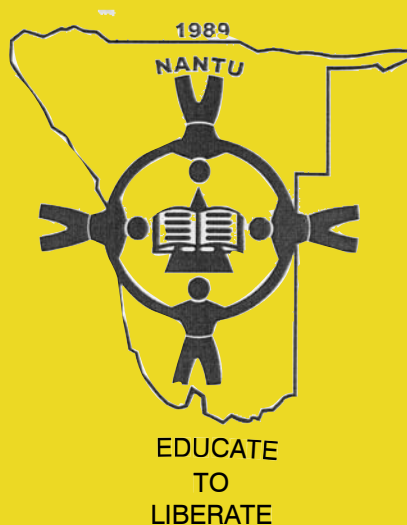


NANTU CONSTITUTION



NAMIBIA NATIONAL TEACHER'S UNION

1989

**AS AMENDED AT THE
9TH NATIONAL CONGRESS HELD AT
ETOSHA SECONDARY SCHOOL, TSUMEB, OSHIKOTO REGION
SATURDAY, 30TH AUGUST 2009**



**EDUCATE
TO
LIBERATE**

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CONSTITUTION OF THE **NAMIBIA NATIONAL TEACHERS' UNION** **(NANTU)**

PREAMBLE

Whereas, we the teachers of Namibia having examined and assessed the role of teachers in the struggle of the emancipation of the Namibian society and the betterment of the people's social, political and economic lot:

We shall struggle for a unitary, non-racial, non-sexist, democratic and free education system at all levels.

We unconditionally declare that the Namibia National Teachers' Union shall fight for the rights of its members in Namibia for real progress and unity.

1. NAME

The name of the Union shall be the Namibia National Teachers' Union, hereinafter referred to as "NANTU" or the Union.

2. BANNER, EMBLEM, MOTTO

2.1 The official NANTU Banner shall consist of three colours in diagonal position. The upper colour shall be navy-blue, the middle colour shall be gold and the bottom shall be white. The Navy-blue colour shall represent the dignified nature of the Teaching Profession, the Gold colour shall represent the preciousness of education per se and the White background shall represent the nobleness of the teaching and learning process.

2.2 The emblem of NANTU shall consist of a map of the Republic of Namibia, indicating that NANTU is a genuine Namibia Teachers' Union. A circle of individuals holding hands, portrays the unity of teachers and illustrates the solidarity among the union members; in the middle of the circle is a book and a triangle: the book stresses the importance of the teaching-learning process as the centre of the union's operation, and the triangle seeks to explain the significance of the teacher, parent and student relationship in a successful education process.

2.3 The motto of NANTU shall be "Educate to Liberate"
Liberation refers to the state of mind.

3. HEAD OFFICE

The Head Office shall be in Windhoek unless Congress decides otherwise by a resolution at a meeting of the Congress carried out by two third majority.

4. NANTU SHALL HAVE THE POWER TO;

- 4.1** Represent its members on all issues related to conditions of employment and other matters affecting its members.
- 4.2** Seek recognition and negotiate conditions of service on behalf of its members.
- 4.3** Spend its funds only for purpose and in line with the Union's objectives as set out in this constitution.
- 4.4** Provide advice and obtain legal assistance for its members and officials in matters affecting their employment and social security, and take or defend legal action in all such matters.
- 4.5** Be a legal entity with perpetual succession, capable of entering into contractual and other relations and of suing and being sued in its name. It shall hold property, which exist independent from its members.
- 4.6.** Ensure that the liability of members shall be limited to the amount of their subscriptions outstanding or other monies due to the Union at any time.
- 4.6** Will enter any contract or agreement in the interest of its members.
- 4.7** To indemnify office bearers and committee members of NANTU, , against all proceedings, costs and expenses incurred by reason of any omission, negligence or other act done on behalf of the Union provided that they have not acted in a manner which would constitute a misconduct .
- 4.8** Appoint and terminate the services of its employees.

5. OBJECTIVES

5.1 General Objectives

- 5.1.1** To unite all teachers of Namibia into a non-racial and national teachers' union that will seek to channel all the democratic demands of teachers, their students and the community at large to the relevant structures.
- 5.1.2** To represent the interest of teachers on all issues that affects them in their educational and community situations.
- 5.1.3** To heighten the sense of national awareness and identity, and encourage teachers to become involved in the educational, political, economic and social development of the Namibian society.

- 5.1.4 To organize the teachers into a national body that will strive towards a relevant, non-racial and democratic form of education.
- 5.1.5 To be part and parcel of Nation–building and reconstruction in our country and to promote links with the progressive forces in Namibia such as the labour and student movements.
- 5.1.6 To promote student’s and teachers democratic involvement in the educational process.
- 5.1.7 To act as the mouthpiece of teachers in Namibia and seek to protect the genuine interests of teachers.
- 5.1.8 To foster closer cooperation including affiliation to, participation in, and receipt of financial support from other progressive organisations which share NANTU’s ideals both national and internationally.
- 5.1.9 To support the principles and practice of non-racial sport and to reject cultural activities which seek to promote the fragmentation of Namibia along racial and ethnic lines.

5.2 Specific Objectives

- 5.2.1 To support and pledge solidarity with the workers’ struggle for better working and living conditions.
- 5.2.2 To promote the welfare of students and to ensure that their fundamental rights are protected at all times.
- 5.2.3 To conduct training on unionism and other professional education programmes for teachers at national, regional and local levels.
- 5.2.4 To campaign for the implementation of a uniform education system in the country.
- 5.2.5 To have regular information bulletins and newsletters to stimulate progressive cultural activities amongst teachers and students.
- 5.2.6 Seek to contextualise the curriculum, and to strive towards developing alternative forms of teaching that are relevant to our society.
- 5.2.7 To fight for and maintain:
 - 5.2.7.1 The consequent implementation of English as a medium of instruction in all schools;
 - 5.2.7.2 The unconditional opening of all schools for all sections of the population.
 - 5.2.7.3 The implementation of compulsory and free education to the benefit of all.

6. MEMBERSHIP

6.1 Membership of NANTU shall be open to all staff of educational institutions such as practicing teachers, technicians, librarians, lecturers, education officers, inspectors of schools, instructors, student teachers, retired teachers, teachers working in other fields or NGOs focusing on education and volunteer teachers in Namibia.

6.1.1 The NTC may bestow Honorary membership upon volunteer members who shares NANTU values and aspirations. .

6.2 Everyone who wishes to become a member of NANTU must complete an application form and a stop-order form and submit them to the school committee to be channeled through to the NEC.

6.3 The NEC may refuse any application for membership, where upon the applicant shall be notified in writing and have the right to appeal to the next meeting of the NTC, whose decision shall be final.

6.4 Members of NANTU shall not belong to any other teachers' Organisations in Namibia.

6.5 All members are bound by NANTU's code of conduct.

6.6 CATEGORIES OF MEMBERSHIP

6.6.1 Full Membership

6.6.1.1 Full membership shall be open to all staff of educational institutions in Namibia.

6.6.1.2. The staff of educational institutions such as practicing teachers, technicians, librarians, lecturers, education officers, inspectors of schools, instructors

6.6.1.3 Full members shall have full voting rights at all meetings and conferences of NANTU.

6.7 Associate Membership

6.7.1 Associate membership may be granted to student teachers, retired teachers, teachers who are working in other fields or NGOs focusing on education and volunteer teachers.

6.7.2 Associate members shall have the right to participate in discussions, but may not propose any motion, second or vote on it.

6.8 Honorary Membership

Honorary membership may be bestowed upon people who have made an important contribution in the field of education and NANTU in particular.

6.9 Termination of Membership

- 6.9.1 Members may resign by giving three (3) calendar months notice in writing to the NEC.
- 6.9.2 Any membership shall terminate automatically upon the death of a member.
- 6.9.3 The NEC may suspend or revoke NANTU membership if a member contravenes the constitution or act in a manner that is prejudicial to the interest of the union. However, such person must have the opportunity of attending a disciplinary hearing at which he/she may state his/her case.
- 6.9.4 Any person whose membership was suspended may appeal against the decision in writing to the NTC, which takes the final decision.

6.10 Membership fees

- 6.10.1 Full and associate members receiving a full salary shall pay membership fees.
- 6.10.2 Monthly dues shall be paid by stop order where such facilities exist and should they not; fee shall be paid directly and punctually to NANTU. This money must be registered by the treasurers and be paid into NANTU's account within seven (7) days.
- 6.10.3 The National Congress or the NTC shall determine membership fees and the use thereof as circumstances may demand from time to time.
- 6.10.4 Members who take full time unpaid study leave may apply to the NEC to be exempted from the payment of the monthly dues for the duration of such leave.

7. MEETING PROCEDURES

- 7.1.1 In general, members shall be given written notice stating date, time, venue and agenda of the meeting. Such notice shall be given not less than 3 days before the meeting or as otherwise set out in this constitution.
- 7.1.2 In case there are practical problems preventing a written notice members shall be informed orally or through other means of communication. .
- 7.1.3 All meetings shall be presided over by a chairperson and minuted by a secretary.
- 7.1.4 All minutes must be tabled at the next meeting and be adopted by the members present.
- 7.1.5 Any member has a right of access to such minutes.

7.2 Voting/nominating at meetings, conferences and congresses

- 7.2.1 Full members shall have the right to vote.
- 7.2.2 Associate members and observes shall have no right voting rights. .
- 7.2.3 Voting shall be by secret ballot, except where the house decides otherwise.
- 7.2.4 Only full members in good standing such as practicing teachers, technicians, librarians, lecturers, advisory services, education officers, inspectors of schools and instructors who are not in managerial positions and deals with cases shall be eligible for nomination and election as office bearers of the Union at all levels.
- 7.2.5 The official delegates shall propose a maximum of 3 nominees for each official position to be filled.
- 7.2.6 The nominees who receive most of the votes shall be the elected office bearers.
- 7.2.7 In the event of there being a tied vote on any motion the chairperson shall exercise a casting vote.

7.3 Quorum at meetings

- 7.3.1 Quorum at NTC, NEC, NRC, REC, BEC and NSC levels shall be a simple majority of the members constituting the committee.
- 7.3.2 A quorum at branch and regional conferences and national congress shall be a two-thirds ($\frac{2}{3}$) majority of delegates who are entitled to attend.

8. MANAGEMENT STRUCTURES

8.1 National Congress

- 8.1.1 The National Congress shall be the highest decision-making body of the Union.
- 8.1.2 The congress shall be convened by the NTC every five years and at such place and at such time as determined by the NTC.
- 8.1.3 All members of the National Teachers' Council (NTC), the National Executive Committee (NEC) and Regional Executive Committee (REC) shall be delegates to the National Congress. Furthermore, there shall be one delegate for each 50 members in good standing.

8.2 Special National Congress

This shall be an emergency Congress with the jurisdiction and powers of a National Congress of NANTU which may be convened by the National Teachers' Council (NTC) on the request of one third ($\frac{1}{3}$) of the regions.

8.3 Powers and duties of the National Congress

The National Congress shall:

- 8.3.1 Adopt its rules of procedures; confirm the agenda and credentials of delegates.
- 8.3.2 Review the Union's past work, policies, structural establishment and plan for the future.
- 8.3.3 Receive and consider reports including audited financial statements from the NTC.
- 8.3.4 Consider all matters on the Congress agenda.
- 8.3.5 Rescind, alter and add to any article of the constitution and rules of the Union in accordance with proper procedures as set out by the standing orders of the Union.
- 8.3.6 Discuss motions and resolutions, which have been previously circulated to regions.
- 8.3.7 Determine the membership fees.
- 8.3.8 Receive nominations and elect office bearers.
- 8.3.9 The decisions of congress shall binding on all members and structures of the Union.

8.4 National Teachers' Council (NTC)

The NTC shall consist of:

1. All NEC members.
2. All regional chairpersons.
3. 10 members elected by the National Congress (of whom not less than 50% must be women).
4. 1 representative from the University of Namibia.
5. 1 representative from the Polytechnic.
6. 1 representative from the University of Management.
7. 1 representative from Regional Education Office
8. 1 representative from Vocational Training Centre
9. 2 members appointed by the NEC.
10. 1 representative from NIED.

POWERS AND DUTIES OF THE NTC

The NTC shall:

- 8.4.1 Be the highest decision-making body between National Congress.
- 8.4.2 Develop the policies of the Union.
- 8.4.3 Approve new NANTU projects and supervise those already in operation.

- 8.4.4 Supervise and monitor the activities of the NEC.
- 8.4.5 Have the power to finally decide on the termination of the NANTU membership of any member who violates the constitution or act in a manner that is prejudicial to the interest of the Union.
- 8.4.6 Have the power to remove any office bearer should he/she violate the constitution and/or the interest of the Union.
- 8.4.7 Discuss, adopt, review, amend and/or annul its own resolutions, decisions and/or recommendations.
- 8.4.8 Meet at least twice (2) a year on date and venue to be determined by the NEC.
- 8.4.9 Call for a National Congress to be held, determine the venue and date of such Congress and draft the congress agenda. Notice of such Congress shall be issued at least three (3) months in advance.
- 8.4.10 Nominate NANTU representatives to act as assessors for labour courts and representatives on conciliation boards at national level.
- 8.4.11 Appoints and determine the salaries and conditions of service of NANTU employees and submit to congress a report on its decisions and activities.
- 8.4.12 Appoints various commissions/committees or structures that will enhance the aims and objectives of NANTU.
- 8.4.13 Appoint the NANTU negotiating team.
- 8.4.14 Interpret the provisions of the NANTU constitutions and by-laws. Problems that arise in the operation of the constitution or by-laws shall rest with the NTC or NEC in accordance with the spirit of the aims and objectives of NANTU.

8.5 NATIONAL EXECUTIVE COMMITTEE (NEC)

The NEC shall consist of:

1. President
2. Deputy President
3. Secretary General
4. Deputy Secretary General
5. National Treasurer
6. Deputy National Treasurer
7. National Secretary
8. Deputy National Secretary
9. Secretary for Gender Affairs
10. Secretary for Sport
11. Secretary for Culture, Community and Students Affairs
12. Secretary for Marketing and Members' Benefits.

THE POWERS AND DUTIES OF THE NEC

The NEC shall:

- 8.5.1 Hold not less than three meetings per year.
- 8.5.2 Hold office from one National Congress to the next.
- 8.5.3 Co-opt members of NANTU to assist the NEC members. In case of vacancies additional members to the NEC may be co-opted by the NTC.
- 8.5.4 Direct the affairs and activities of NANTU between meetings in conformity with the resolutions and decisions of both the NTC and Congress.
- 8.5.5 Initiate policies and actions in accordance with the resolutions and decisions of the NTC and Congress.
- 8.5.6 Review the implementation of the congress resolutions.
- 8.5.7 Consider and approve financial statements, determine annual budgets and submit a general budget to the NTC.
- 8.5.8 Appoint the auditors for the Union.
- 8.5.9 Draft the NTC agenda.
- 8.5.10 Attend all meetings of the NEC. Should an NEC members be unable to attend such a meeting he/she must furnish written excuse to the National Secretary at least on (1) week before the date of the proposed meeting.
- 8.5.11 Appoint signatories for NANTU's accounts.
- 8.5.12 Resignations from the NEC shall be submitted to the Secretary General in writing for consideration by the NTC.

8.6 DUTIES OF THE NEC OFFICE BEARERS

8.6.1 President

He/She shall:

- 8.6.1.1 Preside at National Congress, meetings of the National Teachers' Council (NTC) and the National Executive Committee (NEC) at which he/she is present.
- 8.6.1.2 Represent NANTU whenever necessary and uphold the NANTU constitution thereof.
- 8.6.1.3 In conjunction with the Director of Research, Information and Publicity and the Secretary General issues press statements on behalf of NANTU.

8.6.2 The Deputy President

He/She shall:

- 8.6.2.1 Assist the President in the execution of his/her duties and act as President in his/her absence.

8.6.3 Secretary General

He/She shall:

- 8.6.3. 1 Shall be a full time Administrative and Accounting officer of NANTU.
- 8.6.3.2 Issue press statements in consultation with the President and the Director of Research, Information and Publicity on behalf of NANTU.
- 8.6.3.3 Issue notices of all meetings to reach the members at least 14 days beforehand, and in terms of National Congress, to reach members three (3) months in advance, provided that these notice periods shall not apply in the case of emergency meeting.
- 8.6.3.4 Ensure that all resolutions taken at the National Congress are forwarded to the relevant parties as soon as possible after the conclusion of the National Congress.
- 8.6.3.5 Store all correspondence of NANTU for reference purposes;
- 8.6.3.6 Submit a written report of the activities of NANTU to the National Congress and the NTC.
- 8.6.3.7 Be responsible for co-coordinating the general activities of the Secretariat.

8.6.4 The Deputy Secretary General

He/She shall:

- 8.6.4.1 Assist the Secretary General in the execution of his/her duties and perform such duties as the National Executive Committee/National Teachers' Council may impose.

8.6.5 National Secretary

He/She shall:

- 8.6.5.1 Assist the Secretary General with all the official correspondences.
- 8.6.5.2 Be responsible for the proper minuting of the National Congress, NTC, NEC and MC following such meeting of NANTU.
- 8.6.5.3 Keep and read all minutes of meetings of the National Congress, NTC, NEC and MC following such meeting of NANTU.

8.6.6 **Deputy National Secretary**

He/She shall:

- 8.6.6.1 Assist the National Secretary in his/her duties and act as National Secretary in his/her absence.

8.6.7 **National Treasurer**

He/She shall:

- 8.6.7.1 Be a joint signatory for the funds of NANTU.
- 8.6.7.2 Administer the finances in accordance with NANTU financial procedures and Internationally Accepted Accounting Standards and Principles. general auditing procedures.
- 8.6.7.3 Issues receipts for all payments, grants and donations made to NANTU and deposit cash into the bank account of NANTU within seven (7) days of receipts of such monies/funds.
- 8.6.7.4 Be accountable to the NEC, the NTC and National Congress for all financial activities.
- 8.6.7.5 Draft an annual budget and submit it to the NEC, NTC or National Congress.
- 8.6.7.6 Advise the NEC from time to time on the best investment opportunities.
- 8.6.7.7 Be responsible for fund-raising and for keeping the books in order.
- 8.6.7.8 Be responsible for the auditing of the books of NANTU by an auditing firm at the end of each financial year (31 of December) or/and before the National Congress.
- 8.6.7.9 Keep NANTU's books open for inspection on request at each session of the NEC, the NTC and the National Congress.
- 8.6.7.10 Shall submit a complete audited financial report to the National Congress.
- 8.6.7.11 Be responsible for the acquisition and the proper maintenance of the Union's property.
- 8.6.7.12 Submit a detailed income and expenditure account of the Union at each meeting of the NEC, NTC and Congress.
- 8.6.7.13 Investigate member's benefits in co-operation with the National Organiser and the Director of Research, Information and Publicity.

8.6.8 **Deputy National Treasurer**

He/She shall

- 8.6.8.1 Assist the National Treasurer in his/her duties and act as National Treasurer in his/her absence.

8.6.9 Secretary for Sport

He/She shall:

- 8.6.9.1 Be responsible for the development, organisation and advancement of sports.
- 8.6.9.2 Liaise with the Ministry of sports.
- 8.6.9.3 In consultation with the NEC nominate members of NANTU to support him/her in his/her activities.
- 8.6.9.4 Investigate ways of making sport facilities available to all students and the community as a whole.

8.6.10 Secretary for Culture, Students and Community Affairs

He/She shall:

- 8.6.10.1 Be responsible for the development, advancement and organisation of cultural activities on behalf of NANTU.
- 8.6.10.2 Liaise with the Ministry of culture.
- 8.6.10.3 In consultation with the NEC, nominate members of NANTU to assist him/her in his /her duties.
- 8.6.10.4 On behalf of the NANTU liaise with community and student organisations like NUNW, NANSO and other Non- governmental Organisations (NGO's).
- 8.6.10.5 Work out joint programmes of action in consultation with the NEC and the organisations concerned.
- 8.6.10.6 In consultation with the NEC nominate NANTU members to support him/her in his/her activities.

8.6.11 Secretary for Gender Affairs

He/She shall:

- 8.6.11.1 Be responsible for the collection and distribution of information pertaining to gender issues.
- 8.6.11.2 Be responsible for monitoring sexual harassment and intimidation of women within the Union and in the field of education in general.
- 8.6.11.3 Organise programs and activities aimed at promoting the gender awareness in NANTU.
- 8.6.11.4 Promote cooperation and solidarity with other national and international organizations involved in gender issues..
- 8.6.11.5 Have the power to nominate members of NANTU to support him/her in his/her activities.

- (a) **The Secretariat:**
The Secretariat shall consist of:
1. Secretary General.
 2. Deputy Secretary General.
 3. Director of Research, Information and Publicity.
 4. National Organizer.
 5. Financial Administrator.
 6. Professional Development Co-ordinator.
 7. Co-ordinator for Health, Sexual Reproduction and Members' Wellness. (HIV/AIDS)
- (b) The following positions shall not form part of NEC as they are appointed or seconded but shall attend the meeting only if their input is required.
1. Director of Research, Information and Publicity.
 2. National Organizer.
 3. Financial Administrator.
 4. Professional Development Co-ordinator.
 5. Co-ordinator for Health, Sexual Reproduction and Members' Wellness. (HIV/AIDS)

Director of Research, Information and Publicity

He/she shall:

- (a) Be responsible for preparing all NANTU publications, which shall reflect the views and opinions of teachers on issues that affect their daily lives and the activities of NANTU.
- Publish materials and factual papers that would contribute to the formulation of the viable and strong feeling of self-reliance and consciousness amongst members and society at large.
- (b) Issues press statements in consultation with the President and the Secretary General on behalf of the Union.
- (c) Be the chief editor of the NANTU newsletter, "TEACH".
- (d) Do research in the field of education.
- (e) Investigate members benefits in cooperation with the National Organizer and the National Treasurer.
- (f) He/she shall be employed on a full-time basis.
- (g) Be an ex-officio member of the NEC.

National Organiser

He/She shall:

- (a) Be liaison between the NEC, the regions and the general membership of NANTU.
- (b) Keep regular contacts and visit all regional centres and branches, and be available at all times for emergency consultations with regions.
- (c) In consultation with the National Project conduct research into the most viable method of programming community development projects and work out plans for involving NANTU members in such schemes.
- (d) Investigate member benefits for NANTU members in cooperation with Secretary for Marketing and Members benefits.
- (f) Shall be employed on a full-time basis,
- (g) Be an ex-officio member of the NEC.
- (h) Handle application for membership, enter the names into the membership register, send the stop orders to the institutions and issue the membership card

Professional Development Co-ordinator

He/She shall:

- (a) Identify the In-service trainings needs for the teachers.
- (b) Develop In-service training programmes for teachers.
- (c) Develop the NANTU policy on teachers education, adult education, environmental education, vocational trainings and pre-primary education.
- (d) Analyze the educational policy in Namibia and its implementation thereof.
- (e) Analyze the certification, accreditation and classification of teachers qualifications and NANTU position/interventions.
- (f) Establish subjects and professional committees to analyze various programs and components of the education system. Establish resource groups/centres for teachers.
- (g) Develop and implement the Code of Conduct for NANTU members.
- (h) Serve in various education bodies and forums to advance NANTU's beliefs, values, ideologies and its philosophy of education.
- (i) Co-ordinate all professional development projects and gender activities.

Co-ordinator for Health and Members' Wellness.

He/She shall:

- (a) Be the fulltime officer responsible for the implementation of Relevant Project.
- (b) Be responsible for management and coordination of HIV and AIDS and Gender activities.
- (c) To create and maintain the trainers updated file/record.

- (d) Planning, organizing and conducting of training activities.
- (e) Training of teachers on HIV and Gender policies, EFA processes and HIV prevention.
- (f) Compile the annual financial report to be submitted to the donors.
- (g) Ensure proper utilization of Project funds.
- (h) Establish working relations and collaboration with the Government and organization working in the area of HIV and AIDS.
- (i) Initiate and undertake research addressing specific aspects of EFA and HIV/AIDS.
- (j) Attend meetings and workshops dealing with HIV and AIDS.
- (k) Communicate frequently to the project donors and funding partners.
- (l) Compile Annual Progress Report to be submitted to project donors.
- (m) Keep updated files on the project activities.
- (n) Publish and maintain documentation of Project Materials.
- (o) Review NANTU HIV and Gender Policies.
- (p) Seek support for the EFA-HIV and AIDS programme at Government and Civil Society level.
- (q) Represent NANTU on various HIV and AIDS forums.
- (r) Arrange all gender activities for NANTU in consultation with the Secretary for Gender Affairs.

8.7 The Management Committee (MC)

Powers and duties of the Management Committee (MC)

- 8.7.1 The Secretary General, assisted by members of NEC shall take on the daily management of NANTU in the period between congresses.
- 8.7.2 The MC may organize conferences and seminars to inform and educate members. Such conferences and seminars shall not have the same status as the National Congress.
- 8.7.3 The MC shall serve for the period between two National Congresses.

8.8 Regional Organs

There shall be the following organs of NANTU at regional level:

- Regional Conference,
- NANTU Regional Council and
- Regional Executive Committee.

8.8.1 Regional Conferences (RCs)

8.8.1.1 There shall be a regional conference for each administrative region.

8.8.1.2 The Composition of the Regional Conference shall be as follows:

- a) All members of the Regional Executive Committee.
- b) All members of the Branch Executive Committee.
- c) Five elected delegates from each branch.

POWERS AND DUTIES OF THE REGIONAL CONFERENCE:

8.8.1.3 The Regional conference shall be the highest organ of authority in the region.

8.8.1.4 It shall be competent to discuss and decide on matters of regional concern and may make recommendations thereof to the NEC.

8.8.1.5 The Regional Conferences shall elect the Regional Executive Committee.

8.8.1.6 It shall consider and adopt reports submitted to it by the REC on the activities of the Union within the region.

8.8.1.7 A special Regional Conference may be called on the initiative of either the NEC or the REC or at the request of both by two-third (2/3) majority of the respective structures.

8.8.1.8 The RC shall nominate NANTU representatives to serve on conciliation boards at regional level and assessors for the district labour courts.

8.8.1.9 The quorum of the RC shall be a simple majority of the delegates entitled to attend.

8.8.2 The NANTU Regional Council (NRC)

The NANTU Regional Council shall consist of:

- All Regional Executive Committee members,
- All Branch Chairpersons,
- All Branch Secretaries.

POWERS AND DUTIES OF THE NANTU REGIONAL COUNCILS

The NRC shall:

8.8.2.1 Be the highest decision-making body between conferences.

8.8.2.2 Be competent to discuss and decide on matters of regional concern and make recommendations thereof to the RC.

8.8.2.3 Discuss and adopt, review, amend annually its resolutions, decisions and/or recommendations.

8.8.2.4 Supervise and monitor the activities of the REC.

- 8.8.2.5 Convene the Regional Conference on an annual basis, determine the venue and dates of such conference and draft the agenda. Notice of such conference shall be issued at least two (2) months in advance.
- 8.8.2.6 Consider and adopt all reports including financial submitted to it by the REC.
- 8.8.2.7 Meet at least twice a year on dates and venues to be determined by the REC.

8.8.3 Regional Executive Committee (REC)

Powers and duties of the REC:

- 8.8.3.1 The Management of the Affairs of any region of NANTU shall be vested in the Regional Executive Committee (thereinafter “ REC”) which shall consist of eight members elected by a majority ballot upon nomination, duly seconded.
- 8.8.3.2 At the Regional Conference, delegates shall elect the REC by Secret ballot from amongst the members entitled to attend.
- 8.8.3.3 The REC shall be composed of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Vice Secretary, Organising Secretary, Secretary for Information and the Regional Co-ordinator for Gender Affairs.
- 8.8.3.4 Members of the REC shall hold office for not more than five years and be eligible for re-election.
- 8.8.3.5 The REC shall meet as often as it deems fit, but at least once every three months.
- 8.8.3.6 The REC shall be the highest authority within a region between two RC'S.
- 8.8.3.7 The REC shall be responsible for the regional implementation of the decisions and directives of the Congress, NTC, NEC and those of the RC.
- 8.8.3.8 A quorum of its meeting shall be simple majority of the members entitled to attend.
- 8.8.3.9 A member of the REC may be removed from office by a resolution of the REC supported by at least two-thirds ($\frac{2}{3}$) majority of all the delegates.

8.9 Duties of Regional Office Bearers

8.9.1 Chairperson

He/She shall:

- 8.9.1.1 Chair all meetings of the NRC and REC and have a casting vote.
- 8.9.1.2 Convene all meeting of the NRC and REC in co-operation with the REC members.

- 8.9.1.3 Liaise with the BEC's in the region.
- 8.9.1.4 Keep the NEC informed about the events in the region.
- 8.9.1.5 Serve on the NTC during his/her term of office.

8.9.2 Deputy Chairperson

He/She shall:

- 8.9.2.1 Assist the chairperson in the execution of his/her duties and act as regional chairperson in his/her absence.
- 8.9.2.2 Be responsible for all professional development issues in the region and be in continuous consultation with the Professional Development Co-ordinator at Head Office through the Regional Chairperson.
- 8.9.2.3 Identify subjects and professional committees to analyze various Aspects, programs and components of the education system.
- 8.9.2.4 Identify resource groups/centers for teachers.
- 8.9.2.5 Identify professional developmental needs, challenges and problems facing the teachers in the region.
- 8.9.2.6 Serve on regional education forums and bodies such as the Regional Education Forum.
- 8.9.2.7 Co-ordinate all professional development projects and gender activities in collaboration with the Gender Co-ordinator.
- 8.9.2.8 Empower NANTU members on the Code of Conduct.

8.9.3 The Secretary

He/She shall:

- 8.9.3.1 In consultation with the chairperson be responsible for all communications and correspondences of the REC.
- 8.9.3.2 Be responsible for the proper minuting of the REC and all REC meetings.
- 8.9.3.3 Ensure the safe keeping and maintenance of all minutes of the RC and REC meetings.
- 8.9.3.4 Shall have coordinating responsibility for the general activities of the REC Secretariat.

8.9.4 The Deputy Secretary

He /She shall:

- 8.9.4.1 Assist the secretary in his/her duties and act as secretary in his her absence.

8.9.5 **The Treasurer**

He/She shall:

- 8.9.5.1 Be in charge of all financial affairs of the region.
- 8.9.5.2 Be accountable to the National Treasurer.
- 8.9.5.3 Liaise with the treasurer of the branches in the regions to organize fund-raising activities.
- 8.9.5.4 Supervise the completion of stop-order forms in the region.

8.9.6 **The Organizing Secretary**

He/She shall:

- 8.9.6.1 Recruit members in the region.
- 8.9.6.2 Liaise closely with the branches in the region.
- 8.9.6.3 Be responsible for membership education in the region.

8.9.6 **Secretary for Information and Publicity**

He/She shall:

- 8.9.7.1 Disseminate information to members within the region.
- 8.9.7.2 Encourage members to contribute articles to the NANTU newsletters.
- 8.9.7.3 Contribute to the NANTU newsletter.
- 8.9.7.4 In consultation with the chairperson act as spokes-person for the REC.
- 8.9.7.5 Make information available to the media in the region.

8.9.7 **The Regional Co-ordinator for Gender Affairs**

He/She shall:

- 8.9.8.1 Co-opt other members to assist her/him in her/his duties.
- 8.9.8.2 Attend all meetings related to gender issue.
- 8.9.8.3 Organise seminars and workshop to educate members at regional level on gender issues.
- 8.9.8.4 Channel gender related grievances through the union structures.
- 8.9.8.5 Supervise the implementation of resolutions, policies and directives concerning gender issues.

9. BRANCH ORGANS

There shall be the following organs of NANTU at branch level:

- Branch Biennial Conference and
- Branch Executive Committee.

9.1 Branch Conference (BC)

9.1.1 There shall be a Branch Conference of NANTU and its composition shall be as follows:

All members of the BEC, and four delegates from each NANTU School Committee.

POWERS AND DUTIES OF THE BC

The BBC shall:

- 9.1.2 Be the highest organ of authority at branch level.
- 9.1.3 Elect the BEC.
- 9.1.4 Be competent to discuss such matters of local interest as it may deem fit and may make recommendations thereof to the REC, NRC and the RC.
- 9.1.5 Send twelve (12) delegates to the RC.

9.2 Branch Executive Committee (BEC)

Powers and duties of the BEC:

- 9.2.1 There shall be a BEC of NANTU for each branch.
- 9.2.2 Its term of office shall be five years and it shall be eligible for re- election.
- 9.2.3 It shall mobilize NANTU members and recruit new ones.
- 9.2.4 It shall be accountable to the Branch Biennial Conference and the REC.
- 9.2.5 It shall meet in ordinary session at least once every two months and as often as may be necessary.
- 9.2.6 The BEC shall recommend to the REC suspension of NANTU School Committee officials and individual members for serious misconduct or violation of the constitution.
- 9.2.7 The quorum of the BEC shall be simple majority of its members.
- 9.2.8 A member of the BEC may be removed from office by a resolution of the BBC supported by at least two-thirds ($\frac{2}{3}$) majority of all the delegates.

9.2.9 The Branch Executive Committee shall consist of:

1. Chairperson
2. Deputy Chairperson
3. Secretary
4. Deputy Secretary
5. Treasurer
6. Organising Secretary
7. Secretary for Information and Publicity
8. Branch Co-ordinator for Gender Affairs.

Duties of Office Bearers

9.2.10 Chairperson

He/She shall:

- 9.2.10.1 Chair all meetings of the BEC and have a casting vote.
- 9.2.10.2 Convene all meetings of the BEC in co-operation with the BEC members.
- 9.2.10.3 Keep the REC informed about events in the branch.
- 9.2.10.4 Serve on the NRC during his/her term of office.

9.2.11. Deputy Chairperson

He/She shall:

- 9.2.11.1 Assist the chairperson in the execution of his/her duties and act as branch chairperson in his /her absence.

9.2.12 Secretary

He/She shall:

- 9.2.12.1 Be responsible for all the communications and correspondences of the .
- 9.2.12.2 Be responsible for the proper minuting of the BBC and all BEC meetings.

9.2.12.3 Deputy Secretary

He/She shall:

- 9.2.12.3.1 Assist the secretary in his/her duties and act as secretary in his/her absence.

9.2.12.4 Treasurer

He/She shall continue:

- 9.2.12.4.1.1 To be in charge of all financial affairs in the branch,

- 9.2.12.4.1.2 Be accountable to the regional treasurer.
- 9.2.12.4.1.3 Liaise with the treasurers of the NSC's in the branch to organize fund-raising activities.
- 9.2.12.4.1.4 Supervise the completion of stop-order forms in the branch.

9.2.12.5 Organising Secretary

He/She shall:

- 9.2.12.5.1 Recruit new members in the branch.
- 9.2.12.5.2 Liaise closely with the schools in the branch.
- 9.2.12.5.3 Be responsible for membership education.

9.2.12.6 Secretary for Information and Publicity

He/She shall:

- 9.2.12.6.1 Be in charge of the dissemination of information to members within the branch.
- 9.2.12.6.2 Encourage members to contribute to the NANTU newsletters.
- 9.2.12.6.3 Pro-actively contributes to the NANTU newsletter.
- 9.2.12.6.3.1 Serve and act as spokesperson for the BEC through information dissemination to the media.

9.2.12.7 Branch Co-ordinator for Gender Affairs

He/she shall:

- 9.2.12.7.1 Co-opt other members to assist him/her in his/her duties.
- 9.2.12.7.2 Attend all meetings related to gender issues.
- 9.2.12.7.3 Organise seminars and workshops to educate members on gender related issues at Branch level.
- 9.2.12.7.4 Channel the gender related grievances of members through the union structures.
- 9.2.12.7.5 Supervise the implementation of resolutions, policies and directives concerning women.

10 NANTU SCHOOL COMMITTEE (NSC)

- 10.1 In every school, members shall be entitled to elect amongst themselves the Chairperson, Treasurer and Secretary to serve on the NANTU School Committee (hereinafter referred to as "NSC").
- 10.2 Election of School Committees shall take place annually and voting shall be by show of hands.

- 10.3 NSC members shall hold office for a period of not more than one year and shall manage the affairs of NANTU at the school at which they are employed.
- 10.4 The NSC shall meet as regularly as possible, but at least once a month.
- 10.5 The duties of the members of the NSC shall be to liaise with members at the school and represent their interest as well as to consult and negotiate on issues of mutual concern with the school authorities.
- 10.6 Every NSC shall delegate four members to the BBC.
- 10.7 The NSC shall recruit new members, explain NANTU's policies to members at school, organise fund-raising activities and motivate members to participate in NANTU activities.

10.8 DUTIES OF OFFICE BEARERS (NSC)

10.8.12 Chairperson

He/she shall:

- 10.8.12.4 Chair meetings of the NSC, members and shall have a casting vote.
- 10.8.12.5 Convene meetings of the NSC and of general members.
- 10.8.12.6 Keep the BEC informed about events at the schools.

10.8.13 Secretary

He/she shall:

- 10.8.13.4 Be responsible for the correspondence of the NSC.
- 10.8.13.5 Be responsible for proper minuting of the NSC and all general members' meetings.
- 10.8.13.6 Keep and read all minutes of the NSC and members' meetings.

10.8.14 Treasurer

He/she shall:

- 10.8.14.4 Be in charge of all NANTU financial affairs at the school.
- 10.8.14.5 Supervise the completion of the stop-order forms at school.
- 10.8.14.6 Organise fundraising activities at school.
- 10.8.14.7 Be accountable to the members and branch treasurer.

11 WORKPLACE REPRESENTATIVES

- 11.1 Members of the NANTU school committee shall serve as a workplace representatives as stipulated in the Labour Act. If NANTU qualifies for 1 workplace representative the NSC chairperson shall serve in this capacity.

- 11.2 If NANTU qualifies for 2 workplace representatives, the NSC chairperson and secretary shall serve in this capacity.
- 11.3 If NANTU qualifies for 3 workplace representatives the NSC chairperson, secretary and treasurer shall serve in this capacity.
- 11.4 NANTU members at the specific school or other educational institution shall elect additional workplace representatives.

12 HEALTH AND SAFETY REPRESENTATIVE

NANTU members at each school or any other educational institution shall elect health and safety representatives in accordance with the Labour Act.

13. TERMINATION OF OFFICE BEARERS

- 13.1 Any office bearers who absent him/himself from two consecutive meetings without good reason shall automatically cease to be a member of the executive committee.
- 13.2 Any office bearers may be compelled to resign should the majority of the executive committee decide that he/she has acted against the interest of NANTU.
However, such person must have the opportunity of attending a disciplinary hearing at which he/she may state his/her case.
- 13.3 Any members of the NEC may be removed from office by a resolution of the Congress or the National Teachers' Council supported by at least two-thirds ($\frac{2}{3}$) majority of all the delegates.
- 13.4 Any members of the REC may be removed from office by a resolution of the RC or NRC supported by at least two-thirds ($\frac{2}{3}$) majority of all the delegates.
- 13.5 Any member of the BEC may be removed from office by a resolution of the BBC supported by at least two-thirds ($\frac{2}{3}$) majority of all the delegates.
- 13.6 Any official whose service has been terminated has the right to appeal to the next highest structure in NANTU.
E.g. member of the NSC may appeal to the BEC
member of the BEC may appeal to the REC
member of the REC may appeal to the NEC
member of the NEC may appeal to the NTC or National Congress which takes the final decision.

14 **FINANCE**

14.1 **MEMBERSHIP ACCOUNT**

14.1.1 All periodic subscriptions from members shall be deposited within seven (7) days of receipt at a bank decided on by the National Executive Committee. This bank account shall be called the NANTU membership account.

14.1.2 The signatories of the NANTU membership account shall be any two (2) out of the three (3) NEC- members as determined by the NEC.

14.2 **GENERAL ACCOUNT**

14.2.1 All other union income (except donations for specific projects) shall be deposited within seven (7) days of receipts at a bank decided on by the National Executive Committee. This bank account shall be called the NANTU General Account.

14.2.2. The Signatories of the NANTU General Account shall be any two (2) out of three (3) NEC – members as determined by the NEC.

14.3 **PROJECT ACCOUNT (SL)**

14.2.1 Money donated to NANTU for specific projects in line with the Union's objectives shall be deposited within seven (7) days of receipt at a bank decided on by the National Executive Committee.

14.3.2 This bank account(s) shall be called the NANTU Project Account(s).

14.3.3 The signatories of the NANTU project account(s) shall be any two (2) out of three (3) NEC - members as determined by the NEC.

14.4 **REGIONAL ACCOUNTS**

14.4.1 To finance its regional activities.

14.4.2 The signatories of the NANTU Regional Accounts shall be any two (2) out of three (3) REC members as determined by the REC.

14.5 **BRANCH ACCOUNT**

14.5.1 Each BEC of NANTU shall have the right to open a NANTU account to finance its activities.

14.5.2 The signatories of the NANTU branch account shall be any two (2) out of three (3) BEC – members as determined by the BEC.

14.6 **ALLOCATION**

14.6.1 The funds of all accounts of the union shall be applied to the payment of expenses connected with the administration of the affairs of the Union, the acquisition of property and/or towards the attainment of the objectives of this constitution and such other lawful purpose as may be

decided upon by the National Executive Committee, the National Teachers' Council or the National Congress.

14.6.2 Regions and branches (through the REC) may submit budgets to finance their activities to the National Executive Committee. The NEC will present these budgets to the NEC for approval.

14.6.3 Money donated to NANTU for specific projects may only be used for this purpose. It shall be controlled by the National Treasurer and the Secretary General.

14.7 **GENERAL**

14.7.1 NANTU's financial year shall be from 1 January to 31 December.

14.7.2 Statements of income and expenditure shall be prepared quarterly by each Branch Treasurer and submitted to the relevant branch- or Regional Executive Committee. A copy shall be sent to the NEC of the Union.

14.7.3 Statements of income and expenditure shall be prepared monthly by the National Treasurer and submit to the NEC and NTC.

14.7.4 All accounts of the Union shall be audited annually by a person registered as an accountant and auditor. True copies of the consolidated audited account of the Union together with the auditor's report shall be made available to the members of the Union at all offices of the Union.

14.7.5 The consolidated audited financial statement, balance sheet and auditor's report for the Union shall be presented to the NTC at all offices of the Union.

14.7.6 The NTC and/or the National Congress may at any time, with a view of securing funds for any particular lawful purpose contemplated in terms of this constitution impose a levy provided that not less than fourteen (14) days notice of the proposed levy has been given to all branches and regions. The purpose of the levy shall be clearly set out in the notice as well as the period of operation of such levy. Such levies may be differentiated on the basis of earning or may be fixed amounts or a percentage of earnings. Under no circumstances shall the amount levied exceed two (2) percent of any member's earnings for any calendar year and shall not apply for more than one (1) year.

14.7.7 A member who resigns or is expelled from membership of the Union shall have no claim of whatsoever against the Union.

14.7.8 Petty cash may be kept at Head Office and regional offices provided that it is properly accounted for.

14.7.9 Any funds of the union which are not required for immediate use may be invested with commercial banks or other financial institutions as decided upon by the NEC.

15. TRAVELLING EXPENSES

Travelling expenses shall be reimbursed to members, when such expenses were incurred whilst participating in authorized NANTU activities, at a rate to be determined from time to time by the NEC or the NTC.

16. ACCOMMODATION EXPENSES

16.1. Any member who qualifies for travelling expenses shall also qualify for reimbursement for meals and accommodation expenses, after the NEC has considered his/her claims with substantial supporting payment vouchers.

16.2. The school or other institution which hosts a meeting of NANTU, may provide refreshments and claim the expenses incurred from NANTU provided the Union previously agreed to such an agreement.

17. AMENDMENTS TO THE CONSTITUTION

17.1. The Congress of NANTU may appeal, amend or add to the provisions of this constitution by resolution at the meeting of the Congress carried by two-thirds ($\frac{2}{3}$) majority. Such notice of the proposed amendments shall be submitted to the Secretary General and circulated to all regions of the union at least four weeks before the Congress.

17.2. Any such appeal, amendment or addition shall be lodged with the commissioner within one (1) month.

18. APPENDICES

The NEC may, from time to time, add appendices to this constitution in order to achieve the objectives of NANTU and/or to promote its progress.

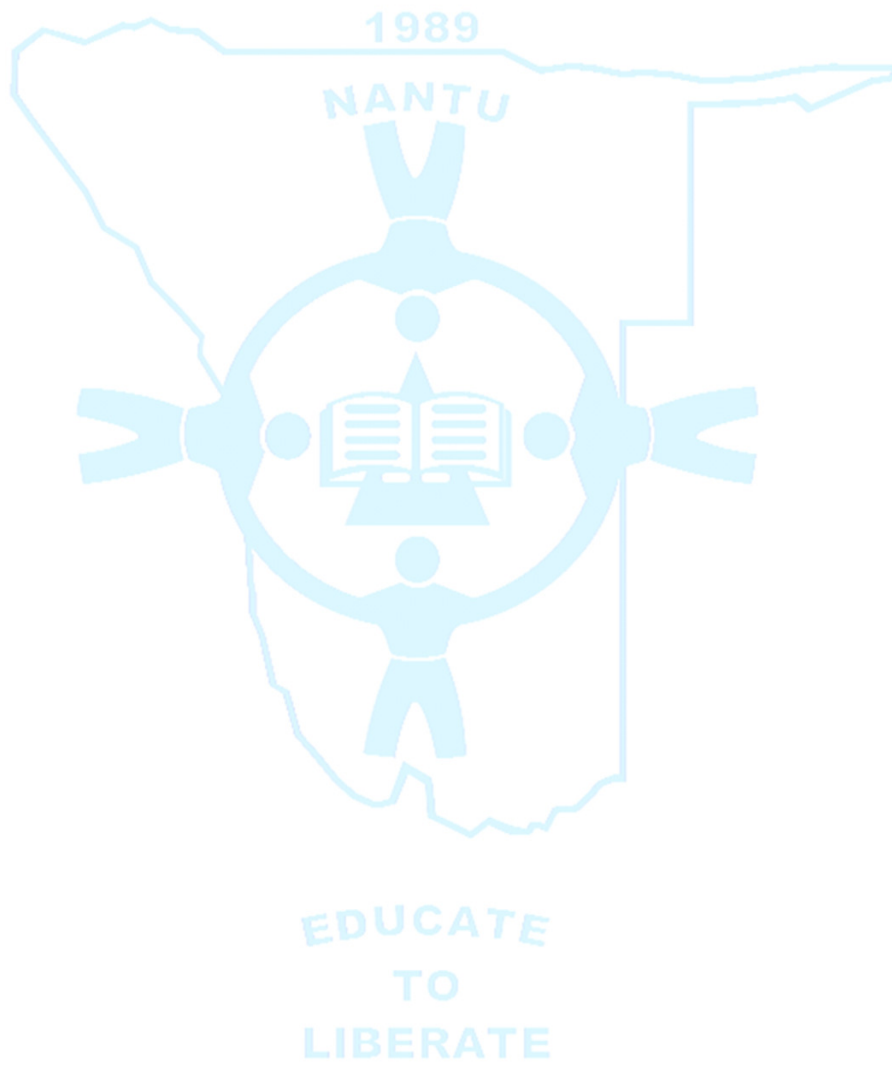
19. AMALGAMATION

NANTU may amalgamate with another union with similar aims and objectives at any time by resolution carried by at least two-thirds ($\frac{2}{3}$) majority of the National Congress.

20. DISSOLUTIONS

20.1. NANTU may be dissolved at any time by a resolution carried by a two-thirds ($\frac{2}{3}$) majority of the Congress convened for this purpose.

20.2. Should at the dissolution of NANTU and after all debts of NANTU have been settled, any money and /or property whatsoever remain, such money and/or property shall be donated to any other institution or organization with similar aims and objectives, provided that the constitution of such an organization or institution also prohibits the distribution of money and/or property amongst its own members.



CODE OF CONDUCT

1. PREAMBLE

We, as NANTU members are determined to see our organization develop, grow and realize the noble objectives we have set for ourselves.

Noting that to achieve our objectives, we have to create the necessary environment for such growth. An environment characterized by order, harmony, mutual co-operation, commitment, democracy and discipline.

In this spirit and in accordance with our constitution, we therefore attempt to make these principles specific in a positive and realistic manner.

2. RIGHTS AND OBLIGATIONS

2.1 Rights

Each NANTU member has a right:

- 2.1.1 To demand the fulfillment of what is established in the NANTU constitution, as well as of resolutions, decisions, directives and agreements of the organization.
- 2.1.2 To participate in all NANTU Congresses, conferences as well as other meetings of NANTU structures to which he/she belongs.
- 2.1.3 To freely discuss the policies and directives of NANTU by putting forward proposals and criticisms.
- 2.1.4 To vote at meetings on decisions to be taken in relation to matters discussed subject to the provisions of the Constitution.
- 2.1.5 To elect and to be elected to positions of authority within the NANTU structures in accordance with the Constitution.
- 2.1.6 To direct questions, petitions and proposals to the executive bodies and to receive timely answers.
- 2.1.7 To represent the Union at National and International forums.

2.2 Obligations

Each NANTU member has the following obligations:

- 2.2.1 To act in a spirit of commitment towards the development and growth of NANTU.
- 2.2.2 To be exemplary in terms of conduct and to promote a spirit of unity.
- 2.2.3 To attend NANTU meetings called by the structures to which he/she belongs as well as any other meetings he/she may be invited to by NANTU.
- 2.2.4 To respect, take care of and protect NANTU property.
- 2.2.5 To participate in the decision making processes of the Union.
- 2.2.6 To comply with decisions, resolutions and directives of the majority after convincing deliberations even though he/she might have voted against them or upheld a diverging opinion during discussions.
- 2.2.7 To contribute to the strengthening of NANTU structures and uphold the Constitution of the Union at all times.
- 2.2.8 To explain the policies and programmes of NANTU to the Union members, interested parties and the community.
- 2.2.9 To timeously submit written reports to the relevant structures about missions that were undertaken on behalf of NANTU.
- 2.2.10 To pay monthly dues as may determined by the NTC or Congress.

3. MISCONDUCT AND DISPLINARY MEASURES

3.1 Misconduct

A NANTU member is guilty of misconduct and is liable to disciplinary action:

- 3.1.1 If his/her actions violate the NANTU constitution, policies, resolutions and decisions.
- 3.1.2 If he/she absents him/herself from a meeting he/she is invited to attend without a valid reason.
- 3.1.3 If he/she negligently fails to fulfill his/her tasks and obligations.
- 3.1.4 If he/she deliberately damages or neglects the property of the organization.
- 3.1.5 If he/she uses NANTU for personal gains.
- 3.1.6 If he/she uses the Union funds for personal gains.

3.2 Disciplinary Measures

The disciplinary measures procedures and judgments:

- 3.2.1 Each structure of NANTU is competent to preside and decide over disciplinary matters directly affecting it.
- 3.2.2 Every member affected by such a decision has a right to appeal as stipulated in the NANTU Constitution.
- 3.2.3 The National Executive shall have the power to confirm, amend, or revoke any decision made by any structure of NANTU.
- 3.2.4 Disciplinary action passed shall be in the form of written warning, suspension, expulsion or fine, provided that in case of damage to property the fine shall be equivalent to the replacement value of the Property in question, considering that interest shall be levied where the guilty party fails to pay in full.
- 3.2.5 The NTC has the power to expel a NANTU member from the organization provided that such a member has been granted the opportunity to attend a disciplinary hearing.
- 3.2.6 A member against whom disciplinary action which may include suspension had been taken has the right to appeal, in writing, to the next highest structure against the action within 30 days.



