer responsible for Women's issues within the Secretariat shall liaise with the Secretary of the Women's Committee and vice versa. The Women's Officer of FTUC will be invited to attend the Women's Committee meetings.

7.0 Operating Costs

- 7.1 The FTUC shall assist the Women's Committee financially in its operations.
- 7.2 The FTUC Women's Committee can fundraise to cover its Operating Cost.

8.0 Rules and Procedures

- 8.1 The Delegates Conference of the Women's Committee shall be held in the same year as the FTUC Congress. This shall normally be in the month of March or April prior to the FTUC Congress.
- 8.2 The notice of the Delegates Conference including the agenda shall be issues by the National Secretary on behalf of the National Council after liaising with the Committee Secretary, 14 days before the date of the Conference. Any financial affiliate wishing to place matters on the Agenda, may forward same to the National Secretary 23 days before the date of the Conference.
- 8.3 The Women's Committee shall present to the National Secretary its Biennial Report at least 14 days prior to the Delegates Conference.
- 8.4 The delegates of the Women's Conference shall be drawn from all affiliate/associate financial unions, based on their women membership. The financial members of the unions shall be determined as per the provisions of FTUC Constitution

8.5 The NEB member responsible for WC shall be invited to WC meetings and events.

8.6 The nominations for the entire Women's Committee positions shall be submitted in writing 14 days before the Women's Biennial to the National Secretary. All nominations shall be endorsed by the affiliate in writing. Where there is a vacancy, nominations will be accepted in circumstances where no written nominations have been received. The WC shall have their Committee meetings on a quarterly basis.

8.7

9.0 Affiliate Organisation

	Delegates	Vote
7.1 Up to 200 women members	2	2
201 and up to 400 women members	3	3
401 and up to 600 women members	4	4
601 and up to 900 women members	6	6
901 and up to 2000 women members	8	8
2001 and up to 3000 women members	10	10

And for every 1000 members or part thereof if this is in excess of 2000 members – one (1) additional delegate and vote.

(The delegates can vary from time to time after approval by National Executive Board for 7.1 and 7.2)

7.2 Associate Organisation

	Delegates	Vote
Up to 200 women members	1	1
201 and up to 600 women members	2	2
601 and up to 900 women members	2	2
901 and up to 2000 women members	3	3
2001 and up to 3000 women members	5	5

And for every 2000 women members of part thereof, if this is in excess of 3000 – one (1) additional delegate and vote.

Up to 200 women members

10.0 Representation at FTUC

10.1 The Women's Committee shall nominate its President and the Secretary to the FTUC National Council meetings as observers. The Vice Chairperson(s) and the Assistant Secretary shall be the first and second substitutes respectively. In the event that none of the above can attend, then the Chairperson shall nominate alternative representatives from the Committee, who may participate in the meeting with the consent of the Council.

11.0 Vacancies

9.1 The Women's Committee is elected for a term of two (2) years. Any members of the committee, who fails to attend three (3) consecutive meetings without valid reason, shall automatically cease to be a member. In such an event, the affiliates being financial shall nominate the member to fill the vacancy. In the event that the affiliate is non-financial, the Women's Committee shall have the right to fill the vacancy from one of the other financial affiliates. The same principle shall apply in the event of any vacancy created through resignation or retirement.

12.0 Meetings

12.1 The Women's Committee shall have meetings on a quarterly basis.

13.0 Quorum

11.1 The quorum for any meeting of the Women's Committee shall be seven (7) reconsider to at least 5 inclusive of the Chairperson, or one of the vice Chairpersons and the Secretary.

14.0 Liaison with FTUC National Secretary

14.1 The Women's Committee shall consult the National Secretary through the FTUC Secretariat on all matters relating to Women's Committee.

15.0 Observers

15.1 The Women's Committee may request the FTUC National Secretary to invite international and regional trade union organizations and other friendly organizations to attend its meetings as observers. Observers may take part in the discussion with the permission of the Chairperson.

15.2 The Women's Committee may also nominate members to attend meetings of other women's organizations following prior consultation and approval of the National Secretary.

16.0 Disciplinary Procedures

16.1 A 'Disciplinary Committee' will be set up by comprising of the Chairperson and Secretary of the Women's Committee and the National Secretary of FTUC or his/her nominee.

In such a case whereby the Chairperson or the Secretary of the Committee is being disciplined, the Vice Chairperson and the Assistant Secretary will replace them on this Disciplinary Committee.

This Disciplinary Committee shall have the authority to suspend the disciplined members should they feel that they are not satisfied with the disciplined member's reasons of non-performance, non-attendance and lateness at the W/C meetings.

The members concerned will officially be notified of her suspension with a copy of the affiliate she represents, and as such the affiliate will be requested to nominate a replacement.

16.2 Any WC member who fails to perform to the expectations of the Committee will be subject to the "Disciplinary Procedure" as outlined in Clause 14 of the TOR of the Women's Committee.

- 16.3 (a) Should any member of the WC raise an issue of non-performance, non-commitment, non-attendance and lateness of any member of the WC, a warning will be given to the member concerned at the W/C monthly meetings.
- (b) Two such warning shall render the WC to officially inform the member, with a copy to the respective affiliate she represents and the National Secretary of FTUC.
- (c) Failing to abide by the Rule 15.3 (a) and (b) above, this matter will be referred to the Disciplinary Committee as referred to in 14.1 15.1