

# **CONSTITUTION**

## **PAKISTAN WORKERS FEDERATION (PWF)**

### **Preamble**

The Labour movement in Pakistan:

Cognizant of the Quranic Injunctions on dignity of Labour and equality of human beings.

Taking pride in the sayings of the Holy Prophet (Peace be upon him) that "A worker (he who works with his own hands) is a Friend of God" and "That all human beings are at par whether rich or poor, master or servant" (employer or employee).

Noting that Islam considers a worker as a benefactor of the world economy.

Taking pride of the fact that the father of nation Quaid-e-Azam Muhammad Ali Jinnah was a strong supporter of the rights of the peoples (including freedom of speech expression of association) and an advocate of decent wages and better living and working conditions for the workers and that he served as an elected president of All India postal staff union and in that capacity he represented them in the Indian Legislative Assembly in 1925.

Cognizant of the Constitutional provisions on freedom of association and other fundamental rights of workers fully aware of the need that the Constitutional provisions on freedom of thought, expression and association must be translated into action affecting the lives of the working men and women, and in relations with their employers, public or private, and with the state.

Proclaiming that the right of all peoples to full national freedom and self-government across continents is a prerequisite for peace, security, good governance and sustainable development.

Affirming that universal well-being based on productive and decent work with social protection and economic democracy is the foundation on which lasting peace can be achieved and that the denial or restrictions of these rights is an affront to human dignity and a threat to peace.

Upholding the principles of democracy and equality of opportunity for all peoples, seeking elimination of all forms of exploitation, forced labor, discrimination and subjugation based on race, religion, color, sex and origin, and opposing totalitarianism and aggression in any form.

Taking cognizance of the existing multiplicity of trade unions with all its negative manifestations on workers, working conditions and industrial relations.

Recalling nevertheless its efforts and even sacrifices for realization of workers' rights in Pakistan and also in terms of making contribution to national solidarity, harmonious industrial relations and productivity.

Recognizing the role of the trade unions in creating and, importantly, sustaining jobs as well as making contribution to the economic development is critically linked with unity amongst its ranks and file.

Realizing that one voice of the workers is crucial for an effective policy dialogue, with the employers/Government and also with regional and international organizations.

Noting that the ongoing process of globalization and neo-liberal pursuits have created enormous pressures and challenges for the workers across the globe particularly those in developing countries including Pakistan.

Noting that this process is making many developing countries vulnerable to the dictates of multinational corporations as well as multilateral institutions that demand stronger response from trade unions with greater solidarity at national, regional and international levels to seek a more equitable distribution of the benefits of globalization.

Recognizing that the ILO Declaration on Fundamental Principles and Rights at Work of 1998, and the rights and principles embodied in international Labour Conventions especially the Core Labour Standards relating to trade union rights, child labour, bonded Labour, equality and non-discrimination are important instruments in ensuring an equitable distribution of gains of globalization and also in providing level playing fields.

Affirming the principles laid down in the Philadelphia Declaration that labour is not a commodity and poverty anywhere constitutes dangers to prosperity everywhere.

Noting that currently the internationally recognized instruments are at risk in the process of globalization that demands greater unity and stronger solidarity amongst the trade unions nationally, regionally and globally.

Recalling that realization of decent work for workers everywhere is a primary responsibility from which states can not be absolved of.

Emphasizing that provision of basic services – education, health care, shelter, safe drinking water and sanitation - is the sole responsibility of the state.

Having come to the conclusion that challenges confronting the working men and women in Pakistan can not be effectively responded without a stronger and united voice.

Determined to work together to promote and protect their rights by creating "Pakistan Workers Federation" initially through merger of three national centers of Pakistan, namely: All Pakistan Federation of Trade Unions (APFTU), All Pakistan Federation of

Labour (APFOL) and Pakistan National Federation of Trade Unions (PNFTU). These Federations would stand dissolved and cease to exist from the date when National Executive Board of the newly formed Pakistan Workers Federation would be established. As a second step, work for the eventual one united voice of working men and women of Pakistan by seeking the merger of other non affiliated unions and federations with the PWF.

#### **Article – 1     Name and Short Title**

The name of this national level trade union organization shall be **Pakistan Workers Federation** hereinafter referred to as **PWF** in this Constitution.

#### **Article – 2     Headquarter**

The Headquarter of the Federation shall be at a place as determined by National Executive Board and endorsed by the National General Council of PWF.

#### **Article – 3     Definitions**

- (a) "affiliated unit" shall mean affiliated trade union or an association of workers or industrial federation.
- (b) "committee/sub committee" shall mean a body appointed by the National Executive Board for a specific purpose.
- (c) "federation" shall mean **Pakistan Workers Federation (PWF)**.
- (d) "industrial federation" shall mean an organization having affiliation of trade unions formed in a common or allied industrial sector.
- (e) "National Executive Board (**NEB**)" shall mean the executive body as constituted at the national level under Article 12 of the Constitution.
- (f) "National General Council (**NGC**)" shall mean the general body of the Federation as constituted at the national level under Article 8 of the Constitution.
- (g) "Regional Executive Board (**REB**)" shall mean the executive body as constituted at regional level under Article 14 of the Constitution.
- (h) "Regional Federation" shall mean a regional branch of the Federation as constituted under Article 6 of the Constitution.
- (i) "Regional General Council (**RGC**)" shall mean regional general body of the Federation as constituted at the regional level under Article 10 of the Constitution.
- (j) Two consecutive terms means completion of the tenure of six years for holding the position of President, Chairman and General Secretary.

#### **Article – 4     Aims and Objects**

The aims and objects of the Pakistan Workers Federation shall be:

- (a) to establish, maintain and develop a powerful and effective national

- organization consisting of free and democratic trade unions, independent of any external domination and pledged to the task of promoting the interests of working people throughout Pakistan and enhancing the dignity of labour;
- (b) to co-ordinate, direct and guide the activities of regional federations, the affiliated industry-wise unions and their industrial federations, in all matters directly or indirectly affecting the workers;
  - (c) to preserve, secure, maintain and seek universal recognition for the workers of Pakistan:
    - i. freedom of association;
    - ii. freedom of assembly;
    - iii. freedom of speech;
    - iv. freedom of press;
    - v. right of collective bargaining;
    - vi. right of strike or withdrawal of labour;
    - vii. right to decent work, human dignity and social security; and
    - viii. equal rights and privileges in employment, irrespective of race, colour, creed and sex;
  - (d) to undertake and coordinate the defense of the free trade unions against any campaign aiming at their destruction or at the restriction of their rights or at the infiltration and subjugation of labour organization by totalitarian or other anti-labour forces;
  - (e) to strive for the establishment of full employment; the elimination of discrimination on grounds of race, colour, sex, nationality or creed; the improvement of working conditions; health and safety standards for workers; the introduction, maintenance and extension of social security for all; and raising standards of living of peoples of Pakistan;
  - (f) to represent the free trade union movement in all regional and international forums which exist or may be set up to perform functions affecting the social and economic conditions of working peoples and to further the implementation of their decisions whenever desirable;
  - (g) to ensure the integration of women in trade union organizations and actively promote gender equality in activities and decision-making at all levels;
  - (h) to strive for elimination of child labour and all forms of forced/ bonded labour;
  - (i) to endeavor to strengthen international solidarity amongst the working men and women of the world and in particular to actively co-operate with the workers of other countries to defend and promote fundamental and democratic rights of workers and other common interests and to support and co-operate with national, regional and international organizations of workers in their struggle against all forms and kinds of exploitation and oppression and to create solidarity among national, regional and international level workers' organizations;
  - (j) to defend and promote at the national, regional and international level the

- economic, social and occupational interests of all workers;
- (k) to promote peace and security at the national, regional and international level for the human welfare, particularly for the working men and women;
  - (l) to seek universal recognition and enforcement of the trade union rights including the rights of freedom of association and to bargain collectively;
  - (m) to represent Pakistani workers at national, regional and international forums;
  - (n) to furnish to all its affiliated units and the constituent regional federations information on the economy, employment, labour legislations, wages and working conditions at workplaces in different parts of the country, as well as at the regional and global level;
  - (o) to endeavor to secure improved and better relationship between employers and workers;
  - (p) to promote and protect the interest of the affiliated units and endeavor to secure legislative support for furthering the interests of the workers;
  - (q) to work for abolition of contract labour in all its forms;
  - (r) to help and guide the working men and women particularly the rural peasants to organize themselves into trade unions and rural workers organisations for promotion and protection of their rights, and also work for the introduction of land reforms as well as abolition of feudalism;
  - (s) To encourage and promote cooperatives and socio-economic projects and services for the benefit of its affiliates and their members;
  - (t) to promote literacy and skills amongst the workers through:
    - i. adult education; and
    - ii. universal and free secondary education, vocational training and technical education;
  - (u) to work for rapid industrialization of the country;
  - (v) to seek for a social and policy dialogue to reflect trade union perspective in the formulation of socio-economic policies and plans of the government in order to ensure sustainable and equitable development;
  - (w) to encourage, promote and provide trade union education for awareness raising amongst the workers, organizing the unorganized and development of the affiliated unions/federations;
  - (x) to seek ratification and enforcement of all ILO Conventions especially the Core Labour Standards;
  - (y) to endeavor to have 40 hour week norm for workers without reduction in wages;
  - (z) to promote, protect and defend all human rights and to establish and promote cooperation with like minded organizations of civil society for protection and advancement of all basic rights; and
  - (aa) to endeavor for the establishment of rule of law, independence of judiciary and good governance.

**Article – 5     Affiliation (Membership)**

**(a)** The affiliation with the Federation shall be open to all the trade unions, associations of workers and industrial federations, provided they:

- (i) subscribe to the aims and objects of the Federation as defined in the Constitution;
- (ii) ensure democratic conduct of their affairs in accordance with the provisions of their constitutions, rules and practices; and
- (iii) undertake to fulfill the obligations arising from their affiliation to the Federation as provided under Article 25.

**(b) Procedure for Affiliation**

The following shall be the procedure for affiliation:

- (i) Application for affiliation duly signed by its General secretary and President shall be submitted on prescribed form to the General Secretary of the Federation together with the proforma and instrument of affiliation.
- (ii) The membership fee shall be Rs. 500 (for those having membership of 300 or less) and Rs. 1,000 (for those having membership exceeding 300).
- (iii) The General Secretary after seeking recommendation from the concerned regional federation within 45 days of the receipt of application for affiliation shall place the application along with the views of regional federation before the National Executive Board which shall have the power to accept, reject or defer the application.
- (iv) The industry-wise trade unions or industrial federations having membership in more than one region shall apply directly to the General Secretary of the Federation for membership and the application will be placed directly before the National Executive Board (NEB) for affiliation and after acceptance of application for affiliation shall become an affiliate member of the Regional Federation where the head office of the affiliate is located. However, on the basis of its membership in other regions, it may take part in the activities and affairs of other Regional Federations provided its share of union dues are paid to the regions concerned.
- (v) After obtaining the NEB approval of the affiliation of a union with the Federation, the General Secretary of the Federation within 10 days of receipt of the above approval shall forward the certificate of affiliation to the union concerned and shall also inform concerned region/regions about the affiliation of the union along with the affiliated union's Proforma.

## **Article – 6     Regional Federation**

Subject to the decisions as may be made by the Federation from time to time, there shall be eight constituent regional Federations of the Pakistan Workers Federation. Their nomenclature, geographical coverage and jurisdiction shall be as under:

### **(A)     Pakistan Workers Federation - Northern Punjab Region**

The Head Office of PWF - Northern Punjab Region shall be located at Rawalpindi/Islamabad and it shall cover trade unions and industrial federations located in the districts of Islamabad, Rawalpindi, Attock, Jhelum, Chakwal, Mandi Bahauddin, Gujrat and Sialkot.

### **(B)     Pakistan Workers Federation - Central Punjab Region**

The Head Office of PWF - Central Punjab Region shall be located at Lahore and it shall cover trade unions and industrial federations located in the districts of Sargodha, Khushab, Mianwali, Bhakar, Lahore, Sheikhupura, Kasur, Okara, Faisalabad, Toba Tek Singh, Gujranwala and Hafizabad.

### **(C)     Pakistan Workers Federation - Southern Punjab Region**

The Head Office of PWF - Southern Punjab Region shall be located at Multan and it shall cover trade unions and industrial federations of the districts of Multan, Sahiwal, Vehari, Pak Pattan, Khanewal, Lodharan, Dera Ghazi Khan, Rajanpur, Muzzafar Garh, Leiah, Bahawalpur, Bahawal Nagar and Rahim Yar Khan.

### **(D)     Pakistan Workers Federation – Karachi Sindh Region**

The Head Office of PWF - Karachi Sindh Region shall be at Karachi and it shall cover trade unions and industrial federations located in the districts of Karachi East, West, South, Central, and Malir.

### **(E)     Pakistan Workers Federation - Interior Sindh Region**

The Head Office of PWF - Interior Sindh Region shall be located at Hyderabad and it shall cover trade unions and industrial federations located in the districts of Hyderabad, Thatha, Sanghar, Dadu, Mirpur Khas, Thar, Umarmkot, Badin, Ghotki, Sukkur, Shikarpur, Nawabshah, Larkana, Noshero Feroz, Jacobabad and Khairpur.

### **(F)     Pakistan Workers Federation - Northern NWFP Region**

The Head Office of PWF - Northern NWFP Region shall be located at Peshawar and it shall cover trade unions and industrial federations located in districts of Peshawar, Charsadda, Mardan, Swabi, Nowshera, Abbottabad, Haripur, Mansehra, Batgram, Kohistan, Malakand, Chitral, Bunir, Dir, Shangla, Swat and Northern areas.

### **(G)     Pakistan Workers Federation - Southern NWFP Region**

The Head Office of PWF - Southern NWFP Region shall be located at Bannu and it shall cover trade unions and industrial federations located in districts of Kohat, Karak, Bannu,

Lakki Marwat, D.I.Khan, Hango and North South Kurram, and Orakzai Agencies.

**(H) Pakistan Workers Federation - Balochistan Region**

The Head Office of PWF - Balochistan Region shall be at Quetta. It shall cover trade unions and industrial federations located in all districts of Balochistan.

**(I) District Branches**

The Regional Federations, if they deem it necessary, may constitute under their supervision, sub-branches at the district levels with the approval of Regional General Council and National Executive Board as per Article 13 (L).

**(J) Provincial Co-ordination Committee**

- (a) There shall be constituted a co-ordination committee at the provincial level for the provinces of Punjab, Sindh and NWFP, where there are more than one Regional Federation to be known as Punjab/Sindh/NWFP Co-ordination Committees.
- (b) The Provincial Co-ordination Committees shall consist of the Presidents, Chairmen and General Secretaries of the Regional Federations located in a particular province. These Committees shall be headed by one of the Presidents of the Regional Federation by rotation. The order of rotation shall be determined by the members of the Committees in their first meeting.
- (c) The Provincial Co-ordination Committee shall deal with such common issues at the provincial level as:
  - (i) matters of provincial nature of interest to the concerned regional federation;
  - (ii) evolving common stand on issues of provincial nature;
  - (iii) meetings with government functionaries on issues peculiar to a province; and
  - (iv) establish co-ordination among Regional Federations situated in a province.

**Article – 7 International Co-operation and Affiliation**

The main object of the Federation is to strengthen national and international solidarity and active cooperation with the workers of other countries particularly for promotion and protection of fundamental and democratic rights and common interests. The National General Council shall have the power to affiliate the Federation or otherwise co-operate with any national or international organization of workers and shall also have the power to withdraw such affiliation whenever it may deem necessary and appropriate.

**Article – 8 National General Council (NGC)**

- (a) A council known as the National General Council (NGC) shall be constituted. It shall be the national general body of the Federation. All the powers and authority of the Federation (other than those reserved for National Executive Board) shall vest in the NGC.



- (b) The National General Council shall consist of the members of Regional Executive Board and others as provided in Article 11 (B).
- (c) The term of office of the members of the National General Council shall be three years.
- (d) No decision of the National General Council shall be valid or operative unless taken by simple majority of the total members present.
- (e) Every regular member of the National General Council shall be within his/her right to vote by proxy. But no such proxy shall be recognized if the right of proxy is exercised by a person who is not a member of National General Council. Proxy votes can be cast in addition to one's own vote. However, voting by proxy shall be exercised only once in a year by a member and that too on reasonable grounds.
- (f) In case of urgency, the General Secretary in consultation with the President and the Chairman may obtain opinion of the members of National General Council by circulation of proposal by registered post and opinions thus obtained by circulation shall be compiled by the General Secretary and the majority opinion shall be deemed as the valid decision of National General Council. The decision so taken shall become part of the minutes of the National General Council meeting and shall be open for inspection by all the members of National General Council. However, every effort shall be made to avoid taking decision by circulation as far as possible.
- (g) All meetings of the National General Council shall be convened by the General Secretary at such place and at such time as he/she may decide in consultation with the President and the Chairman. One month's clear notice shall be given for all meetings of National General Council. In case of urgency, the General Secretary shall, however, have the power to call an emergency meeting of National General Council in consultation with the President and the Chairman with seven working days' notice.
- (h) At least one meeting of the National General Council shall be held in each calendar year.
- (i) A meeting of the National General Council can also be called within a period of thirty days by the General Secretary on receipt in writing of requisition for such a meeting by at least 1/4<sup>th</sup> members of the National General Council. The requisitionists shall intimate the agenda to be placed before the Council in its requisitioned meeting.
- (j) In case, the General Secretary fails to convene the meeting of National General Council within a period of thirty days after receipt of a requisition, the requisitionists shall have the right to convene the meeting by giving fifteen working days' notice wherein date, time and place of requisitioned meeting shall be indicated. The agenda of such a meeting shall be confined to the agenda mentioned in the requisition and in case, the quorum of requisitioned meeting is not complete within one hour of the given time, the meeting shall be considered to have failed.
- (k) The agenda of all meetings of National General Council shall be fixed by the General Secretary in consultation with the President and the Chairman.

## **Article – 9      Functions of the National General Council**

The National General Council shall perform the following functions:

- (a) consider and decide appeals, if any, referred to it against any decision of the National Executive Board;
- (b) consider and decide any matter referred to it by the National Executive Board;
- (c) take disciplinary action against any officer of the Federation if he/she is found guilty of misconduct or breach of the Constitution and the Rules;
- (d) elect the National Executive Board (office bearers) as per Article 17 (a), (c), (e), (g) and (h) in its Triennial National General Council Session held every three years under Article 20;
- (e) add, modify or delete any of the Articles of the Constitution or the Rules framed there under, as laid down in Article 29;
- (f) ratify or reject decisions and actions taken or resolutions passed by the National Executive Board; and
- (g) suspend the activities of a Regional Executive Board as provided under Article 30 (c).

## **Article –10      Regional General Council (RGC)**

- (a) A Regional General Council (RGC) shall be constituted at each of the regions of the Federation under Article 6 of the Constitution. It shall be the regional general body of the Regional Federation.
- (b) The Regional General Council shall consist of the members of the Regional Executive Board and others as provided in Article 11(A).
- (c) Regional General Council in their respective regions shall have the same terms, conditions and powers at the Regional Federation level as are available to the National General Council under Article 8 (c to k). Similarly, RGC shall perform similar functions as are being performed by NGC under Article 9 (other than e & g) of this Constitution.

## **Article – 11      Right of Representation**

### **(A)      At Regional Level (Regional General Council)**

Affiliated units shall be entitled to be represented on the Regional General Council of the Regional Federation according to the following formula:

#### **With membership:-**

- |       |                                  |                      |
|-------|----------------------------------|----------------------|
| (ii)  | Upto 250_____                    | One Representative   |
| (iii) | from 251 to 500_____             | Two Representative   |
| (iv)  | from 501 to 1000_____            | Three Representative |
| (v)   | from 1,001 to 2,000_____         | Four Representative  |
| (vi)  | for each additional slab of 1500 | One Representative   |

(or major fraction thereof)\_\_\_\_\_

**(B) At National Level (National General Council)**

All affiliated units, through their Regional Federations, shall be represented on the National General Council of the Federation as under:

- (i) All members of the Regional Executive Board shall be the members of the National General Council if the total membership of the Regional Federation is less than thirty thousand.
- (ii) If the membership of a Regional Federation is thirty thousand or more, the Regional Federation in addition to its Regional Executive Board members, may nominate for the National General Council, for each additional three thousand members (or major fraction thereof), one additional member. The names of such additional members and their unions shall be determined by concerned Regional Executive Board.

**Article – 12 National Executive Board (NEB)**

A National Executive Board (NEB) shall be constituted consisting of the following office bearers, to perform the executive functions of the Federation:

1. One President
2. One Chairman
3. One General Secretary
4. Nine Vice Presidents (including Chairperson of Women Committee)
5. Eight Vice Chairmen
6. Eight Deputy General Secretaries
7. One Secretary Finance
8. Members of National Executive Board as determined under Article 17 (h) (ii), (iii) and (iv).

**Article –13 Powers and Functions of the National Executive Board (NEB)**

The National Executive Board shall be responsible for the general direction, supervision and management of the affairs of the Federation. It shall have full powers and authority to:

- (a) interpret the Articles of the Constitution and the Rules framed thereunder and to enforce observance and compliance of the Constitution and the Rules framed thereunder;
- (b) decide all matters about which there is no specific provision in the

- Constitution, or the Rules framed thereunder and such decisions shall be fully effective unless they are amended by the National General Council;
- (c) make rules subject to the provisions of the Constitution for the proper conduct of the business of the Federation which may be confirmed, by the National General Council;
  - (d) give concession in payment of subscription, where the membership of a affiliated unit is more than two thousand;
  - (e) appoint committees/sub-committees either from amongst the members of the NEB or from persons co-opted by them or if considered necessary in the interest of the Federation from amongst persons having specialized knowledge from outside;
  - (f) delegate powers to any of its members for any specific purpose;
  - (g) approve the list of the names of the delegates, observers and other persons who represented the Federation at any national, regional or international meetings, conferences, seminars, educational courses, etc., which were nominated under Article 15-E(v);
  - (h) appoint, suspend and/or dismiss any salaried employee of the Federation;
  - (i) remove or impose fine on any office bearer of the National Executive Board if he/she fails to attend three consecutive meetings without written permission for absence.
  - (j) suspend/expel any office bearer or any member of the National Executive Board or any affiliated unit if in its opinion, the person or the affiliated unit has been found guilty of misconduct, calculated to injure or bring disrepute to the Federation, or if, any office bearer has acted contrary to the provision of the Constitution of the Federation or the Rules framed thereunder. Such suspension/expulsion shall be subject to review by the National General Council and if confirmed, shall effect the removal of the person or disaffiliation of the affiliated unit from the Federation as the case may be;
  - (k) depute persons from amongst its members to the Regional General Councils or Regional Executive Board meetings of the Regional Federations, if considered necessary;
  - (l) establish, in consultation with the concerned Regional Federation, offices/sub-offices in various provinces/regions/ districts/towns to co-ordinate the activities of the Federation and for smooth running of the office;
  - (m) fix time, date and place for the National General Council meetings;
  - (n) appoint auditors and fix their remuneration;
  - (o) assign/mortgage asset/s to acquire/obtain loan/s, for carrying out co-operative or socio-economic projects for the benefit of its affiliates and their membership;
  - (p) Approve all payment, above Rs. 10,000 and also approve the statement of income and expenditure of the Federation. and
  - (q) Approve recommendations, plans of activities and programmes submitted by any of the permanent committees under Article 18.

## **Article – 14 Regional Executive Board (REB)**

**A.** On the pattern of the National Executive Board, the Regional Executive Board (REB) shall be constituted. The executive functions of the Regional Federation shall be carried out by the Regional Executive Board (REB), which shall consist of the following office bearers:

1. One President
2. One Chairman
3. One General Secretary
4. Four Vice Presidents including one woman
5. Four Vice Chairmen
6. Four Deputy General Secretaries
7. One Education Secretary
8. One Organizing Secretary
9. One Publicity Secretary
10. One Finance Secretary
11. Members of Regional Executive Board (as determined under Article 17(h) (iii)).

**B. Power and functions of Regional Executive Board (REB):** The Regional Executive Board shall have the same powers and authority in the regional context as are available at the National Executive Board level.

## **Article – 15 Office Bearers of the National Executive Board (their Duties and Responsibilities)**

### **(A) President**

The President shall:

- (i) preside over all the meetings of the National Executive Board of the Federation;
- (ii) be responsible for the smooth running of the Federation;
- (iii) have a casting vote;
- (iv) cause the books of the Federation to be audited once in each fiscal year by registered auditor/s;
- (v) maintain close contact with the secretariat for smooth running of the affairs of the Federation.

**(B) Chairman**

The Chairman shall:

- (i) preside over all the sessions of the National General Council and in the absence of the President, shall preside over all the meetings of the National Executive Board;
- (ii) be responsible for the smooth running of the Federation;
- (iii) maintain close contact with the secretariat for smooth running of the Federation in the absence of the President.

**(C) Vice President**

Vice Presidents shall:

- (i) assist the President in the performance of his/her duties;
- (ii) in the absence of the President or Chairman, any one of the Vice Presidents shall perform the duties of the President;
- (iii) in the event of the President's office falling vacant (for the remaining term) the National Executive Board shall elect any of the Vice Presidents to carry on the duties of the President till the National General Council ratifies or elects a new President for the remaining term; and
- (vi) the Vice Presidents shall be responsible for promotion and protection of Federation's interest and organizational work in their respective regions as President of the regional federation;

**(D) Vice Chairman**

Vice Chairmen shall:

- (i) assist the Chairman in the performance of his/her duties;
- (ii) in the absence of the Chairman, any one of the Vice Chairmen shall perform the duties of the Chairman;
- (iii) in the event of Chairman's office falling vacant (for the remaining term), the National Executive Board may elect any of the Vice Chairmen to carry on the duties of the Chairman till the National General Council ratifies or elects a new Chairman for the remaining term; and
- (iv) be responsible for promotion and protection of Federation's interest and organizational work in their respective regions as chairman of the regional federation.

**(E) General Secretary**

The General Secretary shall:

- (i) be responsible for the proper execution of the direction issued and resolutions passed at the National General Council sessions and National Executive Board meetings;
- (ii) attend to all the correspondence and carry out the policies and manage the office of the Federation;
- (iii) convene meetings/sessions of NEB and NGC in consultation with the President and Chairman;
- (iv) attend to all matters as are entrusted to him/her by the National Executive Board and National General Council;
- (v) approve nomination of delegates for meetings, seminars, conferences or various courses at national, regional and international level in consultation with the President and the Chairman, and present the same to NEB as per Article 13 (g);
- (vi) approve all payments and expenses upto Rs. 10,000 and expenses above this amount with prior approval or ex-post approval of NEB; and
- (vii) act as secretary to all the permanent or special committees established under Article 18.

**(F) Deputy General Secretaries**

Deputy General Secretaries shall:

- (i) act as deputy to the General Secretary;
- (ii) in the absence of the General Secretary, any of the Deputy General Secretaries, with the approval of NEB shall act as General Secretary;
- (iii) act as Secretary to any committee as and when so assigned by the General Secretary of the Federation. and
- (iv) be responsible to safeguard Federation's interests and enjoy same powers as General Secretaries in their respective Regions.

**(G) Finance Secretary**

The Finance Secretary shall:

- i) receive all funds/and deposit them in the accounts of the Federation immediately;
- ii) maintain the cash book and records of all financial transactions such as receipt vouchers, payment vouchers, bank pass books and cheque books etc; and

- iii) prepare budget for ensuing year.

**(H) Regional Office Bearers**

The office bearers of the Regional Executive Board shall have the same powers and perform the same functions at the regional level as are available to the office bearers of the National Executive Board at the Federation level. However, there shall be following additional office bearers at the Regional Federation level and shall have powers and functions as mentioned against their designation.

**(I) Organizing Secretary (Regional)**

Under the supervision of the Regional General Secretary, the Organizing Secretary (Regional) shall supervise all the activities at the regional as well as at the district levels and shall be responsible for organizing new trade unions, maintaining their data, membership and other similar tasks and responsibilities. He/she will submit quarterly progress reports to General Secretary and Regional General Secretary of the Federation for placement before the NEB and REB respectively.

**(J) Publicity Secretary (Regional)**

Under the supervision of the Regional General Secretary, Publicity Secretary (Regional) shall be responsible for all matters connected with the publicity of the Federation at the Regional and district levels, and when so required at the national level.

**(K) Education Secretary (Regional)**

The Education Secretary shall be responsible for the smooth running of all the educational programs and other connected tasks and responsibilities through out the region.

Once the program and activities as per Article 18(4)(b)(ii) are planned and developed by the education committee and after its subsequent approval by the National Executive Board under Article 13(q), the Education Secretary, directly under the supervision of Regional General Secretary shall implement them anywhere in the region concerned. He/she shall also be responsible to implement any national activity under the direct supervision of General Secretary of the Federation if the venue of such activity is within the jurisdiction of his/her region. He/she will also be responsible to submit the reports of such activities to General Secretary and Regional General Secretary of the Federation for placement before the NEB and REB respectively.

**Article – 16 Funds**

The Federation and the Regional Federations shall raise funds through affiliation fee, subscription, donations and by other means not contrary to law and the provisions of the



Constitution.

**(A) These funds both at national and regional levels, shall be utilized by the Federation and Regional Federations for:**

- (a) meeting administrative and management expenses;
- (b) publicity, publication of material, educational, organizing and all other activities as decided by NEB,
- (c) provision of relief to the needy and distressed affiliated units or the members and/or their dependants;
- (d) compensating any affiliated unit and its members whose interest have been damaged by reasons of their service to the Federation or the Regional Federation;
- (e) purchase of land, building, assets or any other capital items for the use of Federation or the Regional Federation in furtherance of its aims and objects, when the funds for the same are available;
- (f) payment of international affiliation fee by the Federation; and
- (g) promotion of international workers solidarity by the Federation.

**(B) Subscription, Audit, Inspection of Accounts**

- (a) Every affiliated unit (CBA) shall pay to the Federation annually four percent of its gross annual income.
- (b) A non-CBA affiliated unit or a new non CBA unit seeking affiliation shall pay a fixed amount annually as determined mutually between Regional Federation and the affiliated unit.
- (c) The apportioned amount liable to be paid by the affiliated units must be paid latest by the end of January of each calendar year or within thirty days of the affiliation with the Federation.
- (d) Each Regional Federation shall receive back 50 percent of the contribution sent by the affiliated units from their respective regions to the Federation within three months of the receipt of contribution by the Federation. The amount so returned from the Federation to the Regional Federations shall also include the proportional amount of the nationwide affiliated unit or the affiliated unit whose membership is in more than one region so that the requirement of the right of representation in the region concerned is met under Article 5(iv). The amount returned shall be utilized at the regional level in the same manner as is utilized by the Federation at the national level as provided in Article 16 (A).  
The Regional Federations can raise additional funds, if so required, from its affiliated units for smooth running of the activities at the regional level.
- (e) The General Secretary and in case of the Region, the Regional General Secretary shall have the power to receive or accept donations in cash or in kind from any organization or individual having sympathy with the objectives of the Federation and shall credit to the Federation or Regional Federation's bank account, as the case may be, soon after receipt of any

- donation.
- (f) Records of all financial transactions of the Federation i.e. books showing all receipts and expenses shall be maintained by the Finance Secretary and in case of region, by the Regional Finance Secretary. The General Secretary or Regional General Secretary shall have power to authorize and pass all expenses with prior approval or in anticipation of approval of NEB or REB as provided under the Constitution.
  - (g) The accounts of the Federation shall be audited annually after its closing on 31<sup>st</sup> December. The auditor or auditors shall be appointed by the NEB both for National and Regional Federations. The General Secretary of the Federation and General Secretaries of all Regional Federations shall place the audited statement of accounts along with annual, biennial or triennial progress report before NEB or REB at the central and regional level respectively.
  - (h) The funds of Federation and Regional Federations shall be kept in any branch of a recognized scheduled bank of Pakistan. The bank accounts or sub-accounts of the Federation or Regional Federations shall be opened under the joint signature of the President, General Secretary and Finance Secretary while its operation at both levels shall be through the signatures of any two of the above signatories but the signature of the Finance Secretary shall be compulsory. The bank accounts of the Federation/Regional Federations shall be at the place where the Headquarters of the Federation/Regional Federations are located.
  - (i) It shall be incumbent upon General Secretary to send to the Chairman, and in case of region by the Regional General Secretaries to the respective Regional Chairmen, after every six months, the copies of the statement of Federation bank account in order to ensure proper maintenance of the account.
  - (j) The office bearers and members of the National Executive Board or the General Council may inspect the account books by making application to the General Secretary and in case of regions by the regional office bearers and members to the respective Regional General Secretaries.

## **Article – 17 Election**

- a) The election for the National Executive Board shall be held at the session of the National General Council session as constituted under Article 11 (B).
- b) The election for the Regional Executive Board shall be held at the session of Regional General Council as constituted under Article 11 (A).
- c) The term of the office bearers of National Executive Board (NEB) and Regional Executive Board (REBs) shall be three years. The President, the Chairman and the General Secretary of the NEB shall not be eligible to seek election or hold office on any of these positions for more than two consecutive terms. However, on completion of two consecutive terms, they would be eligible to contest election at the regional level as well as seek re-election at the national level with

a break of one term. The President and Chairman of the federation may also be eligible to hold any position at the regional level. In such an eventuality, the vacancy of Vice President and Vice Chairman thus falling vacant in the NEB shall be filled in by a senior level office bearer of a national level affiliated union of the Federation.

- d) In case of Regional Executive Board (REB), however, a different mechanism of rotation shall apply on terms of tenures. One of the three main office bearers i.e. the President, the Chairman and the General Secretary, after holding office for two consecutive terms, through mutual agreement among themselves, shall not seek election or hold office for the third term. Similarly, of the remaining two main office bearers, one will not seek election or hold office for the fourth term and the remaining last main office bearer for the fifth term. In case, the three main office bearers fail to reach agreement on rotation, the matter shall be decided through a draw by the General Secretary of the Federation in the presence of the three main office bearers. The draw once made shall be final.

Provided that the provisions contained in sub-clauses (c) and (d) above shall be subject to subsequent provisions of this Article on fresh elections through secret ballot every three years and Article 24 on vote of no confidence.

- e) On completion of election of the eight Regional Executive Boards, the General Secretary of the Federation in consultation with the President and the Chairman shall chalk out the program for holding of the election to the National Executive Board. He/she shall fix time, date, venue and agenda of the triennial National General Council session for such purpose as per Article 20.
- f) The entire election proceedings for members of the National Executive Board shall be completed within a period of two months after the completion of the election of the eight Regional Executive Boards.
- g) The election of all the office bearers at the regional level (Regional Executive Board) shall be held through secret ballot.
- h) (i) The election for the following office bearers of National Executive Board shall be held through secret ballot.
- President
  - Chairman
  - General Secretary
- (ii) The other office bearers of the National Executive Board shall be chosen in the following manner:
- All the eight elected Regional Presidents and the Chairperson of the Women Committee shall be coopted automatically as Vice Presidents of the National Executive Board.
  - All the eight elected Regional Chairmen shall be coopted

- automatically as Vice Chairmen in the National Executive Board.
    - All the eight elected Regional General Secretaries shall be co-opted automatically as Deputy General Secretaries of the National Executive Board.
    - All the members of the Steering Committee constituted under article 18(1) (if they do not hold any office as mentioned above) shall be taken as an additional member of the National Executive Board.
  - (iii) All the affiliated units having a membership of ten thousand or more, if not already represented in the NEB, shall have one co-opted representative as member of the National Executive Board. Similarly, if any regional federation has more than thirty thousand members, it shall be entitled to have one additional member in Regional Executive Board on every additional slab of five thousand members and these additional members of Regional Executive Board shall be from amongst those affiliated unions which are not already represented in the Regional Executive Board.
  - (iv) Every effort shall be made to ensure women representation at national and regional Executive Boards. However, the affiliated units having female membership of not less than twenty percent shall be entitled to have one additional women representative as member of the National or as the case may be of the Regional Executive Board provided the quantum of membership of such units is not less than 20,000 in case of National Executive Board and 4,000 in case of Regional Executive Boards.
  - (v) Any office bearer of the affiliated unit or any representative proposed by the affiliated unit shall be eligible to contest election on any position at the regional or at the national level. However, any of the constituent regional Federation can also propose such nomination for the position of President, Chairman and General Secretary of the federation.
- i) The Finance Secretary shall be elected by the elected National Executive Board soon after its formation.

## **Article – 18 Permanent Committees**

The National Executive Board under Article 13(e) shall appoint the following committees within three months from the date of the fresh National General Council Triennial session and subsequent election of the National Executive Board:-

- 1- Steering Committee
- 2- Organizing Committee
- 3- Credentials Committee
- 4- Education Committee

- 5- Trade Union Rights Committee
- 6- Legal and Dispute Settlement Committee
- 7- Economic and Social Policy Committee
- 8- Women Committee
- 9- Youth Committee
- 10- Special Committees

Each of the committees (except Youth Committee) shall have a chairman from amongst the Steering Committee members. The General Secretary or any of the Deputy General Secretaries of the Federation shall be the secretary of each of the committee. The committees shall submit their reports to the National Executive Board on their own accord, or as and when called upon by the National Executive Board to do so. The National Executive Board shall have the powers to refer any issue to any of the committees and the committee concerned shall submit its report within the given time.

The composition and the scope of activities of each committee shall be as under:

**(1) Steering Committee:**

- (a) Composition: The Committee shall consist of eleven members (including the President, Chairman and General Secretary of the Federation) from the senior leadership present in the National Executive Board or the Regional Executive Board. The geographical distribution of the membership shall be such that at least one member should be from each province of Pakistan. The Steering Committee shall meet at least thrice in one year.
- (b) The scope of activities of the Committee shall be to:
  - (i) Observe and monitor whether the performance of the national and regional Federations are in accordance with the aims and objects of the Constitution.
  - (ii) Deal with issues which may be referred to it by the National Executive Board.
  - (iii) Serve as a forum for providing guidelines to the National Executive Board and Regional Executive Boards on different matters pertaining to proper running of the Federation.
  - (iv) Different Central Committees shall submit their annual activity/financial report to the Steering Committee, which will evaluate their overall performance and budget and suggest improvement under intimation to the NEB.
  - (v) Suggest agenda items for annual and triennial National General Council Sessions for approval by National Executive Board.

**(2) Organizing Committee**

- (a) Composition – The Committee shall consist of three members of NEB and shall also include all eight regional Organizing Secretaries.
- (b) The scope of activities of the Committee shall be to:
  - (i) survey and determine the organizing needs in different industries;
  - (ii) plan to organize the activity and campaign;
  - (iii) prepare material for planning as per (ii) above in consultation with Education Committee;
  - (iv) implement the plans made as per (ii) above; and
  - (v) endeavor to affiliate with the Federation the existing and newly formed trade unions in the country.
  - (vi) collect and maintain up-to-date data relating to trade unions and federations of such trade unions.

**(3) Credentials Committee**

- (a) Composition – The Committee shall consist of 5 members from amongst the National Executive Board.
- (b) The scope of activities of the Committee shall be to:
  - (i) maintain an up-to-date record of the representatives of the affiliated units on the National or Regional General Council;
  - (ii) issue as many Credential Certificates to each affiliated unit as it has representatives on the National or Regional General Council, one month prior to the National or Regional General Council Session;
  - (iii) scrutinize the subscription and other dues position of each affiliated unit and determine the number of votes an affiliated unit is entitled to exercise and accordingly prepare a list showing the names of the affiliated unit, its representatives and the number of votes it is entitled to exercise;
  - (iv) admit representatives/delegates of the affiliated units into the National General Council and Regional General Council Sessions on the presentation of Credential Certificates;
  - (v) receive letters of proxies from the outstation affiliated units attending the session and examine the same; and
  - (vi) act as an election committee before or during the National or Regional General Council election Session, provided that no member of the committee is contestant in election for Regional Executive Board or three main positions of the National Executive Board i.e. President, Chairman and the General Secretary.

**(4) Education Committee**

- (a) Composition - The Committee shall consist of three members as determined by NEB and shall include all eight regional Education Secretaries.
- (b) The scope of activities of the Committee shall be to:
  - i) publish periodicals highlighting activities of the Federation;
  - ii) plan, develop, coordinate and implement workers' education programs and obtain approval of NEB as provided in Article 13(q) and 15(K);
  - iii) prepare budget for meeting expenses on educational programs;
  - iv) keep record of and improve education and training facilities;
  - v) prepare new materials for education programs and collect all existing data and material on education and training;
  - vi) take cognizance of all available training opportunities at home and abroad and to endeavor to make such opportunities available to the trade union leaders of the country;

**(5) Trade Union Rights Committee**

- (a) Composition - The Committee shall consist of 7 members of the NEB.
- (b) The scope of activities of the Committee shall be to:
  - (i) promote and protect workers' rights, specially their right to (i) form trade unions and (ii) bargain collectively; collect and publish information concerning violation of trade union rights;
  - (iii) compile information about denial of trade union rights;
  - (iv) compile information on the implementation position of labour laws and ratified ILO Conventions; and
  - (v) keep a watch on development of trade union rights issues in the national, regional and global context.

**(6) Legal and Dispute Settlement Committee**

- (a) Composition - The Committee shall consist of five members- two legal experts and three members of the NEB as determined by NEB.
- (b) The scope of activities of the Committee shall be to:
  - (i) study, suggest, direct and forward to the appropriate authority through the National Executive Board amendments in the existing labour laws, or suggestions for enactment of new laws;
  - (ii) mobilize public and official opinion for such amendments;
  - (vi) act as legal adviser to the National Executive Board of the Federation in all legal matters;
  - (vii) represent and speak for Federation in matters connected with labour laws;
  - (viii) to act as mediator, conciliator on any matter arising as a dispute between

or within the affiliated units or constituent regional federations.

### **(7) Economic and Social Policy Committee**

- (a) Composition – the committee shall consist of two experts from relevant field and three members of the National Executive Board as determined by NEB.
- (b) The scope of activities of the committee shall be to:
  - (i) review and analyse macro-economic and sectoral policies; highlight the concerns for the working people and prepare trade union perspectives on them;
  - (ii) provide trade union inputs in the budget making process with particular emphasis on equitable taxation system and social development contents in the budget,
  - (iii) review and analyse the policies of international financial institutions (IFIs), point out areas of concerns for trade unions and preparing trade union recommendations;
  - (iv) focus especially on the poverty reduction programs of IFIs and develop trade union capacity on participation in the whole process of poverty reduction strategy paper (PRSP);
  - (v) focus on the WTO matters and on MNCs;
  - (vi) prepare trade union position papers on economic and social policies;
  - (vii) develop a data bank on socio-economic indicators in Pakistan and of the other countries in the region;
  - (viii) collect and maintain cost of living indices and wage statistics;
  - (ix) maintain comparative charts of terms and conditions of services and other items within Pakistan and abroad;
  - (x) maintain up-to-date information on employers' activities viz-a-viz workers; and
  - (xi) carry out studies on different needed topics.

### **(8) Women Committee**

- (a) Composition – This Committee shall consist of 10 members from amongst members of NEB particularly as provided in under Article 17(h) (ii), (iii) &(iv) of the NEB with a woman member as its Chairperson.
- (b) The scope of activities of the Committee shall be to:
  - i. work for integration of women into trade union organizations and
  - ii. setting up Women's Committees in all regional branches and affiliated units;
  - ii. campaign for the effective implementation of equal pay legislation;
  - iii. work for ratification and implementation of ILO Conventions and recommendations concerning equal right, maternity, health and social protection for women workers;



- iv. seek representation of women in decision making bodies at all levels;
- v. identify women's problems and to make concerted effort for their redressal;
- vi. work for solidarity among women workers;
- vii. struggle for equality of rights, opportunities and better treatment for women workers;
- viii. prepare budget for women programs;
- ix. plan, develop and implement through education committee trade union education courses, vocational training and skill development for women;
- x. initiate a regular column in Federation's publication on women membership; and
- xi. survey and determine the needs of women in different spheres of national life.

## **(9) Youth Committee**

- (a) Composition: This Committee shall consist of five members of the NEB of age 35 years or below. The chairman of the Committee will be a member of the NEB of age of not more than 32 years.
- (b) The scope of activities of the Committee shall be to:

- i. work for integration of youth into trade union organizations and setting up of Youth Committees in all regional branches and affiliated units;
- ii. make concerted efforts to bring in the fold those who are fresh entrants into labor market;
- iii. prepare budget for youth programs;
- iv. endeavor for abolition of child labor;
- v. help and guide young trade union members in all spheres of activities;
- vi. work for rapid removal of illiteracy from amongst the young workers;
- vii. survey and determine the needs of youth in different spheres of national life;
- viii. plan, develop and implement through education committee trade union education courses, vocational training, employment guidance and skill development programs for youth;
- ix. organize sports program;
- x. seek ratification of ILO Conventions on youth and child labor;
- xi. seek representation of youth in decision making bodies at all levels;
- xii. identify youth's problems and to make effort for their redressal;
- xiii. initiate a regular column in Federation's publication on youth membership; and
- xiv. maintain a Youth Register containing bio-data of young trade unionists

of age 35 years or below.

**(10) Special Committees**

The National Executive Board may decide to set up any other special committee on any issue/issues not covered by the above committee. The NEB will further fix the terms of reference, size, and the tasks to be assigned to such special committees.

**Article – 19 National Executive Board Meetings**

- (a) The National Executive Board shall meet at least once in four months.
- (b) The General Secretary or in his/her absence the acting General Secretary shall convene meetings of the National Executive Board in consultation with the President and the Chairman.
- (c) At least 15 working days' notice shall be given for a meeting. However, emergency meeting, on a serious issue of national interest and trade union concern, may be convened by the General Secretary in consultation with the President and the Chairman. The decisions made and actions taken will have to be subjected to the approval of the National Executive Board in the subsequent meeting.
- (d) Any other business not specified in the notice may be transacted with the permission of the President or the Chairman.

**Article – 20 Triennial National General Council Session**

(i) The Triennial National General Council Session of the Federation shall be held before the expiry of every three years by the month of December of the third year at the latest. Notice of at least thirty working days shall be given to all the members of the National General Council specifying the time, date and venue of the session and the agenda of the meeting which shall include the following items:

- (a) adoption of the triennial reports, duly audited statement of accounts of the Federation and consideration of budget for the next three years;
- (b) consideration of any matter specified in the notice of the Session, including amendments needed in any Article of the Constitution or the Rules;
- (c) election of the office-bearers of the National Executive Board; and
- (d) consideration of any other matter brought forward with the permission of the Chair.

(ii) The duration of the Triennial National General Council Session will not be less than two days.

(iii) **Triennial Regional General Council Session** On the same lines as above (except clause (b) above regarding amendment in the Constitution and the specified time of

December) the Triennial Regional General Council Sessions will be held in each region at least one month prior to the Triennial National General Council session. The President, the Chairman and the General Secretary of the Federation individually or jointly shall be the Chief Guest in such regional conventions. The duration of the session will be at least one full day.

### **Article – 21 Extra – Ordinary General Council Session**

The General Secretary or in his/her absence the acting General Secretary may convene an extra-ordinary session of the National General Council and similarly the Regional General Secretaries may call extra-ordinary sessions of the Regional General Councils as the case may be, if.

- (a) so decided by the National Executive Board / or Regional Executive Boards;
- (b) it is requisitioned in writing by at least 1/4<sup>th</sup> members of the National General Council or the Regional General Council specifying the purpose of such requisition; under Article 8(i); and
- (c) notice of at least 15 days shall be given for an extra-ordinary National General Council or Regional General Council session.

### **Article – 22 Quorum**

- (a) For National or Regional Executive Board meeting, at least 51 percent members shall constitute the quorum.
- (b) For the National or Regional General Council at least 51 percent members of National or Regional General Council shall constitute the quorum.
- (c) If there is no quorum within two hours of the scheduled time, the meeting shall be adjourned except the provisions as contained in clause 8(j).
- (d) For any other committee/sub-committee meeting the quorum shall be one-third of the members of that committee/sub-committee.

### **Article – 23 Voting**

- (a) All decisions taken at any meeting/session shall be on the basis of simple majority of the votes as provided under Article 8 (d). The President or the Chairman at each level shall have the casting vote.
- (b) Voting shall be by show of hands except as otherwise decided.
- (c) Only such affiliated units shall exercise full number of votes through their representatives who have fully paid the dues of the Federation. The defaulting units shall have one vote that can be exercised through the authority of the affiliated units concerned irrespective of the number of its representatives on the National or Regional General Council.

#### **Article – 24 Vote of No - Confidence**

If any member of the National General Council or National Executive Board or office bearer of the Federation at national or regional level /committee/sub-committee has acted in a manner prejudicial to the interest of the Federation and/or its constituents or has betrayed the confidence of the majority of the units/constituents by his/her act of negligence or willful disregard of aims and objects or has lost his/her representative character, the National Executive Board in addition to its powers for suspension or removal under Article 13(j) may convene an extra-ordinary National General Council Session to move a vote of no-confidence against the concerned official specifying the reasons.

Having given a fair chance to the office-bearer, if the vote of no-confidence is carried against the person concerned, he/she shall be removed from his/her office in the Federation/Regional Federation or the committee/sub-committee.

#### **Article – 25 Obligations of Regional Federations and Affiliated Units**

All affiliated units shall retain their full independence except where it concerns the obligations under the Constitution and the decisions of the Federation. Every affiliated unit and the constituent Regional Federations shall:

- (a) endeavor to further the aims and objects of the Federation;
- (b) pay the subscription and/or special dues;
- (c) extend all possible help to other affiliated units/ constituents;
- (d) supply any information asked for by the Secretariat of the Federation and also furnish copy of the Annual Returns while submitting the same to the Registrar of trade unions;
- (e) admit to their Executive/Managing/General Council meeting any person deputed by the Federation;
- (f) give due consideration to the recommendations made by the Federation; and
- (g) carry out instructions and/or directions issued by the Federation and implement its resolutions and/or decisions.

#### **Article – 26 Benefits**

The affiliated units shall be eligible for and entitled to all the benefits as are assured by these Articles but no affiliated unit/constituent shall be entitled to any benefits unless it has completed one full year of affiliation and has paid all the dues to the Federation.

**Article – 27 Roll of the Federation**

The Federation (both Head Office and Regional Offices) shall maintain a register showing names of the affiliated units together with the names, designations, addresses of the office bearers thereof and National Executive Board members, total membership according to the audited statement of accounts and the names of their representatives on the National General Council of the Federation.

**Article – 28 Inspection**

The record and accounts of the Federation shall be open for inspection at any time to all members of the National General Council and the National Executive Board. Similar practice shall be followed at the Regional level provided that prior notice of three days in writing has been given to the General Secretary of the Federation or the Regional Federation, as the case may be.

**Article – 29 Amendment to the Constitution and Rules**

Proposals for amendment, modification or deletion in any of the Article/Articles of the constitution will be examined initially by the NEB and if approved by two third of the members of NEB will be placed before NGC for its consideration and if approved by two third of its members the concerned Article/Articles shall finally stand rescinded, amended or modified, provided that the notice for the rescission, amendment or modification has been received by the General Secretary at least three months prior to the meeting of the NGC. The General Secretary on receipt of such proposal shall under Article 20 (b) include the same in the agenda of the NEB or the National General Council.

The NEB on its own accord through two third majority send proposals for rescission, amendment or modification to the NGC for approval.

The NGC shall be vested with powers to make amendment in the constitution through two third majority without reference to NEB.

The powers to make, rescind, amend or modify the Rules shall vest in the NEB.

**Article – 30 Cessation of Membership**

- (a) An affiliated unit may disaffiliate from the Federation and in such an eventuality; the decision should be supported by a resolution of the General Body of the affiliated unit specifying the reasons for such an action.

- (b) The membership of an affiliated unit may be kept in abeyance or suspended by the National Executive Board if the affiliated unit is found guilty of acting against the interest, objectives or policies of the Federation. The National General Council has the right to expel the affiliated unit from the Federation as per the mechanism specified in the Constitution.
- (c) The National General Council may also suspend the operation or functions of any Regional Federation by a majority of two third votes. After such suspension, the NGC shall have full authority to determine the future direction of the Regional Federation till new structure of the Regional Executive Council is decided by it.

### **Article – 31 Dissolution**

- (a) The decision to dissolve the Federation shall be taken at a session of the National General Council by a majority of three fourth of the members of the NGC.
- (b) In case of dissolution, all assets of the Federation shall be disposed of as decided at the Session provided that such decision is not contrary to law.

### **Article – 32 Miscellaneous**

- (a) NEB after getting opinion from the legal and dispute settlement committee shall have the power to issue a ruling on any point or points on which this Constitution is silent and such ruling if not in contradiction with the provisions of the Industrial Relations Ordinance/Act shall have the same force as if it were a duly enacted part of the Constitution.
- (b) If in case both the CBA and non-CBA of an establishment or group of establishments are the affiliated units of the Federation, the right of representation shall be available to CBA only. However, the Federation shall have the powers to elicit bilateral cooperation with both as to bring them closer on issues of common interest of the workers and their members and in case of their internal conflict such as election or referendum, the Federation will be neutral.
- (c) In case an industrial federation becomes an affiliated unit, the union affiliated to such industrial federation has to follow the same procedure of affiliation individually with the federation as laid down under Article 5(b).
- (d) For proper interpretation of the Constitution, the English text of the Constitution shall be treated as authentic.

## **Rules of**

## **Pakistan Workers Federation (PWF)**

In exercise of the powers conferred by Article 13(c) of the Constitution of the Pakistan Workers Federation, and except as otherwise provided in the Constitution, the following Rules (Standing Orders) have been framed for the proper conduct of the business of Pakistan Workers Federation.

### **Chapter 1**

#### **General**

##### **1. Short title and Commencement.**

- (a) These Rules (Standing Orders) may be called Rules of Pakistan Workers Federation.
- (b) They shall come into force at once.

### **Chapter 2**

#### **National Executive Board (NEB) Meeting**

2. The General Secretary of the Federation in consultation with the President and the Chairman shall finalize the time, date, venue and agenda of the meeting of the National Executive Board (NEB) and shall prepare the working paper for each item of the agenda and inform the members about the meeting and send them the working paper at least one month before the meeting. The members can also suggest items for inclusion in the agenda, but only those items shall be included in the agenda with which working papers are enclosed and have reached the office of the General Secretary at least one week before the date fixed for the meeting. Request for inclusion of an urgent item should reach the General Secretary along with working paper at least one day before the meeting for inclusion as an item of the agenda.
3. The agenda items of NEB meetings shall invariably contain:
  - (a) minutes of the last meeting for confirmation.
  - (b) Report on implementation of the decisions taken in the last meeting.
  - (c) Report from different Regions highlighting activities, problems faced, payment of subscriptions etc.
  - (d) Overall activity reports at national level including those of Provincial Coordination Committees of NWFP, Punjab and Sindh and of different Committee to be prepared by General Secretary.
  - (e) Report by the General Secretary on facts and figures about outstanding

affiliation fees.

4. All meetings of NEB shall be attended only by its members. Only those staff members that are authorized by the General Secretary can enter the meeting hall.
5. The President may authorize non-members to attend the meeting/session as an observer, but they shall not take part in the proceedings of the meetings unless the President expressly allows them to speak and participate.
6. The President, the Chairman and the General Secretary shall occupy the front-table, while other members will be seated according to the name cards placed against their seats.
7. The President shall:
  - (a) announce the opening and closing of debate on a particular agenda item and announce decision on each agenda item before taking up next item for discussion.
  - (b) When discussion on an agenda item is in progress, discussion on another agenda item will not be initiated, and in case this happens, the President himself/herself or when pointed out by any of the members of the NEB, shall intervene to stop such discussion and ensure that agenda items are discussed in their proper sequence.
  - (c) be responsible for proper conduct of the meeting and observance of provisions contained in the Constitution and the Rules.
  - (d) maintain proper decorum during the course of the meeting .
  - (e) not allow members to indulge in cross talk or interrupt any members when he/she is speaking.
  - (f) allow only one member to speak at a time and ask the members not to address any other person other than the President.
8. The meeting of NEB shall begin with recitation from the Holy Quran and thereafter the President shall have a roll call to determine the quorum.
9. In case the quorum is complete, the President shall open the meeting with his brief remarks after which he/she shall invite:
  - (a) the General Secretary to present the minutes of the last meeting/session with comments/observations received thereon from members. The comments/observations of the members will be discussed and if found correct, the minutes will be revised accordingly and confirmed.
  - (b) again the General Secretary to present the working paper pertaining to actions taken on the decisions of the last meeting of NEB. In case, action is not complete on any of the decisions, the President would give deadline for implementing the decision in consultation



- with the members.
- (c) Thereafter, the General Secretaries of different regions in the following alphabetical order i.e. (i) Balochistan Region, (ii) Central Punjab Region, (iii) Interior Sindh Region (iv) Karachi Sindh Region, (v) Northern NWFP Region, (vi) Northern Punjab Region, (vii) Southern NWFP Region and (viii) Southern Punjab Region to present their activity report which shall include (i) major activities of the region; (ii) problems faced by the trade unions and workers of the region; (iii) future programme/plan of action of the region; (iv) latest position in the respect of affiliation and disaffiliation of unions and their membership etc. On completion of presentation of each regional report, the President shall invite the members of the NEB for their comments and then ask the General Secretary to sum up the activity report.
  - (d) The General Secretary of the Federation to present overall activity reports at national level including those of Provincial Coordination Committees of NWFP, Punjab and Sindh and of different central committees.
  - (e) General Secretary of the Federation to present facts and figures about outstanding affiliation fees and the President shall open the discussion on outstanding dues and seek confirmation on clearance of outstanding dues before the next NEB meeting.
  - (f) the General Secretary to present remaining agenda items one by one. Each item thus presented will be put for open discussion by the members and after discussion on each of the remaining agenda items, the President may ask the General Secretary for any clarification before he/she sums up the agenda item.
- 10.** The meeting will come to an end with brief remarks from the President and his announcement about closure of the session.
  - 11.** The General Secretary shall record the minutes and decision of the meetings of NEB and circulate the same among members within ten days of the holding of the meeting. The members shall be given ten days time to send their observations/comments. The observations/comments thus received shall be compiled by the General Secretary of the Federation and placed before the next meeting of NEB along with the minutes.
  - 12.** Banner/Banners highlighting the meeting shall be placed at prominent place/places in the meeting hall.

### Chapter 3

### **Regional Executive Board (REB) Meeting**

- 13.** The General Secretary of the Region in consultation with the Regional President and the Regional Chairman shall finalize the time, date, venue and agenda of the meeting of the Regional Executive Board (REB) and shall prepare the working paper for each item of the agenda and inform the members about the meeting and send them the working paper at least one month before the meeting. The members can also suggest items for inclusion in the agenda, but only those items shall be included in the agenda with which working papers are enclosed and have reached the office of the Regional General Secretary at least one week before the date fixed for the meeting. Request for inclusion of an urgent item should reach the Regional General Secretary along with working paper at least one day before the meeting for inclusion as an item of the agenda.
- 14.** The agenda items of REB meetings shall invariably contain:
  - (a) minutes of the last meeting for confirmation.
  - (b) Report on implementation of the decisions taken in the last meeting.
  - (c) Report by the Regional General Secretary on fact and figures about outstanding affiliation fees from affiliates of the region concerned.
- 15.** All meetings and sessions of REB shall be attended only by its members. Only those staff members that are authorized by the Regional General Secretary can enter the meeting hall.
- 16.** The President, the Chairman and the General Secretary or any of the nominated representatives from NEB shall attend the REB meeting and shall report to the Secretariat of the Federation about proceedings of such meetings.
- 17.** The Regional President may authorize non-members to attend the meeting as an observer, but they shall not take part in the proceedings of the meetings unless the President expressly allows them to speak and participate.
- 18.** The Regional President, the Regional Chairman and the Regional General Secretary along with the representative from the National Executive Board shall occupy the front-table while other members will be seated according to the name cards placed against their seats.
- 19.** The Regional President shall:
  - (a) announce the opening and closing of debates on a particular item and announce decision on each agenda item before taking up next item for discussion.
  - (b) When discussion on an agenda item is in progress, discussion

on another agenda item will not be initiated, and in case this happens, the Regional President himself/herself or when pointed out by any of the members of the REB, shall intervene to stop such discussion and ensure that agenda items are discussed in their proper sequence.

- (c) be responsible for proper conduct of the meeting and observance of provisions contained in the Constitution and the Rules.
  - (d) maintain proper decorum during the course of the meeting.
  - (e) not allow members to indulge in cross talk or interrupt any members when he/she is speaking.
  - (f) allow only one member to speak at a time and ask the members not to address any other person other than the Regional President.
- 20.** The meeting of the REB shall begin with recitation from the Holy Quran and thereafter the Regional President shall have a roll call to determine the quorum.
- 21.** In case the quorum is complete, the Regional President shall open the meeting with his brief remarks after which he/she shall invite:
- (a) the Regional General Secretary to present the minutes of the last meeting with comments/observations received thereon from members. The comments/observations of the members will be discussed and if found correct, the minutes will be revised accordingly and confirmed.
  - (b) again the Regional General Secretary to present the working paper pertaining to actions taken on the decisions of the last meeting of REB. In case, action is not complete on any of the decisions, the President would give deadline for implementing the decision in consultation with the members of REB.
  - (c) Regional General Secretary of the Region to present facts and figures about outstanding affiliation fees from affiliates of the Region and the President shall open the discussion on outstanding dues and urge for early confirmation on clearance of outstanding dues to the Central Federation preferably before the next REB meeting.
  - (d) the Regional General Secretary to present remaining agenda items one by one. Each item thus presented will be put by the Regional President for open discussion by the members and after discussion on each of the remaining agenda items, the Regional President may ask the Regional General Secretary for any clarification before he/she sums up the agenda item.
- 22.** The meeting will come to an end with brief remarks from the President and his announcement about closure of the session.
- 23.** The Regional General Secretary shall record the minutes and decision of the

meetings of REB and circulate the same among members within ten days of the holding of the meeting. The members shall be given ten days time to send their observations/comments. The observations/comments thus received shall be compiled by the Regional General Secretary and placed before the next meeting of REB along with the minutes. A copy of the minutes shall also be sent to the General Secretary of the Central Federation within one month from the date of the holding of the REB meeting.

24. Banner/Banners highlighting the meeting shall be placed at prominent place/places in the meeting hall.

## Chapter 4

### Ordinary and Triennial National General Council Session

25. In case of ordinary and triennial General Council Session, the General Secretary of the Federation in consultation with the President and the Chairman shall finalize the time, date, venue and agenda of the session of the ordinary and triennial National General Council (as the case may be) and shall prepare the working paper for each item of the agenda and inform the members about the session and send them the working paper at least one month before the session. The members can also suggest items for inclusion in the agenda, but only those items shall be included in the agenda with which working papers are enclosed and have reached the office of the General Secretary at least one week before the date fixed for the session. Request for inclusion of an urgent item should reach the General Secretary along with working paper at least one day before the session for inclusion as an item of the agenda.
26. The agenda items of the ordinary and triennial National General Council sessions shall invariably contain the Secretary General's report on:
- (a) Activities during last year and programme of activities for coming year **(past three years activity report and on the basis of guidelines given by NEB, coming three years programme of activities in case of triennial session).**
  - (b) Audited financial report for last year and budgetary proposal for coming year **(past three years audited reports and coming three years budget in case of triennial session).**
  - (c) Proposals for amendment to the Constitution/Rules, if received from any of the members of NEB or REB.
27. The ordinary and triennial sessions of National General Council (NGC) shall be attended only by member delegates.
28. The Chairman may authorize non-members to attend the session as an

observer, but they shall not take part in the proceedings of the sessions unless the chairman expressly allows them to speak and participate.

- 29.** All delegates shall register their names on a prescribed registration form before they get their conference material and take their seats in the Conference Hall.

### **Conduct During National General Council Session**

- 30.** Vote by proxy through another delegate of the Council shall be permitted by the General Secretary only in case of sickness, natural calamities or for reasons beyond human control. Request for proxy vote should reach the General Secretary, at least one day before the date of meeting of the Council.
- 31.** The seating arrangement in the Conference Hall shall be such that the President, the Chairman and the General Secretary together with the Presidents of the Regional Federations (total eight) shall sit on the podium of the Conference Hall and the rest of the delegates shall sit in alphabetical order of the name of their Region i.e. (i) Balochistan Region, (ii) Central Punjab Region, (iii) Interior Sindh Region, (iv) Karachi Sindh Region, (v) Northern NWFP Region, (vi) Northern Punjab Region, (vii) Southern NWFP Region and (viii) Southern Punjab Region.
- 32.** Delegates shall occupy the same seat for the entire duration of the session.
- 33.** The Plenary Sittings of the Council shall be open to public, except when the session expressly decides to meet in camera.
- 34.** The Chairman shall:
- (a) announce the opening and closing of debate on a particular item and announce decision on each agenda item before taking up next item for discussion.
  - (b) When discussion on an agenda item is in progress, discussion on another agenda item will not be initiated, and in case this happens the Chairperson himself/herself or when pointed out by any of the members/delegate of the NGC, shall intervene to stop such discussion and ensure that agenda items, are discussed in their proper sequence.
  - (c) be responsible for proper conduct of the session and observance of provisions contained in the Constitution and the Rules.
  - (d) maintain proper decorum during the course of the session
  - (e) not allow members/delegates to indulge in cross talk or interrupt any member/delegate when he/she is speaking.
  - (f) allow only one member/delegate to speak at a time and ask

the members/delegates not to address any other person other than the Chairman.

### **Order of Debate**

**35.** The session of NGC shall begin with recitation from the Holy Quran and thereafter the Chairman shall examine the quorum through Credential Committee Report to be presented by the Chairman of the Credential committee.

**36.** In case the quorum is complete, the Chairman shall ask the NGC to elect rapporteur/rapporteurs. Thereafter, the Chairman shall open the session with his brief remarks after which he/she shall invite the General Secretary (in case of ordinary NGC) to present his report on:

- activities of last year;
- financial report based on audit reports of last year; and programme of action and budget for the next year.

**(In case of triennial meeting the General Secretary will present:**

- **activity report for past three years;**
- **financial report of past three years based on audited reports;**
- **budget of coming three years; and**
- **plan of action and policies of the Federation for coming three years based on guidelines by NEB).**

**37.** Discussion shall begin when the Chairman declares each report open for discussion. General Secretary will response to the points raised in the debate.

**38.** Members can propose any matter for discussion and when it is seconded by another member, the discussion on the motion shall begin. The mover of the motion shall be allowed a maximum of 5 minutes and the seconder shall be allowed not more than 3 minutes. Succeeding speakers shall be allowed not more than 3 minutes each, as the Chair shall decide in his/her discretion.

**39.** Discussion on any matter shall come to an end when the matter is put to vote by the Chair on his/her own initiative or upon a formal motion to this effect by any two delegates.

### **Voting at the NGC Session**

**40.** Decisions at the ordinary or triennial NGC Session shall be taken, by a show of hands by delegates, and through secret ballot only if forty or more delegates present in the session so desire. However, for the election purposes, the secret ballot shall be held, if so requested by 20 or more delegates present in the

session. (other than that to amend the Constitution/Rules).

41. A motion shall be carried if majority of the delegates present vote in its favour.

### **Right to Address the Session**

42. Request to speak shall be handed over to the Chairman in writing, except on a point of order or procedure. The speakers shall be called to speak one by one in the order as desired by the Chair.
43. A delegate shall speak only once on any subject unless otherwise agreed to by the session. However, the Chairman of any Committee shall have the right of reply at the close of the debate. The mover of a motion, resolution or amendment (except on a point of order or procedure) shall have the same right.
44. The General Secretary shall have the right to speak on any subject with the permission of the Chairman.
45. Unless otherwise agreed to by the Session, no speech shall exceed five minutes. However, the delegates asked to introduce agenda items, and rapporteurs presenting a report, may be allowed to speak upto ten minutes.
46. In case of **Triennial National General Council Session, the Chairman** after discussion on agenda items are complete, **shall arrange for the holding of election of the offices of President. Chairman and General Secretary.**
47. After announcement of the election result, the newly elected President, Chairman and General Secretary shall occupy the podium and the session will come to an end with brief remarks from the newly elected President.
48. Banner/Banners highlighting the session shall be placed at prominent place/places in the Conference Hall.

## **Chapter 5**

### **Ordinary and Triennial Regional General Council Session**

49. In case of ordinary and triennial Regional General Council session, the General Secretary of the Region in consultation with the Regional President and the Regional Chairman shall finalize the time, date, venue and agenda of the session of the ordinary and triennial Regional General Council (as the case may be) and shall prepare the working paper for each item of the agenda and inform the members about the session and send them the working paper at

least one month before the session. The members can also suggest items for inclusion in the agenda, but only those items shall be included in the agenda with which working papers are enclosed and have reached the office of the Regional General Secretary at least one week before the date fixed for the session. Request for inclusion of an urgent item should reach the Regional General Secretary along with working paper at least one day before the session for inclusion as an item of the agenda.

50. The agenda items of the ordinary and triennial Regional General Council session shall invariably contain the Regional Secretary General's report on:
  - (a) Activities during last year and programme of activities for coming year. **(past three years activity report and on the basis of guidelines given by REB, coming three years programme of activities in case triennial of session)**
  - (b) Financial report based on audited report of last year and budgetary proposal for coming year. **(past three years audited reports and coming three years budget in case of triennial session)**
51. The ordinary and triennial session of the Regional General Council (RGC) shall be attended only by its member/delegate.
52. The Regional Chairman may authorize non-members to attend the session as an observer, but they shall not take part in the proceedings of the session unless the Regional Chairman expressly allows them to speak and participate.
53. All delegates shall register their names on a prescribed registration form before they get their conference material and take their seats in the Conference Hall.

### **Conduct During Regional General Council Session**

54. Vote by proxy through another member of the Council shall be permitted by the Regional General Secretary only in case of sickness, natural calamities or for reasons beyond human control. Request for proxy vote should reach the Regional General Secretary, at least one day before the date of meeting of the Council.
55. The seating arrangement in the Conference Hall shall be such that the Regional President, the Regional Chairman and the Regional General Secretary and one of the top three i.e. President, Chairman or General Secretary of the Central Federation as Chief Guest shall occupy the front table of the Conference Hall. The rest of the delegates shall be seated accordingly to the name cards placed against their seats.



- 56.** Delegates shall occupy the same seat for the entire duration of the session.
- 57.** The Plenary Sitzings of the Council shall be open to public, except when the session expressly decides to meet in camera.
- 58.** The Regional Chairman shall:
- (a) announce the opening and closing of debate on a particular item and announce decision on each agenda item before taking up next item for discussion.
  - (b) When discussion on an agenda item is in progress, discussion on another agenda item will not be initiated, and in case this happens the Regional Chairman himself/herself or when pointed out by any of the member/delegate of the RGC, shall intervene to stop such discussion and ensure that agenda items, are discussed in their proper sequence.
  - (c) be responsible for proper conduct of the session and observance of provisions contained in the Constitution and the Rules.
  - (d) maintain proper decorum during the course of the session.
  - (e) not allow members to indulge in cross talk or interrupt any members when he/she is speaking.
  - (f) allow only one member/delegate to speak at a time and ask the members/delegates not to address any other person other than the Regional Chairman.

### **Order of Debate**

- 59.** The meeting/session of RGC shall begin with recitation from the Holy Quran and thereafter the Regional Chairman shall examine to see if the quorum is complete.
- 60.** In case the quorum is complete, the Regional Chairman shall ask the RGC to elect rapporteur/rapporteurs. Thereafter, the Regional Chairman shall open the session with his brief remarks after which he/she shall invite the Regional General Secretary to present his report:
- on activities of last year;
  - financial report based on audit report of last year; and
  - programme of action and budget for the coming year.

**(In case of Triennial session, the Regional General Secretary will present:**

- **activity report for past three years;**
- **financial report for past three years based on audit reports;**
- **budget for coming three years; and**

- **plan of action and policies of the Federation for coming three years based on guidelines by REB).**

- 61.** Discussion shall begin when the Regional Chairman declares the General Secretary's report open for discussion. After the discussion, the Regional General Secretary will response to the points raised in the report.
- 62.** Discussion shall begin when one delegate proposes and another delegate seconds a motion to introduce a matter for discussion. The mover of the motion shall be allowed a maximum of 5 minutes and the seconder shall be allowed not more than 3 minutes. Succeeding speakers shall be allowed not more than 3 minutes each, as the Chair shall decide in his/her discretion.
- 63.** Discussion on any matter shall come to an end when the matter is put to vote by the Regional Chairman on his/her own initiative or upon a formal motion to this effect by any two delegates.

### **Voting at the Triennial RGC Session**

- 64.** Decisions at the Triennial RGC Session shall be taken by a show of hands by delegates, and through secret ballot only if forty or more delegates present in the session so desire. However, for election purposes, the secret ballot shall be held, if so requested by 20 or more delegates present in the session.
- 65.** A motion shall be carried if majority of the delegates present vote in its favour.

### **Right to Address the Session**

- 66.** Request to speak shall be handed over to the Regional Chairman in writing, except on a point of order or procedure. The speakers shall be called to speak one by one in the order as desired by the Chair.
- 67.** A delegate shall speak only once on any subject unless otherwise agreed to by the Conference. However, the Chairman of any Regional Committee shall have the right of reply at the close of the debate. The mover of a motion or resolution (except on a point of order or procedure) shall have the same right.
- 68.** The Regional General Secretary shall have the right to speak on any subject with the permission of the Regional Chairman.
- 69.** Unless otherwise agreed to by the Session, no speech shall exceed five minutes. However, the delegates asked to introduce agenda items, and rapporteurs presenting a report, may be allowed to speak upto ten minutes.

- 70. In case of Triennial National General Council Session, the Regional Chairman after discussion on agenda items are complete, shall arrange for the holding of election of the office bearers of the Regional Executive Board.**
- 71.** After announcement of the election result, the newly elected Regional President, the Regional Chairman and Regional General Secretary shall occupy the podium and the session will come to an end with brief remarks from the newly elected Regional President and thereafter Chief Guest from the Central Federation.
- 72.** Banner/Banners highlighting the session shall be placed at prominent place/places in the Conference Hall.

## **Chapter 6**

### **Miscellaneous**

- 73. Headquarters:-** The Headquarters of the Federation shall be at place as determined by NEB and endorsed by NGC of PWF. However, upto 1<sup>st</sup> January, 2015 it may be located as per the convenience of the General Secretary. On or before 1<sup>st</sup> January, 2015, it shall be located in Islamabad (Capital territory) to give it a national representative character.
- 74.** The district branches of the Federation will carry the nomenclature "Pakistan Workers Federation (name of district) Branch."
- 75.** The Regional and District Branches of the Federation shall have the authority to communicate with all Provincial and Federal level Government/Non-government organizations having offices in their area on issues of Regional/Provincial or local importance, but they shall have no authority to correspond with any of the above mentioned organizations or international institutions on issues of national importance. Correspondence with all Federal level government institutions or national or international level NGOs and other such organizations shall be the sole prerogative of the General Secretary of Central Federation.
- 76.** The Regional Federations shall be responsible to make every effort to ensure that payment of affiliation fees from the affiliated unions of their region are made to the National Federation regularly and on time.
- 77.** The unions having non-financial paid membership or with arrears shall have no right to be the office bearers in the Federation at National Executive Board (NEB) or Regional Executive Board (REB) levels.

- 78.** Minimum qualification for participation in any international course, seminar, workshop and conference shall be subject to required competence in the language of the event. However, this rule may be relaxed where translation facility is available during the proceedings of any international event.
- 79.** In case any member of NEB or REB loses election or referendum of his/her union and as provided in Article 32(b) of the Constitution, his representation shall automatically be filled in by the union securing CBA status.
- 80.** The language used during discussion and proceedings, if not otherwise required, shall be Urdu.
- 81.** No member of the National Executive Board can serve on more than two Committees established under Article -18 of the Constitution.
- 82.** Smoking and mobile phone use shall not be permitted in any of the meetings or sessions of the National General Council, Regional General Council, National Executive Board or Regional Executive Board.