



FIJI TRADES UNION CONGRESS
SINCE 1952

CONSTITUTION AND STANDING ORDERS

**ADOPTED BY THE
BIENNIAL DELEGATES CONFERENCE
29th August, 2020**

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NAME, OBJECTIVES AND POWERS

1.1 Name

1.1.1 The name of the organisation shall be the **FIJI TRADES UNION CONGRESS** incorporated hereinafter and referred to as the FTUC.

1.2 Preamble

1.2.1 The FTUC seeks to unite democratic Trade Unions, to enable them to consult and co-operate with each other for the common good in order to achieve the agreed aims and objectives set out, herein, by acting in unison and in accordance with the majority democratic decisions.

1.2.2 The FTUC recognizes that it is a Trade Union organisation established by workers' unions that has its objective of all the functions of representing, negotiating and promoting ILO Conventions, Recommendations, Declarations and ILO Decent Work Agenda within the workplace and campaigning for the economic, social, and political rights of its members and their families.

1.2.3 The FTUC declares that all workers and the unions which represent them, have certain basic rights which are recognized in the ILO Declaration on Fundamental Principles and Rights at Work and other International Declarations: Some of these Fundamental Principles and Rights are:

- (a) Elimination Of Forced And Compulsory Labour;
- (b) Abolition Of Child Labour:
- (c) Elimination Of Discrimination In Respect Of Employment And Occupation:
- (d) Freedom of Association and Collective Bargaining.

1.2.4 The FTUC will:

- (a) uphold and promote the principles of Good Governance, Accountability and Transparency;
- (b) champion the cause of peace, human rights including trade union rights, dignity of Labour and the rule of law.

- (c) support and pledge solidarity with all working people irrespective of gender, creed, race, ethnic origin, colour, place of origin, sexual orientation, birth, primary language, economic status, age and disability.
- (d) oppose and combat totalitarianism and any form of aggression.
- (e) fraternize with organizations whose aims, objectives, policies and actions are compatible or consistent with those of the FTUC.
- (f) Promote youth in leadership roles and campaign for greater youth participation in trade unions.

1.2.5. The FTUC declares that all workers should enjoy equal rights and opportunity at the workplace, within trade unions, and in society at large.

1.2.6 The FTUC will strengthen the trade union movement in Fiji by: -

- (a) the development of an active recruitment and organizing campaign coordinated by the FTUC;
- (b) amalgamating of unions to create stronger unions;
- (c) political actions to secure, where appropriate, legislative implementations of the declared policies of FTUC;
- (d) promotion of women as equal partners through women's representation on FTUC structures and working, towards a proportionate representation of women at the FTUC's National level based on women membership of the Affiliates of FTUC.

1.3 Objectives

1.3.1 The objectives of the FTUC shall be:

- (a) to establish, develop and maintain a powerful and effective national organisation of free and democratic trade unions.
- (b) to assist in the formation of strong and effective trade unions for every worker in order that the rights of every worker is protected.
- (c) to carry out workers' education, research on current relevant issues including economic systems and social justice. and provide assistance to the affiliates to promote better understanding of trade union functions.

- (d) to promote and protect the economic, social, political, educational interest, human and civil rights of the workers in Fiji.
- (e) to promote economic policies which lead to growth, full employment and a stable economy.
- (f) to collaborate with and assist workers' organisations in other countries and to affiliate with appropriate International Organisations.
- (g) to promote the basic rights and principles referred to in Section 1.2 (Preamble) of this Constitution.
- (h) to call for legislations and other practices including the promotion of collective bargaining as a means of raising the living standard of all workers.
- (i) to promote, organise and operate co-operative enterprises or commercial and industrial undertakings on a co-operative basis.
- (j) to ensure that the Government meets all its ILO obligations including the ratification of ILO Conventions particularly Core Conventions and Recommendations.
- (k) to promote the development and interests of women and youth including their greater participation in trade union activities.

1.4 Powers

1.4.1 The Biennial Conference shall have powers, by such means as it thinks fit to take all actions it considers appropriate to advance the FTUC's objectives and policies.

1.4.2 Without limiting the generality of Clause 1.4.1, the FTUC shall have all necessary powers for establishing and conducting its administration and organisation including the powers:

- (a) to own and maintain such premises, facilities and resources;
- (b) to receive, borrow, invest, or expend such monies;
- (c) to enter into commercial and other arrangements;
- (d) to make such donations or contribution as it deems necessary except that no donation or contribution shall be made to a political party;
- (e) to employ such staff.

1.4.3 In exercising its powers and discharging other duties, the Officers and the Officials shall act prudently and diligently and shall declare any conflict of interest.

2. MEMBERSHIP

2.1 Eligibility

2.1.1 a) Membership of the FTUC shall be open to any registered Trade Union upon written application to the National Executive Board of the FTUC. The application must be accompanied by copies of its Rules or Constitution together with such other particulars and information as shall be required by the National Executive Board;

b) The National Executive Board shall have the full power to accept or reject any such application but before doing so will inform the National Council of its decision;

2.1.2 The member organisations shall be known as the affiliates of the FTUC.

2.2 Associate Members

2.2.1 Any other organization or a registered Industrial Association which has similar interest as that of FTUC may on written application be admitted as an Associate Member on conditions determined by the National Council.

2.3 Conditions and Obligations of Membership

2.3.1 Whilst the Membership of the FTUC shall in no way affect the autonomy and independence of individual affiliates, the Affiliates must accept and abide by the majority decisions of the Conference or other duly constituted Bodies or Committees of the FTUC and shall not publicly criticize or act unconstitutionally to defeat or undermine such majority decisions or take any action that may offend or undermine the standing of the FTUC.

2.3.2 Affiliates shall refer any dispute or grievance between affiliates to the National Secretary who shall refer the matter to the appropriate Committee tasked with dealing with such matters.

2.3.3. Affiliates shall pay, when due, all capitation fees and other monies owing to the FTUC unless prior arrangements have been made with the National Executive Board.

- 2.3.4 Provide FTUC with all current or amendments thereof of any of their Rules and Constitution, updated collective agreements, latest Annual Reports filed with the Registration Authority within 14 days of their Conference.
- 2.3.5 Comply with all the rules of the Constitution and of the Policy decisions, Resolutions or by-laws.
- 2.3.6 Not take any information out of any meeting of the FTUC or any of its constituted Bodies or Committees and shall not, without authority, inform outside organisations, persons or the mass media of the proceedings or decisions of such meeting.

2.4 Withdrawal of Membership

- 2.4.1 Any affiliate may withdraw its membership from the FTUC by giving three months' notice of its intention to do so only after:
 - (a) passing a resolution of withdrawal at an Annual or Special General Meeting of the Affiliate by a majority secret ballot within that three months,
 - (b) giving the FTUC notice of such meeting and permitting a representative of the National Executive Board or the National Council to be heard before the secret ballot is taken.

3. INDUSTRIAL DISPUTES

As a general policy the FTUC shall not intervene in an industrial dispute unless specifically requested by the affiliate concerned. When it does, it shall be the responsibility of National Executive Board in the first instance to use all possible means to assist the affiliate in resolving its dispute with the Employer. If the dispute is unresolved, the National Executive Board shall involve the National Council who shall Organise all moral and material support to help resolve the dispute including any legitimate action it deems necessary.

4. DISPUTES BETWEEN AFFILIATES

- 4.1 Where a dispute arises or is likely to arise between affiliated Unions, which may involve a stoppage of work or lead to action that would affect other workers or is observed to be detrimental to the general interests of the FTUC, the National Executive Board shall use its influence to promote a settlement;

- 4.2 Where a dispute between affiliates cannot be settled in accordance with 4.1 above, the National Executive Board shall report the matter to the National Council which, after hearing the parties to the dispute give its decision thereon, such a decision will be final and binding on the parties to the dispute.

5. FREEDOM TO ASSOCIATE

The FTUC shall be free to associate itself, subject to the approval of the National Council, with any organisation, political or otherwise in pursuit of workers' rights. It shall be free to pursue its objectives, to express its opinion on any matter or topic and to take action in respect of any acts or omissions of persons, Governments, Organisations, Associations or Bodies.

6. SUSPENSION AND EXPULSION

6.1 Suspension

The National Council may suspend an affiliate for an initial period not exceeding three (3) months or such other period as the Council may decide for disciplinary reasons or where such affiliate is considered no longer eligible for membership under these Rules. Before such a suspension is affected the affiliate shall be entitled to:

- a) a fair hearing before the National Council or such other body as authorized by it to consider such suspension,
- b) be given full details and reasons as well as conditions attached to such suspension;

- 6.1.2 Any affiliate so suspended shall have the right of appeal to the Conference.

6.2 Expulsion

- 6.2.1 The Conference of the FTUC may expel an affiliate on the recommendation of the National Council or after considering an appeal made under Clause 6.1.

- 6.2.2 Any affiliate so expelled may apply for re-affiliation to Conference through the National Council.

- 6.2.3 Nothing in this Clause prohibits the Conference or a Special Conference to expel an affiliate whose membership in the opinion of the majority affiliates have become untenable.

7. FINANCIAL AND ADMINISTRATIVE MATTERS

7.1 Financial Year

7.1.1. The financial year of the FTUC shall be from 1 January to 31 December of each year.

7.2. Capitation Fees

7.2.1 The annual capitation fees shall be determined by the Biennial Conference. However, the National Council has the power to adjust, vary, defer or excuse an affiliate from paying capitation fees or any monies owing.

7.2.2 Notwithstanding that the capitation fees is an annual one, affiliates may in lieu of paying the full amount at the beginning of the financial year, pay the capitation by four quarterly installments no later than January 1, April 1, July 1 and October 1 in each year.

7.2.3 Any new affiliate which joins during a financial year will pay capitation for that year on a pro rata basis.

7.2.4 Affiliates who are non-financial up to 3 months (one quarter) overdue may have their permanent representatives attend the Conference or Special Conference and other Boards, Council or Committees as observers without voting rights.

7.2.5 Where an affiliate is non-financial for six months (two quarters) or more, that affiliate shall not be entitled to take part in the business or activities of the FTUC unless given dispensation by the NEB on application by the affiliate.

(a.) The National Executive Board may prescribe conditions as they may deem fit, including, but not limited to, allowing the defaulting affiliate to attend the Conference as an observer but not have the right to vote.

7.2.6 Affiliates who are non-financial for 12 months and more shall forfeit their right to attend any meetings or programmes, including receiving communication from the FTUC, unless such time full payment of arrears is made.

7.3 Financial Report

7.3.1. The National Treasurer shall present:

(a) Full Audited accounts of FTUC to the National Executive Board and the Biennial Conference;

- (b) A Financial Report to National Executive Board and upon approval to the National Council;
- (c) A Financial Report and the Budget for the forthcoming year to National Executive Board and upon approval by the National Council;
- (d) A recommendation on capitation or special levy to the National Executive Board and upon approval to the National Council.

7.4 Trustees

7.4.1 The FTUC shall have three trustees:

- (a) One of whom shall be appointed by the virtue of being the National Secretary of the FTUC;
- (b) Two of whom shall be elected at the Biennial Conference.

7.4.2 Where a casual vacancy arises in respect of the trustees, the National Council may appoint a replacement. Such appointment to be effective until the next Biennial Conference.

7.4.3 The trustees shall hold office until they die, or resign or are removed by the Conference for not performing their duties as provided under the Constitution or until their successors are elected.

7.4.4 The FTUC's bank accounts shall be operated by the National Secretary and the National Treasurer and signatories shall be:

- (a) Any two comprising President, the National Secretary, the National Treasurer and the Assistant National Secretary or
- (b) Any of the above and one of the Vice Presidents.

7.5 Auditor

7.5.1 A qualified Auditor shall be appointed by the Biennial Conference who shall conduct an annual audit of the books and accounts of the FTUC and the National Treasurer shall submit all books and vouchers for that purpose.

7.6 Payment for FTUC Business

7.6.1 Any officer or any other person required to work for the FTUC may be paid such sum for their services, and reimbursement of reasonable expenses or honorarium subject to the approval of the National Executive Board.

7.7. Seal

7.7.1 The FTUC shall have a seal which shall be kept by the National Secretary. It may be affixed to all official letters and documents of the FTUC but shall not be affixed to other documents except pursuant to the resolution of the National Council.

7.7.2 Signatories to accompany the seal shall be those outlined in clause 7.4.4.

7.8 Delegation of Powers in Legal Proceedings

In any legal proceedings, the National Secretary may authorize an FTUC officer or employee or any lawyer or other person, to appear on behalf of the FTUC.

8. CONFERENCES

8.1. Biennial Conference

8.1.1. The FTUC shall hold a Conference once every two years, normally in the month of May, such conferences to be known as the Biennial Conference.

8.1.2. The Biennial Conference shall be the supreme authority of the FTUC and shall determine the policies of the FTUC. It shall be the general meeting of the FTUC in that year and shall specifically decide upon:

- (a) reports on activities and finances during the preceding period,
- (b) proposals for activities and expenditures for the period to follow,
- (c) proposals for the amendment of the FTUC Rules and Constitution as well as other Working Rules and By-Laws made by the National Council,
- (d) Nominations and election of office-bearers as well as representatives of the FTUC,

- (e) matters, appeals or complaints which have already been referred to, or processed by the other duly constituted bodies of the FTUC for which proper notice has been given.
- (f) Any other matter with the approval of the National Executive Board
- (g)

8.2. Special Conference

- 8.2.1 A Special Conference may be called by the National Council or called at the written request of at least fifty (50) percent of financial Affiliates provided they represent at least thirty-three (33) percent of the total membership of the FTUC affiliates.
- 8.2.2 Special conference shall only deal with specific issues which have been advised to the affiliates in the notice calling the meeting.

8.3. Representation at Conferences

- 8.3.1. The Biennial Conference or Special Conference shall consist of delegates from financially affiliated members on the basis of the following maximum entitlement:

Membership	Delegates	Votes
Tier 1	7 - 200	2
Tier 2	201-400	3
Tier 3	401-1000	3 plus one vote for every 200 members
Tier 4	1001-3000	3 plus one vote for every 250 members
Tier 5	3001-5000	3 plus one vote for every 250 members
Tier 6	5000+	3 plus one vote for every 200 members

- (a) Where two or more affiliates amalgamate, each shall retain their rights within FTUC as they were entitled to prior amalgamation provided, they continue to pay their normal affiliation fees.
- (b) Any affiliate paying less than the prescribed rate of capitation fees with the approval of the National Council and which is not suspended from affiliation under these Rules shall be entitled to be represented at the Biennial Conference by not more than half the total number of delegates of its normal entitlement under Clause 8.3.1;

- (c) An affiliate who is non-financial may have representatives attend the Biennial Conference or a Special Conference as Observer Delegates with no voting rights. The number of such Observer Delegates shall be determined in accordance with Clause 8.3.1.

8.4 Observers

- 8.4.1 The President, the National Secretary or the National Council may invite observers or other persons to attend the Conference or Special Conference; and may with the permission of the Chairperson take part in the discussions or address the Meeting without any other right.

8.5 Voting at Conference

- 8.5.1 Voting on any motion before Conference or a Special Conference shall normally be by a show of hands. At the request of any five (5) affiliated organizations representing at least 25 per cent of the financial FTUC membership, a roll-call vote may be taken whereby the delegation of every affiliate casts a vote according to the provisions of this rule. Voting at Conference or Special Conference, however, shall be by secret ballot at the request of fifty percent or more of the delegates present;
- 8.5.2 All decisions and resolutions shall be by a simple majority vote;
- 8.5.3 Any affiliate which is not in a position to send a delegate to Conference or a Special Conference, may authorize another financial affiliate to represent them provided that:
- a) the Chairperson of the Conference or Special Conference has first been informed in writing and that no two affiliates may represent such an absentee affiliate and;
 - b) the affiliate duly authorized by the absentee affiliate, exercises only one vote on behalf of the absentee affiliate.

9. QUORUM

The quorum for all meetings of the FTUC and of other Committees set by FTUC shall be 50% of eligible delegates or members entitled to attend these meetings.

10. NOTICE, NOMINATIONS AND AGENDA FOR CONFERENCES

- 10.1 The National Secretary shall request for nominations for Office Bearers and motions from the Affiliates no later than twenty-eight (28) days prior to the date fixed for the Youth, Women, Biennial or Special Conference, as appropriate.

- 10.2 The National Secretary shall receive all nominations and motions fourteen (14) days prior from the date of Youth, Women, Biennial or Special Conference as appropriate.
- 10.3 The National Secretary shall have the nominations and the motions approved by the National Executive Board, prepare an Order Paper and have it circulated to the Affiliates no later than seven (7) days prior from the date of the any Conference.
- 10.4 No affiliate may nominate more than one representative to the National Executive Board or any Committees.
- 10.5 Only nominations from financial affiliates will be accepted.
- 10.6 The authorized officials may only nominate his or her own union member or union representative to any such positions.

11. THE NATIONAL COUNCIL

11.1. General

- 11.1.2 The National Council shall consist of:
- (i) the Office Bearers of the FTUC;
 - (ii) President and General Secretary of financial affiliates , **or their permanent representatives, nominated in writing**, addressed to the National Secretary,
 - (iii) An additional member for affiliates whose membership exceeds 2000,
 - (iv) The Chair and Secretary of the FTUC Women’s Committee.
 - (v) The Chair and Secretary of the FTUC Youth Committee.
- 11.1.3 The Chair and Secretary of the FTUC Youth Committee shall attend the National Council Meeting and have the right to speak but not to vote.
- 11.1.4 The National Council shall meet when necessary but at least once every six months. The meetings shall be convened by the National Secretary or upon request of 50 per cent or more of the financial affiliates of the National Council.
- 11.1.4 Voting shall be by simple majority of those attending by voices or show of hands unless a secret ballot is called for by majority in attendance.

12. THE NATIONAL EXECUTIVE BOARD

12.1 The National Executive Board shall consist of the President, two Vice Presidents at least one of which shall be a woman, the National Secretary, two Assistant National Secretaries and the National Treasurer, who shall be the Officers of the FTUC, elected for two-year term at the Biennial Conference. All Officers shall hold honorary office unless the Conference decide that the National Secretary should be a paid officer, in which case the terms and conditions of employment shall be determined by the National Executive Board and endorsed by the National Council. The Chair of the Youth Committee and the Chair of Women's Committee may be co-opted as Observers and attend meetings by invitation of the National Secretary.

12.2 The Duties of the National Executive Board

- a) The National Executive Board shall be empowered to make decisions between the National Council meetings and the Biennial Conferences,
- b) shall carry out the functions of the FTUC in accordance with policy, resolutions and decisions of Biennial Conference which may be supplemented by decision of a National Council.
- c) where any matter arises upon which no directions or decisions have been made, determine such in the best interest of the FTUC,
- d) interpret the Constitution and Rules of the FTUC as required as well as determine restrictions, exemptions or other conditions that may be imposed on or applicable to any affiliate,
- e) set up other Committees as it deems necessary to deal with or process other matters or business of the FTUC and make recommendations on matters to be tabled at National Council meetings,
- f) protect the funds of the FTUC and approve all expenditure and financial transactions.

12.3 Duties of The National Officers

All National Officers shall be assigned duties by the National Executive Board in consultation with the National Secretary apart from their traditional roles during their term in office.

12.3.1 The President:

- (a) Shall preside over meetings of the National Council, the National Executive Board, the Conference or the Special Conference at which he or she is present;
- (b) Shall enforce strict observance of the Constitution;
- (c) Shall give impartial decisions on all matters placed before the meeting;

12.3.2 The Vice Presidents:

The Vice-Presidents shall render all necessary assistance to the President, and in the absence of the President shall have all the powers to carry out the duties of the President in accordance with the constitution.

12.3.3 The National Secretary:

- a) Keep full and accurate minutes of all meetings of the National Executive Board, the National Council and the Conference or Special Conference;
- b) Receive and answer all correspondence, summon or convene meetings and perform such other duties as the National Executive Board, National Council or Conference shall from time to time direct;
- c) Shall be responsible for the efficient operation of the office and staff and make recommendation to the National Executive Board on all matters affecting staff;
- d) Prepare activities reports or process other reports for submission to Conference or Special Conference or the National Council and perform other tasks as pertains to the office;
- e) To be an ex-officio member of all Committees and duly constituted bodies of the FTUC.

12.3.4 The Assistant National Secretaries:

The Assistant National Secretaries shall:

- a) Assist or deputies for the National Secretary as required in his or her absence,
- b) Perform such other duties as required by the National Secretary or prescribed by the National Executive Board or the National Council.

12.3.5 The National Treasurer:

The National Treasurer, in addition to the reporting duties as per Clause 7.3.1 shall:

- a) Collect all dues and Capitation Fees payable to the FTUC and receive any donations or contributions made and shall pay the same into a bank approved by the National Council;
- b) Keep a register of all affiliate, giving the dates of their joining or withdrawal as the case may be and shall keep all FTUC books, vouchers, cheques and receipt books available for scrutiny by the National Secretary, National Executive Board and for Auditor.
- c) Ensure that the account books are open for inspection by the authorized members of all affiliates subject to the giving of reasonable notice. Copies of audited account shall be provided to all affiliates.

13. REMOVAL OF OFFICIALS

- 13.1. Any officer of the FTUC not performing his or her duties in a manner satisfactory to the National Council, may, at a special meeting of the National Council convened for the purpose, be removed by a two-thirds majority vote, only after the officer has been given the opportunity to explain the allegation of nonperformance. Any officer so removed shall have the right of appeal to Congress and, if the appeal is upheld, the Congress shall have the power to compensate such officer as it may deem advisable;
- 13.2 Any member of the National Council not performing the duties on the National Council as laid down by these Rules or as required, or, who violates any provisions or obligations of the FTUC's Constitution, may, at a meeting of the National Council be suspended or removed and his or her position declared vacant.
- 13.3 Any member of the National Council so removed shall forfeit his or he position in any office held in the FTUC or on anybody to which he or she had been nominated by the FTUC. The vacancy created in consequence of such removal shall be filled by a person selected at the discretion of the National Council pending the outcome of an appeal made to the Biennial Conference.
- 13.4 Provide that no action can be taken under this clause unless the officer has been given an opportunity to present his or her case.

14. REPRESENTATION OF WOMEN

- 14.1 A Women's Conference shall be held at least one month prior to the Biennial Conference.
- 14.2 The Women's Conference will consist of delegates and observers from financial affiliate members at 50% of the membership declared with the National Centre. At least one key principal officer of the affiliate shall accompany the women delegate to the Women's Conference. Remits passed at the Women's Conference shall be forwarded to the National Secretary when the remits are called for the Biennial Conference.
- 14.3 The Women's Conference shall elect a Women's Committee. The Committee shall be responsible for promoting the interest of the women workers and FTUC.
- 14.4 The Women's Committee shall develop a Terms of Reference (TOR) in conformity with the FTUC Constitution which shall set out clearly its roles and responsibilities to be approved by the National Executive Board and the National Council.
- 14.5 The Chairperson and Secretary of the FTUC Women's Committee may attend the FTUC National Council meetings as Observers, without voting rights, given that their affiliates are financial. Should any of the above members not be able to attend, the National Secretary must be advised in writing of the nominees attending as decided upon by the Committee.
- 14.6 All funds of the Women's Committee shall be held jointly in the names of the FTUC and the FTUC's Women's Committee;
- 14.7 An Activities Report and Report on Finance of the Women's Committee shall be presented at the National Council and the Biennial Conference.
- 14.8 A regular report on activities of the Women's Committee shall be presented at each meeting of the National Council.
- 14.9 Divisional branches (Central/ Northern/ Western) of the Women's Committee shall be formed to enhance the process of empowering women.
- (a) The Women's Committee Terms of Reference shall reflect the aim and functions of the formed branches.
 - (b) The divisional branches will report to the National Women's Committee and work in consultation with the National Executives at all times.

15. REPRESENTATION OF YOUTH

- 15.1 A Youth Workers' Conference shall be held at least one month prior to the Biennial Conference. The Youth Committee Conference will consist of delegates and observers from affiliated members at 50% of membership declared with the National center. At least one principal officer of the affiliate shall accompany the Youth representatives to the Conference who shall not have the right to vote.
- 15.2 The Youth Conference shall elect a Youth Committee. The Committee shall be responsible for promoting the interest of the youth and FTUC.
- 15.3 The Youth Committee shall develop a Terms of Reference (TOR) in conformity with the FTUC Constitution which shall set out clearly its roles and responsibilities to be approved by the National Executive Board and the National Council.
- 15.4 The Chairperson and Secretary of the FTUC Youth Committee shall attend the FTUC National Council meetings as Observers, without voting rights, given that their affiliates are financial. Should any of the above members are not able to attend, the National Secretary must be advised in writing of the nominee attending decided upon by the committee.
- 15.5 All funds of the Youth Committee shall be held jointly in the names of the FTUC and the FTUC's Youth Committee;
- 15.6 A Finance Report of the Youth's Committee fundraising activities shall be submitted to the National Council and the Biennial Conference,
- 15.7 A regular report on activities of the Youth's Committee shall be presented at each meeting of the National Council.
- 15.8 A person deemed a youth shall not be more than 33 years of age.
- 15.9 Divisional branches (Central/ Northern/ Western) of the Youth Committee shall be formed to enhance the process of empowering young workers.
- 15.9 (a) The Youth Committee Terms of Reference shall reflect the aim and functions of the formed branches.
- 15.9 (b) The divisional branches will report to the National Youth Committee and work in consultation with the National Executives at all times.

16. STANDING AND OTHER COMMITTEES

- 16.1 The Biennial Conference is empowered to appoint Standing Committees to advise the National Council on specific issues or to co-ordinate the activities of particular groups;
- 16.1.2 Standing Committees will report to successive Biennial Conference and their continuation will be determined by the Biennial Conference.
- 16.1.3 The National Executive Board or the National Council is empowered to appoint other ad hoc Committees with specific terms of reference to deal with:
- a) a dispute arising between two or more affiliates;
 - b) amalgamation of unions where such amalgamation will be in the interest of the unions concerned.
 - c) matters that will achieve or advance the objectives of the FTUC.

16.2 Organizing Committee

An Organizing Committee shall be formed to promote organizing activities and support increase in membership of the FTUC.

16.2.1 Structure of the Committee:

- a) The National President shall be the Chairperson of the Organizing Committee
- b) Members shall be appointed by the Chairperson in consultation with the National Secretary.
- c) The National Committee shall form branches at divisional level as it deems necessary.

16.3 Communications & Publicity

A Communications and Publicity Committee shall be formed for the purpose of adequate and efficient communication, campaigns and publicity of FTUC's work with affiliates, locally and internationally.

16.3.1 Structure of the committee:

- a) One of the Vice Presidents, as designated by the National Executive Board in consultation with the National Secretary, shall be the Chairperson.
- b) The Members of the Committee shall be appointed by the Chairperson in consultation with the National secretary.
- c) The Communications Assistant or the representative delegated by the National Secretary shall develop a work-plan in line with FTUC policy, and the FTUC work-plan to promote and support the work of the Committee.

16.4 Workers Activities Committee:

A Committee shall be formed to develop a training and education plan, implement the plan and ensure effective monitoring and outcomes of the work of the Committee.

16.4.1 Structure of the Committee:

- a) One of the Assistant National Secretaries, as appointed by the National Secretary shall be the Chairperson of the Committee.
- b) The Members of the Committee shall include all recipients of key local and international trainings, selected trade union officials, and selected representatives from affiliates. The key representatives of Youth and Women Committee shall also be part of this Committee.

16.5 Policy Committee:

A Committee for development of policy and review of orders, laws and statutes guiding the FTUC shall be formed.

16.5.1 Structure of the Committee:

- a) The National Treasurer shall be the Chair of this Committee
- b) The members of this Committee shall be appointed by the Chairperson in consultation with the National Secretary.

16.6 All Committees shall be guided by their Terms of Reference that is approved by the National Council.

17. AMENDMENTS TO THE CONSTITUTION

The Constitution of the FTUC can only be amended by majority vote at the Biennial Conference or the Special Conferences and only after prior circulation among all the affiliates of any remit proposing such an amendment.

18. MATTERS NOT PROVIDED FOR

Any matter not provided for in this Constitution, or by decisions of the Biennial Conference or the Special Conference shall be decided by the National Council subject to the ratification at the next Biennial Conference.

19. STANDING ORDERS

- 19.1 Standing Orders governing the conduct of National Council meetings and Conference or a Special Conference and subject to adoption by other bodies of the FTUC shall be as follows:
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- (a) No discussion shall take place without the express permission of the Chairperson on a motion or amendment.
- (b) A member having moved a motion within the prescribed time may, with the permission of the Seconder withdraws such motion without a vote being taken,
- 19.2 No other motion shall be discussed unless there is: -
- A motion to adjourn consideration
 - A motion to refer the matter to a select committee, or
 - An amendment
- 19.3 Only one amendment upon any motion shall be decided at a time and no member shall propose more than one amendment to any one motion or speak more than once on any amendment or motion except the mover of the motion who shall have the right of reply. An amendment altering the intention of a motion shall be in order, but not one that deviates from the original intention or relates to a different subject.
- 19.4 When a member is speaking, no other member shall interrupt except to call the member to order and when the point of order is recognized by the Chairperson, the person interrupted shall concede his or her right to speak until the point is decided. The member raising the point of order shall state such point concisely and the Chairperson shall give his or her ruling without discussion.
- 19.5 A member dissatisfied with a ruling of the Chairperson shall have the right to move a motion to that effect. During the debate on the motion, the Chairperson shall vacate the chair. During this period either one of the Vice-Presidents or any other person nominated by the Meeting or Conference shall assume responsibility for dealing with the motion only. If fifty percent or more delegates present vote for the motion than the subject matter will be dispensed with by the interim Chairperson after which the original Chairperson will continue with the rest of the meeting.
- 19.6 Should any member persist in defying a ruling of the Chair, the Chairperson may, without any motion being moved, ask the meeting to vote on such member's expulsion from the meeting.
- 19.7 Members shall be allowed a time limit to speak on an agenda item, motion or amendment. The Chairperson may grant permission to speak more than once and extend time.

19.8 When two or more members wish to speak at the same time, the Chairperson shall decide the order of speaking.

19.9 Any Standing Order may be suspended as required provided that a majority of the members present deem such suspension necessary.

20. DISSOLUTION

20.1 Should the FTUC, by two-thirds majority at a Biennial or Special Conference resolve to dissolve itself, the assets of FTUC shall be disposed of in such manner as the Conference, by majority vote, shall decide.

21. REGISTERED OFFICE

21.1 The registered office of the FTUC shall be 32 Des Voeux Road, Suva, Fiji or at such other address as the National Council may from time determine.
