

THE
CONSTITUTION
of
THE UNITED NATIONS FIELD STAFF UNION



As approved by the Office of Human Resource Management, dated 04 May 2023



FOREWORD

This Constitution and Rules provide for the discharge of functions entrusted to the elected representatives and bodies of the United Nations Field Staff Union, hereinafter, (UNFSU).

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TABLE OF CONTENTS

<i>DEFINITIONS</i>	4
<i>CHAPTER 1 – NAME AND OBJECTIVES</i>	6
<i>CHAPTER 2 – MEMBERSHIP</i>	6
<i>CHAPTER 3 – BODIES</i>	6
<i>CHAPTER 4 – GOVERNANCE</i>	7
<i>CHAPTER 5 – MEETINGS</i>	8
<i>CHAPTER 6 – ELECTORAL PROCESS</i>	11
<i>CHAPTER 7 – REFERENDUM</i>	15
<i>CHAPTER 8 – SETTLEMENT OF DISPUTES</i>	15
<i>CHAPTER 9 – FINANCE</i>	16
<i>CHAPTER 10 – AMENDMENTS TO THE CONSTITUTION</i>	17
<i>CHAPTER 11 – DISSOLUTION</i>	17
<i>ANNEX A TO THE UNFSU CONSTITUTION</i>	18



Definitions

Arbitration Committee	The autonomous UNFSU Body that is constituted solely to receive, consider and rule upon matters related to alleged violations of the Constitution.
Committee	A group of staff elected as staff representatives by the Field Staff of a mission consisting of eligible UNFSU staff members of that mission.
Committee AGM	Committees shall convene Annual General Meetings of the membership. Thirty percent (30%) of the total membership of a Committee shall constitute a quorum.
Committee Meeting	Regular Committee meetings. Such meetings would typically be used to deal with issues arising or developing between Annual General Meetings.
Conflict of Interest	A conflict of interest occurs when an individual's personal interests – family, friendships, or financial factors – could compromise judgment, decisions, or actions in union governance and activities.
Council	Comprising the Executive and Chairs of UNFSU Committees or designated alternates.
Council Meeting	A Council Meeting (or Field Staff Council Meeting) is convened annually (or more frequently if required) by the UNFSU Executive. It requires 50% of the Council to constitute a quorum.
Dues Paying Member	A member of the UNFSU who, in addition to meeting the criteria for membership also contributes to the finances of the UNFSU via the mechanism of the payment of Union Dues.
Executive	Members of the Executive Office of the UNFSU, consisting of the President and Vice-Presidents, shall be referred to hereafter as the Executive.
External to the UNFSU Membership	Persons other than UNFSU Members as defined in Article 3 of this Constitution.
Extraordinary Meeting	A meeting of a UNFSU Body that takes place outside of or in addition to the programmed meeting cycle. Such meetings would typically be called to deal with specific issues arising or developing between scheduled meetings.
Member of the UNFSU	All internationally recruited staff members assigned to United Nations entities that are designated as Peacekeeping operation (Mission) and/or Special Political Operation (Mission) and those secretariat staff recognised under a bilateral agreement of association consistent with staff rules and regulations shall be considered members of the UNFSU for the duration of their service.



Office Holder	A person elected or appointed to perform a pre-defined official role within the UNFSU in accordance with the provisions prescribed within the internal constitution of the UNFSU.
Polling Officer	A Polling Officer (hereafter referred to as PO) is an official in charge of conducting elections within a UNFSU constituency and supervises the whole electoral process from nomination to final announcement of the result as well as in charge of conducting referenda.
Referendum	A Referendum is a direct vote in which the entire UNFSU Membership (as defined in Article 3, para 1 of this constitution is invited to vote on a particular question or proposal. A referendum shall be held upon a decision of the Executive, a two-thirds majority of the Council or at the written request of at least five hundred (500) members.
Staff Representative Bodies	The term "staff representatives" shall mean staff members of the United Nations who have been duly elected to a Staff Council or corresponding staff representative body in accordance with the Staff Regulations and Rules. (ST/AI/293, 15 July 1982, Para. 1).
Subsidiary Bodies	Non-permanent ad-hoc groups constituted as necessary to assist either the Executive or the Council with specific projects or issues that may require specialist external expertise or skills.
Ticket	A ticket refers to a single election choice which fills more than one office. For example, in the UNFSU Executive Elections, the candidates for President and Vice President(s) run on the same "ticket", because they are elected together on a single ballot question rather than separately.



CHAPTER 1 – NAME AND OBJECTIVES

Article 1

1. The United Nations Field Staff Union shall hereinafter be referred to as “UNFSU”.

Article 2

1. The purpose of UNFSU shall be to:
 - a. Contribute to the promotion of the objectives of the Charter of the United Nations, through consultation, negotiation, mediation and discourse with the Secretary-General of the United Nations, responsible officers in charge of administrative matters and other staff representative bodies.
 - b. Promote good governance by safeguarding the rights, interests, welfare and wellbeing of all Field Staff, as defined in Chapter 2 - Article 3 - 1, by establishing the bodies specified in Chapter 4 - Article 9 - 1, thereby enabling the staff to form and voice its opinion in a democratic, efficient and orderly manner.
 - c. Maintain relations and cooperation with staff organizations and federations of the United Nations Common System including affiliation to a Federation that shall be subject to the approval of a two-thirds majority of a fully constituted Legislative Council, as defined in Chapter 4 - Article 9 - 1 - b.

CHAPTER 2 – MEMBERSHIP

Article 3

1. All internationally recruited staff members assigned to United Nations entities that are designated as Peacekeeping operation (Mission) and/or Special Political Operation (Mission) and those secretariat staff recognised under a bilateral agreement of association consistent with staff rules and regulations shall be considered members of the UNFSU for the duration of their service.

CHAPTER 3 – BODIES

Article 4– EXECUTIVE

1. **Composition:** The Executive of the UNFSU shall comprise the President and Vice-Presidents and shall be referred to hereafter as the “Executive”. The Executive shall serve for a term of two (2) years, with a possibility of re-election for one additional term of two (2) years, subject to the provisions of Chapter 6 - Article 17 - 5. The term commences as soon as the handover between the newly elected and the outgoing President is completed. The handover is to take place within 30 calendar days from the announcement of the confirmed election results.
2. **Role:** Acts on behalf of the membership of UNFSU as the interface to senior leadership and the legislative bodies of the organization, in carrying out the roles described in Chapter 1 - Article 2, through submitting proposals, positions and implementing decisions and recommendations of the UNFSU Council and Arbitration Committee.

Article 5– COMMITTEE

1. **Composition:** The UNFSU Committee shall comprise of a maximum of five (5), minimum of three (3) elected members. The Chair, Vice-Chair and members shall be referred to hereafter as the “Committee”. The Committee shall serve for a term of two (2) years, to commence as soon as possible after confirmed election results and no longer than 30 calendar days without taking over from the outgoing committee, without term limitations.
2. **Role:** Acts on behalf of the mission’s UNFSU membership in safeguarding their rights, welfare and wellbeing and assign representatives for joint panels, committees in accordance with Staff Rules and Regulations, SGBs, ST/AIs.



Article 6– COUNCIL

1. **Composition:** The Council shall comprise the Executive and Committee Chairs, or designated alternates. It shall be referred to hereafter as the “Council”.
2. **Role:** The Council:
 - a. Raises mission specific and global concerns and issues;
 - b. Assists the Executive in formulating positions and setting policies;
 - c. Makes decisions through voting as required;
 - d. Approves a budget and expenditures;
 - e. Implements decisions taken by referendum or by an Arbitration Committee, if and when required.

Article 7– SUBSIDIARY BODIES

1. **Composition:** Subsidiary bodies shall be non-permanent ad-hoc groups constituted by the Executive as necessary.
2. **Role:** Assist either the Executive or the Council with specific or special projects or issues. Such subsidiary bodies shall be guided by terms of reference.

Article 8– ARBITRATION COMMITTEE

1. **Composition:** The Arbitration Committee, referred to hereafter as the “AC”, shall consist of maximum of five (5), minimum of three (3) members, appointed by the Executive and approved by the Council. The AC shall consist of at least two legal experts and one electoral officer preferably made up from internal and external candidates of the organization. Appointed members shall not be serving members on any other UNFSU Bodies. Members shall serve for four (4) years with no term limitations. Whenever an AC office holder ceases to be available for whatever reason, a new AC office holder shall be designated by the Executive and approved by the Council. In all cases the AC membership shall not fall below three (3) members and must at all times include at least one (1) electoral officer and one (1) legal expert in its composition.
2. **Role:** The AC shall have jurisdiction over disputes and alleged violations of the Constitution. Rulings of the AC shall be binding for all bodies of the UNFSU, subject to the provisions of Chapter 8 - Article 21.

CHAPTER 4 – GOVERNANCE

Article 9

1. Functions of the UNFSU shall be exercised through the following bodies:
 - a. The Executive
 - b. The Council
 - c. The Committee(s)
2. The UNFSU functions shall be conducted by means of: Referenda, Council and Committee meetings, Annual General and Extraordinary meetings as necessary.
3. All UNFSU members in an official capacity with UNFSU agree to disclose in writing promptly and fully to the Council any conflict of interest, and to refrain from engaging in activities that create a conflict between their personal interests and the interests of the Union.
All UNFSU members in an official capacity with UNFSU shall recuse themselves from any discussion, decision or vote on any matter that may place them in a conflict of interest situation.
Any person who reports a conflict of interest situation shall be protected from and not be subject to any action of retaliation.



CHAPTER 5 – MEETINGS

Article 10– MEETING GUIDELINES

1. The following guidelines shall govern proceedings at all Council, Committee, General and Extraordinary Meetings.

Article 11– COUNCIL MEETINGS

1. The Council shall meet at least once a year. Fifty per cent (50%) of the fully constituted Council, or designated alternates shall constitute a quorum. Extraordinary Council meetings (ECM) may be convened as determined by the Executive or two-thirds of Council members. ECM may be held by electronic means such as Video Conference (VC).
2. Regular meetings shall normally be held at the UNFSU Secretariat, unless convened elsewhere by a decision of the Council.
3. The Executive shall draw up a provisional agenda with Committee Chairs or their designated alternates.
4. In the absence of the President a Vice President shall chair the meeting.
5. The Council shall normally reach its decisions through consensus; however, should this not be possible, each participating Council Member shall have one vote on an issue. Motions shall be adopted/defeated in such cases by simple majority. The Chairperson shall not vote except in the case of an equality of votes in which case they have the deciding vote.
6. Neither the President nor any of the Vice-Presidents shall hold additional functions in the Council except as established in Chapter 9 - Article 23 - 4.
7. A member of the Executive and thirty percent (30%) of the Council, or their alternates, shall constitute a quorum in any Extraordinary Council Meeting.
8. No decision of the Council shall be valid unless a quorum was present at the time of voting, as specified in paragraphs 1 and 7 of this Article, respectively.

Article 12– COMMITTEE MEETINGS

1. Committees shall ideally meet as often as required but at a minimum of quarterly with the option to hold additional meetings when required.
2. A minimum attendance of fifty percent (50%) of all actual Committee Meetings called upon by the Chair or his/her designated alternate is mandatory for Committee Members.

Article 13– COMMITTEE GENERAL MEETINGS

1. The Committee shall convene Annual General Meeting of its membership.
2. Thirty percent (30%) of the total membership of a Committee shall constitute a quorum for the purpose of an Annual General Meeting. If the quorum is not met another General Meeting should be called within fifteen (15) days at which meeting no quorum would be required.
3. A General Meeting shall be held one month prior to election of a new Committee.
4. Committees may convene Extraordinary General Meetings (EGM) when required.



CHAPTER 6 – ELECTORAL PROCESS

Article 14– ELECTIONS MODALITY

1. Officials of the UNFSU Executive and Committees are appointed through an electoral process. The Executive are elected by the full membership of the UNFSU. A Committee is elected by each mission's UNFSU membership.
2. Elections are conducted by Polling Officers who are in turn elected from among the membership. The Executive election is conducted by Central Polling Officers as defined in Chapter 6 - Article 16. Committees' elections are conducted by missions' Polling Officers as defined in Chapter 6 - Article 15.
3. Elections shall be conducted by electronic means using the designated platform as approved by the Council.
4. The electoral process shall be initiated to allow the procedure to complete prior to the end of the mandate of the sitting Committee/Executive.
5. The sitting Executive shall ensure that the Arbitration Committee has been established before elections of the Executive, Committees and Polling Officers, take place.

Article 15– POLLING OFFICERS (POs)

1. A polling officer, hereafter referred to as a PO, is an official in charge of conducting an election within the UNFSU membership and supervising the whole electoral process from nomination to final announcement of the results, as well as being in charge of conducting referenda. Polling Officers are proposed, seconded and voted for either by show of hands in a Committee General Meeting or by electronic means.
2. A mission shall have a minimum of two (2) POs, and preferably two (2) alternates.
3. POs shall take office immediately upon election and serve until replaced. Term limits are not applicable.
4. In case of failure to conclude the selection of POs in a mission, the Central Polling Officers shall assume the responsibility to conduct Committee's election for the said mission.
5. Should the total number of POs fall to one, by-elections shall be held at a mission EGM to fill vacancies.
6. POs shall not be eligible for candidacy to a Committee and/or the Executive elections unless a written resignation is tendered not less than three (3) calendar months prior to an impending election for which there is an intent to stand.
7. POs may be recalled upon written request from two thirds of the mission membership.
8. POs shall organize elections and manage appeals in such a way as to ensure the complete secrecy and fairness of the ballot. They shall have complete operational independence and act at all times with absolute impartiality.
9. Polling Officers shall obtain the list of eligible voters as defined in Chapter 2 – Article 3 – 3 through the Office of Human Resources in their respective entity.



Article 16– CENTRAL POLLING OFFICERS (CPOs)

1. A Central Polling Officer, hereafter referred to as CPO, is an official in charge of conducting an Executive Election within the whole UNFSU membership and supervises the whole electoral process from nomination to final announcement of the result. CPOs are as well in charge of conducting referenda. Under the exceptional circumstances set out in Chapter 6 - Article 15 - 4, the CPOs shall assume all responsibilities of the POs of the concerned mission(s).
2. A group of six (6) Central Polling Officers will be nominated by the Executive from the duly elected polling officers in the various missions. After acceptance of their nomination this group will constitute the Central Polling Officers and will be confirmed and endorsed by the Council annually during the Council Meeting.
3. Central Polling Officers shall obtain the list of eligible voters as defined in Chapter 2 – Article 3 – 3 through the Office of Human Resources in DMSPC.
4. CPOs may be recalled referring to Article 15 - 7 on recall of Mission POs.

Article 17– EXECUTIVE ELECTIONS

1. Members of the UNFSU shall elect biennially from among themselves an Executive.
2. Nominations for President and Vice-Presidents shall be as one joint ticket (announced running mates) indicating the corresponding office against each candidate's name. Ballots cast will be for a joint ticket, ideally reflecting geographical, cultural and gender diversity. Nominees must have given their prior written consent of willingness to stand for office and each nomination must be signed by at least twenty (20) dues paying members. Nominees cannot run on more than one ticket. The nomination period shall be opened for twenty-one (21) calendar days.
3. In cases where no valid joint tickets have been received at the close of the nomination period, the deadline shall be extended for a maximum period of three (3) months or until such time as duly nominated ticket is forthcoming, whichever earlier. Upon receipt of the first new nomination, the period shall be opened for one (1) month, and CPOs must publish the revised schedule. For good governance, the outgoing Executive shall remain in full function until a new Executive has assumed office. In case none of the outgoing Executive are available to remain in office, the Council shall appoint a temporary caretaker President.
4. All serving staff members are eligible to run for elections providing that they have met all of the following:
 - a. is a member of the UNFSU as defined in Chapter 2 - Article 3 – 1;
 - b. is a UNFSU dues paying member for a period of not less than thirty-six (36) consecutive calendar months preceding the issuance of a call for nominees;
 - c. has completed a minimum of thirty-six (36) consecutive calendar months of service immediately preceding the issuance of a call for nominees;
 - d. is not barred at the time of issuance of a call for nominees from holding UNFSU Office by a ruling of an Arbitration Committee;
 - e. is not reaching mandatory retirement age within the term of office;
 - f. is not on temporary assignment from or holding a lien to an entity external to the UNFSU membership as defined in Chapter 2 - Article 3 – 1;
 - g. is not an associated member.
5. Members having served as an Executive officer of the UNFSU during two consecutive terms, whether fully or partially, shall be ineligible to stand for Executive office. Such Members shall not be eligible to run for Executive office until one term has elapsed.
6. The CPOs shall review the eligibility of candidates based on paragraph 4 of this Article within a period of seven (7) calendar days after which the list of cleared tickets is announced.
7. The decision on the eligibility/ineligibility of candidates can be challenged within seven (7) calendar days from the announcement date by any member of the constituency provided that the appellant submits the evidence to substantiate the case to the CPOs. Should the decision by the CPOs be unsatisfactory to the appellant, the case shall be further referred to the AC as per Chapter 3 - Article 8 and Chapter 8 – Article 21. All reviews shall be



finalized within seven (7) calendar days from receipt of the appeal.

8. The campaigning period shall be twenty (20) calendar days and shall commence once the final list of running tickets is announced by the CPOs. At the end of the campaigning period there shall be one (1) calendar day of electoral silence. The running tickets must respect the electoral silence to ensure a free voting environment and to allow UNFSU members to quietly reflect before casting their votes.
9. The voting period shall be seven (7) calendar days and shall commence twenty-one (21) calendar days after the announcement of final list of running tickets.
10. In the event of issues with the voting system affecting a substantial number of members of the constituency in a Mission, the CPOs have an obligation to take all necessary actions to remedy the issue, including the possibility of a re-run of the election in the affected Mission if required.
11. It shall be incumbent upon CPOs to publish the official voting dates and the date of announcement of results. It shall be further incumbent upon the CPOs to strictly adhere to said published dates.
12. The joint ticket receiving the highest number of votes shall be declared as elected.
13. In the event of a tie in the first ballot, a second ballot, limited to the tied tickets of first place only, shall be conducted within seven (7) calendar days after the announcement of the results.
14. The result shall be open to challenge by the competing tickets up to five (5) calendar days from the announcement date by the CPOs, provided that a written substantiation is tendered to the CPOs supporting a claim of irregularity in the process.
15. A challenged result shall be automatically referred by the CPOs to the AC for review and ruling. The AC will make a ruling on the challenge within 14 calendar days. If upheld, the CPOs shall conduct a re-run of election. The re-run of elections shall be conducted within fourteen (14) calendar days after the announcement of the AC findings.
16. If there is only one eligible ticket it shall be declared elected unopposed.
17. In the event any member of the Executive becomes incapacitated or otherwise unable to perform their responsibilities, resigns from office, is separated from service or recalled, the post shall become vacant. The Council shall review the situation and make a decision whether or not to request the CPOs to initiate by-elections to fill the vacancy for the balance of the ticket incumbency.
18. Members of the winning ticket shall remain dues paying throughout their term of office.

Article 18– COMMITTEE ELECTIONS

1. Nominations for Committee elections shall be as one joint ticket (announced running mates), indicating the corresponding office against each candidate's name. Ballots cast will be for a joint ticket. The joint ticket should state the office functions of each of its members. The ticket should ideally reflect geographical, cultural and gender diversity. Nominees cannot run on more than one ticket.
2. Nominees must have given their prior written consent of willingness to stand for office and each nomination must be signed by at least three (3) dues-paying members.
3. Nomination period shall be open for fourteen (14) calendar days. In the event a joint ticket is not forthcoming, staff Members shall be authorized to run as individual candidates. The same nomination procedures shall apply.
4. All serving staff members are eligible to run for elections providing that they have met all of the following:
 - a. is a member of the UNFSU as defined in Chapter 2 - Article 3 - 1;
 - b. is a UNFSU dues paying member for a period of not less than three (3) consecutive calendar months preceding the issuance of a call for nominees;



- c. has completed a minimum of twelve (12) consecutive calendar months of service immediately preceding the issuance of a call for nominees;
 - d. is not barred at the time of issuance of a call for nominees from holding UNFSU Office by a ruling of the Arbitration Committee;
 - e. is not reaching mandatory retirement age within the term of office;
 - f. is not on temporary assignment from or holding a lien to an entity external to the UNFSU membership as defined in Chapter 2 - Article 3 – 1.
5. The POs shall review the eligibility of candidates based on paragraph 4 of this Article, within maximum period of seven (7) calendar days, after which the list of candidates is announced. The eligibility/ineligibility of candidates can be challenged within seven (7) calendar days from the announcement date by any member of the constituency provided that the appellant submits the evidence to substantiate the case to the POs. Should the decision by the POs be unsatisfactory to the appellant, the case can be further escalated to the AC, as per Chapter 3 - Article 8 and Chapter 8 – Article 21. All reviews shall be finalized within seven (7) calendar days from receipt of the appeal.
 6. In case no nominations have been made during the nomination period or none of the nominees are found eligible, nomination period shall be extended for another two (2) calendar weeks.
 7. The campaigning period shall be fourteen (14) calendar days and shall commence once the final list of running tickets is announced by the POs. At the end of the campaigning period there shall be one (1) calendar day of electoral silence. The running tickets must respect the electoral silence to ensure a free voting environment and to allow UNFSU members to quietly reflect before casting their votes.
 8. The voting period shall be five (5) calendar days and shall commence fifteen (15) calendar days after the announcement of final list of running tickets/candidates.
 9. In the event of issues with the voting system affecting a substantial number of members of the constituency in a mission, the POs have an obligation to take all necessary actions to remedy the issue, including the possibility of a re-run of the elections.
 10. It shall be incumbent upon POs to publish the official voting dates and the date of results announcement. It shall be further incumbent upon the POs to strictly adhere to said published dates.
 11. The joint ticket receiving the highest number of votes or, in the case of individual candidates as per paragraph 3 of this Article, the five (5) candidates receiving the highest number of votes, shall be declared as elected.
 12. If there is only one eligible ticket, or in the case of individual candidates as per paragraph 3 of this Article, between three (3) and five (5) eligible candidates, it/they shall be declared elected unopposed.
 13. In the event of a tie among tickets in the first ballot, a second ballot, limited to the tied tickets for the first place only, shall be conducted within seven (7) calendar days after the announcement of the results.
 14. In the case of individual candidates as per paragraph 3 of this Article, in the event of a tie in the first ballot for the fifth place, a second ballot, limited to the tied individuals for the fifth place only, shall be conducted within seven (7) calendar days after the announcement of the results.
 15. The result shall be open to challenge by the competing Parties up to five (5) calendar days from the announcement date by the POs, provided that a written substantiation is tendered to the CPOs supporting a claim of irregularity in the process.
 16. A challenged result shall be automatically referred to the AC for review and ruling within fourteen (14) calendar days. If upheld, the POs shall conduct a re-run of election. The re-run elections shall be conducted within seven (7) calendar days after the announcement of the AC's ruling.
 17. Term of office shall be for two years.
 18. Term limits are not applicable.



19. In case the committee membership falls below three (3) a new election process shall take place.
20. For good governance, if by the end of term of the sitting Committee, a newly elected Committee is not in place, the outgoing Committee shall remain in caretaker capacity until a new Committee assumes office. In case none of the outgoing Committee are available to remain in office, the Executive shall decide in regard to an interim solution to be applied until such time that elections have taken place.
21. Members of the winning ticket shall remain dues paying throughout their term of office.

CHAPTER 7 – REFERENDUM

Article 19

1. A referendum shall be held upon a decision of the Executive, a two-thirds majority of the Council or at the written request of at least five hundred (500) members. Referenda shall be conducted through a secure vote organized by the CPOs.
2. The Executive shall transmit the questions submitted for referendum and an explanatory note as deemed necessary to the CPOs for appropriate action.
3. Decisions shall be taken by a simple majority of those voting in the referendum.
4. If there is a tie in votes, the issue may be resubmitted to referendum after a period of three months but not later than six (6) months. If not resubmitted to referendum within this timeframe, it shall be regarded as having been defeated. If it is resubmitted to referendum within the timeframe and there is another tie of votes, it shall be regarded as having been defeated.
5. If an issue is defeated, it shall not be receivable for referendum until at least twelve (12) months have elapsed.
6. If an issue has been adopted by referendum, it may not be subject to another referendum until twenty-four (24) months have elapsed from the date the result was formally declared.
7. As the highest decision-making mechanism, decisions taken by referendum shall be final and binding on all UNFSU bodies.

CHAPTER 8 – SETTLEMENT OF DISPUTES

Article 20 – AMICABLE SETTLEMENT OF DISPUTES

1. Any dispute related to breaches of this constitution shall be attempted to be resolved amicably between the Officials of the UNFSU, which may include mediation by approved 3rd party mediators. In case no amicable agreement has been reached, all parties reserve their right to seek recourse through arbitration in accordance with the rules set out in this document.
2. Settlement of electoral disputes by arbitration shall be conducted through the Arbitration Committee described in Chapter 3 - Article 8 and Chapter 6 Articles 17, 18 and 21.

Article 21 – ARBITRATION OF DISPUTES

1. A complaint can be lodged against any member of the UNFSU holding an elected position for any alleged violation of the UNFSU Constitution.
2. For all matters other than electoral irregularities, in order to be receivable, a complaint must be filed within three months of such alleged act and submitted in writing specifying the Articles of the Constitution which have allegedly been violated.
3. For all matters other than electoral irregularities, complaints for consideration by the Arbitration Committee shall be submitted directly to the Arbitration Committee.



4. The AC shall convene within seven (7) calendar days of the receipt of a request for an arbitration.
5. For all matters, the AC shall grant a Hearing to the Claimant(s) and Respondent(s) within 7 calendar days after their first meeting either in person or by audio/video conferencing as convenient. Additional Hearings of Claimant, Respondent and other individuals as may be deemed relevant to the AC shall also be granted during the proceedings.
6. For all matters, the AC shall conclude its work within fourteen (14) calendar days by making an award. It shall contain, as a minimum, names of the parties, composition of the AC, summary of facts and allegations, proceedings, names of witnesses if any, deliberations and the decision duly signed.
7. The AC must in all cases inform the Claimant(s) and Respondent(s) of their right to request a final review by the AC to consider additional evidence. If established, an additional seven (7) calendar days shall be granted to finalize the process for a final decision to be made.
8. Decisions of the AC shall be taken by simple majority.
9. The AC shall submit their award to the Executive who shall inform the parties.

Article 22– Remedial Actions

1. Remedial actions may be considered based on the AC ruling related to all alleged breaches of the constitution other than electoral disputes, which are covered under Chapter 6 Articles 17 and 18.
2. The Arbitration Committee may recommend to the UNFSU Council the following remedial actions:
 - a. A verbal warning, which may take the form of an informal or formal discussion of the problem
 - b. A written warning, which will take the form of a letter from the Arbitration Committee.
 - c. Suspension of Executive and/or Council voting rights.
 - d. Recommendation for recall. Officers may be recalled by the means through which they were elected.

CHAPTER 9 – FINANCE

Article 23

1. The fiscal year of the UNFSU shall coincide with the calendar year.
2. The Council shall elect a Treasurer and Assistant Treasurer from among the UNFSU membership, who will be assisted by the UNFSU Executive Administrative Assistant.
3. The role of Treasurer shall be assumed by the Assistant Treasurer in cases of absence, retirement or resignation pending election of a new Treasurer.
4. In case there is no Treasurer or Assistant Treasurer in place, a member of the UNFSU Executive will act as the temporary Treasurer or identify a temporary replacement from within the UNFSU membership for a maximum of initial three months.
5. Revenue may be derived from membership dues; fundraising activities and such contributions as are received and/or the UNFSU may decide to accept. Payment of dues is voluntary and may be discontinued at any time by written request.
6. The UNFSU Treasurer is the custodian of any and all funds and is accountable to the Council. The maintenance and operations of the accounts is carried out by the UNFSU Executive Administrative Assistant, whose duties include:
 - a. Act as collector and disbursing officer;
 - b. Submit every three (3) months to the Executive, a financial report and any special report, as required, showing the state of the accounts.
 - c. Submit an Annual Financial Report for circulation to the members of the Council at least two weeks before



- the Council Meeting; and
- d. Track collections of contributions and verify payment of dues, as requested.
 - e. Facilitate and assist with external audits of the accounts at specified intervals.
7. The Council shall cause an external audit of UNFSU central accounts to be conducted two months prior to change of Executive to ensure fiscal accountability.
 8. The report of the external auditors shall be on the agenda of the Council Meeting.
 9. The funds of the UNFSU shall normally be deposited in more than one bank account. All cheques/bank transactions shall bear the signatures of the President and one of the Vice Presidents.
 10. Notes on financial aspects are contained in Annex A.

CHAPTER 10 – AMENDMENTS TO THE CONSTITUTION

Article 24

1. Any amendment to the Articles of this Constitution shall be made by referendum of the membership. The decision to hold such a referendum shall be made regarding the provisions of Chapter 7.
2. An amended Constitution enters into force on the date it is adopted by referendum and shall simultaneously abrogate any previous Constitution provided there are no changes to the electoral provisions in which case it shall enter into force on the date it receives the agreement of the Secretary-General.

CHAPTER 11 – DISSOLUTION

Article 25

1. The UNFSU may be dissolved by a two-thirds majority of the UNFSU membership as defined in Chapter 2 Article 3, voting in a referendum. The disposition of funds and other assets following dissolution, proposed by the UNFSU Council, shall be decided by a two-thirds majority of the UNFSU Membership voting in a referendum.



ANNEX A to the UNFSU CONSTITUTION

FINANCE

Note 1: Contributions

1. Staff contributions are collected centrally through payroll deduction or other direct deposits into the UNFSU Central fund.
2. Income collected through fund raising for charitable causes may be deposited into a dedicated sub-account of the UNFSU Central fund. Funds will be disbursed for charitable causes as determined by local UNFSU Committees.

Note 2: Petty Cash – For UNFSU Executive

1. A Petty cash fund may be established in an amount not exceeding US\$500 or its equivalent to facilitate purchases of small items when it is impractical to make payment by check as required under UN Financial Rules.
2. Petty cash custodians shall make use of such funds only for the purpose for which the funds were authorized as stated in UN Financial Rules. Petty cash custodians shall be personally and financially liable for the proper management, safekeeping and disbursement of the petty cash funds and all related supporting documents.
3. Petty cash funds shall be periodically reimbursed, once a month or when deemed necessary, on presentation of vouchers for the exact amount spent. Original cash balances of US\$500 shall always be maintained at the time of reimbursement.
4. Payments from the fund must be supported by petty cash vouchers, with all receipts attached and duly signed by the custodian and UNFSU President, as appropriate.
5. Any cash balances on hand in the petty cash fund on the last working day of each calendar year shall be deposited with the UNFSU Treasurer or in the designated bank account. A receipt shall document such deposit.
6. Petty cash custodians shall familiarize themselves with all UN rules and regulations related to the operation of such funds.

Note 3: Hospitality

1. For official hospitality purposes, the Executive shall be authorized an amount not exceeding US\$3,000 per annum for expenditures incurred in the performance of official functions.
2. Hospitality shall include a statement of the nature and purpose of the expenditure. For official purposes, other than hospitality purposes, the Executive shall be authorized an amount not exceeding US\$2,000 per annum for expenditures incurred in furtherance of the official interests of the UNFSU to cover, for example, representational commemorative gifts and fees of a professional photographer.
3. Reimbursement shall require presentation of receipts indicating the actual expenses incurred.

Note 4: Official Travel at Expense of UNFSU

1. The Executive's responsibility entails periodic sessional official travel, and as such are automatically considered as pre-approved. All other official business travels at the full or partial expense of the UNFSU shall require the pre-approval of the majority of the Council. The Executive Office shall inform the Council within a reasonable time frame of such travel. Non-reply shall be considered as abstention.



2. Costs related to official business travel, such as conferences and meetings shall be pre-computed by the UNFSU Secretariat. The Secretariat shall clearly state in each invitation letter the amount sought for such travel.
3. The Treasurer may approve expenditure related to official business travel in excess of the amount referred to in paragraph 13 following examination of well-documented merits of each individual case.
4. The Treasurer shall always ensure that no reimbursement is made beyond the authorized amount in accordance with UN Financial Rules.
5. Quotations shall be obtained from UN Mission Travel Unit, Central Travel Unit or UN recognized and approved Travel Agent through the Executive Office. All official travels will be in line with UN Rules and Regulations on Official Travel.