

THE  
**CONSTITUTION**

*of*

**THE UNITED NATIONS FIELD STAFF UNION**

APPROVED BY ACTING UNDER-SECRETARY-GENERAL FOR MANAGEMENT

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ON BEHALF OF SECRETARY-GENERAL

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## **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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## Definitions

Arbitration Committee	The autonomous UNFSU Organ that is constituted solely to receive, consider and rule upon matters related to alleged violations of the Constitution and Rules of Procedure and misconduct.
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 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.
Council	Comprising the Executive and Chairs or designated alternates of UNFSU Committees.
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.
External Arbitration Committee	External Arbitration Committee, referred to hereafter as the "EAC" shall consist of maximum of five (5), minimum of three (3) members. All members shall be external to UNFSU membership and associated Federation(s).
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 internationally recruited staff members assigned to United Nations field missions under the administrative authority of the Department of Peacekeeping Operations, Department of Field Support, Department of Political Affairs, (DPKO/DFS/DPA) and those secretariat staff recognized under a bilateral agreement of association consistent with staff rules and regulations shall be considered members of the UNFSU for the duration of their assignment.
Extraordinary General 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.
Field Staff	All internationally recruited staff members assigned to United Nations field missions under the administrative authority of the Department of Peacekeeping Operations, Department of Field Support, Department of Political Affairs, (DPKO/DFS/DPA) and those secretariat staff recognized under a bilateral agreement of association consistent with staff rules and regulations.
Incapacitated	Incapacitated or otherwise unable to perform their responsibilities, resigns from office, is separated from service or recalled.
Internal Arbitration Committee	Internal Arbitration Committee, referred to hereafter as the "IAC", shall consist of maximum of five (5), minimum of three (3) members, appointed



	<p>by the Executive from within the UNFSU membership. One member of IAC must be a legal professional.</p>
Member of the UNFSU	<p>All internationally recruited staff members assigned to United Nations field missions under the administrative authority of the Department of Peacekeeping Operations, Department of Field Support, Department of Political Affairs, (DPKO/DFS/DPA) and those secretariat staff recognized under a bilateral agreement of association consistent with staff rules and regulations shall be considered members of the UNFSU for the duration of their assignment.</p>
Office Holder	<p>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.</p>
Recalled	<p>An elected or appointed Official of the UNFSU can be recalled for contravention of the UNFSU Constitution and or misconduct.</p>
Polling Officer	<p>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 and arbitration committee elections.</p>
Staff Representative Bodies	<p>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).</p>
Subsidiary Bodies	<p>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.</p>
Ticket	<p>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.</p>
Ticket - Competing	<p>A "ticket" which fulfils the necessary criteria and conditions required in order to take part in an election and whose candidacy is participating in an ongoing electoral process.</p>
Ticket - Duly Nominated	<p>A "ticket" which fulfils the necessary nomination requirements in order to take part in an election.</p>
Ticket - Eligible	<p>A "ticket" which fulfils the necessary criteria and conditions required in order to take part in an election.</p>
Ticket - Joint	<p>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.</p>
Ticket - Tied	<p>Two or more "tickets" having an equal number of votes and being "tied" for first place following the initial ballot, giving rise to the need for a second ballot.</p>



Ticket - Valid	A "ticket" which fulfils the necessary criteria and conditions required in order to take part in an election.
Ticket - Winning	A "ticket" which has secured the highest number of votes in an election as declared by the concerned polling officers in accordance with the provisions of the constitution of the UNFSU.
United Nations Field Staff Union	The recognized staff representative body for United Nations Field Staff as defined within this glossary.
UNFSU Organs	The organs of the UNFSU are the Field Staff Council, the Executive, the mission Committees, the Subsidiary Bodies and the Arbitration Committee.



## CHAPTER 1 – NAME AND OBJECTIVES

### **Article 1**

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

### **Article 2**

2. 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 - 3, by establishing the organs specified in Chapter 4 - Article 10 - 16, 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 10 - 16. - b

## CHAPTER 2 – MEMBERSHIP

### **Article 3**

3. All internationally recruited staff members assigned to United Nations field missions under the administrative authority of the Department of Peacekeeping Operations, Department of Field Support, Department of Political Affairs, (DPKO/DFS/DPA) and those secretariat staff recognized 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**

4. **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 18 - 60.
5. **Role:** Acts on behalf of the membership of UNFSU as the interface to Management and legislative bodies in carrying out the roles described in Chapter 1 - Article 2, through submitting proposals, positions and implementing decisions of the UNFSU Council and Arbitration Committees.

### **Article 5 – COMMITTEE**

6. **Composition:** The UNFSU Committee shall comprise of a maximum of five (5), minimum of three (3) elected members: the Chair, Vice-Chair and members, and shall be referred to hereafter as the “Committee”. The Committee shall serve for a term of two (2) years, without term limitations.
7. **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**

8. **Composition:** The Council shall comprise the Executive and Committee Chairs, or designated alternates. It shall be referred to hereafter as the “Council”.
9. **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; and,
  - e. Implements decisions taken by referendum or by an Arbitration Committee, if and when required.

#### **Article 7 – SUBSIDIARY BODIES**

10. **Composition:** Subsidiary bodies shall be non-permanent ad-hoc groups constituted by the Executive as necessary.
11. **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 – INTERNAL ARBITRATION COMMITTEE**

12. **Composition:** The Internal Arbitration Committee, referred to hereafter as the “IAC”, shall consist of maximum of five (5), minimum of three (3) members, appointed by the Executive from within the UNFSU membership. One member of IAC must be a legal professional. Appointed members shall not be serving members on any other UNFSU Bodies. Members shall serve for two (2) years with no term limitations.
13. **Role:** The IAC shall have jurisdiction over disputes, alleged violations of the Constitution at missions’ level and misconduct. Rulings of the IAC shall be binding for all organs of the UNFSU, subject to the provisions of Chapter 8 - Article 22 - 107.

#### **Article 9 – EXTERNAL ARBITRATION COMMITTEE**

14. **Composition:** The External Arbitration Committee, referred to hereafter as the “EAC” shall consist of maximum of five (5), minimum of three (3) members. All members shall be external to UNFSU membership and associated Federation(s). An external entity shall be called upon by the Executive in consultation with the Council to establish the EAC in accordance with that entity’s procedures guided by the procedures of the IAC.
15. **Role:** The EAC shall have jurisdiction over disputes, alleged violations of the Constitution and misconduct in relation to Executive Officials and Executive Elections. It shall act as the Appeal Arbitration Committee for contested rulings of the IAC. Rulings of the EAC shall be binding upon all organs of the UNFSU, subject to the provisions of Chapter 8Article 2211718.

### **CHAPTER 4 – GOVERNANCE**

#### **Article 10**

16. Functions of the UNFSU shall be exercised through the following bodies:
  - a. The Executive;
  - b. The Council;
  - c. The Committee(s)
17. The UNFSU functions shall be conducted by means of: Referenda, Council and Committee meetings, Annual General and *ad hoc* meetings as necessary.



## CHAPTER 5 – MEETINGS

### ***Article 11 – MEETING GUIDELINES***

18. These Meeting Guidelines shall govern proceedings at all Council, Committee, General and Extraordinary Meetings.

### ***Article 12 – COUNCIL MEETINGS***

19. 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. Emergency 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).
20. Regular meetings shall normally be held at the UNFSU HQ, unless convened elsewhere by a decision of the Council.
21. The Executive shall draw up a provisional agenda for each regular meeting in consultation with Committee Chairs or their designated alternates.
22. The President, or in his/her absence, the Vice President in his/her stead shall chair meetings of the Council.
23. 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 President, or in their absence, a Vice President acting in his/her stead, shall not vote except in the case of an equality of votes in which case s/he has a casting ballot. If a casting ballot is not tabled, the motion shall be considered defeated.
24. When there is a majority of abstentions, the President may decide to submit the decision to referendum governed by the provisions of Chapter 7 - Article 20 - 97.
25. Neither the President nor any of the Vice-Presidents shall hold additional functions in the Council except as established in Chapter 9 - Article 25 - 123.
26. A member of the Executive and thirty percent (30%) of the Council, or their alternates, shall constitute a quorum in any ECM.
27. No decision of the Council shall be valid unless a quorum was present at the time of voting, as specified in paragraphs 19 and 26 of this Article, respectively.

### ***Article 13– COMMITTEE MEETINGS***

28. The Committee shall ideally meet quarterly with the option to hold additional meetings when required.
29. 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, subject to the provisions of paragraph 30 of this Article.
30. Absences from the office on Rest and Recuperation, official leave and documented exigencies of service shall not constitute an absence in the context of paragraph 29 of this Article.
31. A Committee member who has not satisfied the provisions of paragraphs 29 and 30 of this Article, may be recalled by the Committee Chair, subject to the ruling of the IAC.

### ***Article 14– COMMITTEE GENERAL MEETINGS***

32. The Committee shall convene Bi-Annual General Meeting of its membership.
33. Thirty percent (30%) of the total membership of a Committee shall constitute a quorum for the purpose of a Bi-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.

34. A General Meeting shall be held one month prior to election of a new Committee.
35. Committees may convene Extraordinary General Meetings (EGM) when required.

## **CHAPTER 6 – ELECTORAL PROCESS**

### ***Article 15 – ELECTIONS MODALITY***

36. 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.
37. 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 18. Committees' elections are conducted by missions' Polling Officers as defined in Chapter 6 - Article 19.
38. Elections may be conducted either by paper ballots or electronic means.
39. Polling Officers/Central Polling Officers shall initiate the electoral process for the Committee/Executive no later than three (3) and four (4) months, respectively, prior to the end of term of the sitting Committee/Executive.
40. The sitting Executive shall ensure that the respective Arbitration Committee has been established before elections of the Executive, Committees and Polling/Central Polling Officers, take place.

### ***Article 16 – POLLING OFFICERS (POs)***

41. A polling officer, hereafter referred to as a PO, is an official in charge of conducting an election within a UNFSU constituency and supervising the whole electoral process from nomination to final announcement of the results, as well as being in charge of conducting referenda. S/he is proposed, seconded and voted for either by show of hands in a Committee General Meeting or by electronic means.
42. A mission shall have a minimum of two (2) POs, and preferably two (2) alternates.
43. POs shall take office immediately upon election and serve until replaced. Term limits are not applicable.
44. In case of failure to conclude the selection of POs, the Executive shall reach out to the Management of the Mission(s) affected to possibly identify and appoint the POs. Should this second attempt fail, the Central Polling Officers shall assume the responsibility to conduct the said Committee's election.
45. Should the total number of POs fall to one, by-elections shall be held at a mission EGM to fill vacancies.
46. 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.
47. To avoid any conflict of interest, the spouse of a candidate for election cannot serve as a PO. Likewise, a spouse of a PO cannot be a candidate for election unless the PO has resigned three (3) calendar months prior.
48. POs may be recalled upon written request from two thirds of the constituency.
49. 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.
50. POs shall ensure the maintenance and management of an electoral database in coordination with the Committee and relevant offices.



**Article 17 – CENTRAL POLLING OFFICERS (CPOs)**

51. 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. S/he is as well in charge of conducting referenda. Under the exceptional circumstances set out in Chapter 6 Article 1644, the CPOs shall assume all responsibilities of the POs of the concerned mission(s).
52. UNGSC POs shall normally cumulate the role of their Mission POs and Central Polling Officers (CPOs), unless otherwise determined by unanimous decision of a fully constituted Council.
53. CPOs shall ensure the maintenance and management of an electoral database globally in coordination with mission's POs and mission committees.
54. CPOs shall ensure a recent copy of electoral procedures are shared with the POs prior to Committee elections.
55. CPOs may be recalled upon written request from two thirds of the UNFSU Council, subject to the ruling of an Arbitration committee.

**Article 18 – EXECUTIVE ELECTIONS**

56. Members of the UNFSU shall elect biennially from among themselves an Executive.
57. 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.
58. 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 caretaker capacity until a new Executive assumes office. In case none of the outgoing Executive are available to remain in office, the Council shall appoint a caretaker President.
59. 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 - 3;
  - b. is a UNFSU dues paying member for a period of not less than thirty-six (36) calendar months preceding the issuance of a call for nominees;
  - c. has completed a minimum of thirty-six (36) calendar months of unbroken 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 - 3;
  - g. is not an associated member; and,
  - h. is not the spouse of a PO or CPO to avoid any conflict of interest.
60. 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 two further terms have elapsed.
61. The CPOs shall review the eligibility of candidates based on paragraph 59 of this Article within maximum period of fourteen (14) calendar days after which the list of cleared tickets is announced.
62. The decision on the eligibility/ineligibility of candidates can be challenged within seven (7) working 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 EAC as per Chapter 3 - Article 9 and Chapter 8 - Article 23. All reviews shall be finalized within fourteen (14) working days from receipt of the appeal.

63. The campaigning commences once the final list of running tickets is announced by the CPOs.
64. The voting period shall be seven (7) calendar days and shall commence thirty-five (35) calendar days after the announcement of final list of running tickets.
65. 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.
66. 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.
67. The joint ticket receiving the highest number of votes shall be declared as elected.
68. 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 fourteen (14) calendar days after the announcement of the results.
69. The result shall be open to challenge by the competing tickets up to five (5) calendar days from the published date by the CPOs, provided that a written substantiation is tendered to the CPOs supporting a claim of irregularity in the process.
70. A challenged result shall be automatically referred by the CPOs to the EAC for review and ruling. 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 EAC findings.
71. If there is only one eligible ticket it shall be declared elected unopposed.
72. 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 and the CPOs shall immediately initiate by-elections to fill the vacancy for the balance of the ticket incumbency.
73. Office holders can be recalled subject to the ruling of the EAC on the basis of misconduct based on the UNFSU Constitution.
74. Members of the winning ticket shall remain dues paying throughout their term of office.

#### ***Article 19– COMMITTEE ELECTIONS***

75. 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.
76. 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.
77. Nomination period shall be open for two (2) calendar weeks. In the event a joint ticket is not forthcoming, the nomination period shall be extended for an additional one (1) week, after which, if there is still no joint ticket forthcoming, Staff Members shall be authorized to run as individual candidates. The same nomination procedures shall apply.
78. 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 - 3;
  - b. has been a dues-paying member for a minimum of three (3) calendar months preceding the issuance of a



- call for nominees;
- c. has completed a minimum of twelve (12) calendar months of unbroken 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 - 3;
  - g. is not the spouse of a PO in the same mission to avoid any conflict of interest.
79. The POs shall review the eligibility of candidates based on paragraph 78 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) working 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 IAC, as per Chapter 3 - Article 8. All reviews shall be finalized within seven (7) working days from receipt of the appeal.
  80. 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.
  81. The campaigning commences once the final list of running candidates is announced by the POs.
  82. The voting period shall be five (5) working days and shall commence twenty one (21) calendar days after the announcement of final list of running tickets/candidates.
  83. 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.
  84. 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.
  85. The joint ticket receiving the highest number of votes or, in the case of individual candidates as per paragraph 77, the five (5) candidates receiving the highest number of votes, shall be declared as elected.
  86. If there is only one eligible ticket, or in the case of individual candidates as per paragraph 77 of this Article, between three (3) and five (5) eligible candidates, it/they shall be declared elected unopposed.
  87. 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.
  88. In the case of individual candidates as per paragraph 77 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.
  89. The result shall be open to challenge by the competing Parties up to five (5) calendar days from the published date by the POs, provided that a written substantiation is tendered to the CPOs supporting a claim of irregularity in the process.
  90. A challenged result shall be automatically referred to the IAC for review and ruling. 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 IAC's ruling.
  91. Term of office shall be for two years.
  92. Term limits are not applicable.
  93. Unless there are compelling reasons, for the sake of effective representation, the chairperson of the Committee shall be from the Mission HQ. Committee members located in different duty stations shall act as the official



representative of staff to management in their respective locations.

94. Whenever an office holder becomes unavailable through separation from service, resignation, reassignment, prolonged absence of more than 6 months or recall, the post shall be filled through by-elections. In all cases, if the committee membership falls below three (3) a new election process shall be deemed.
95. 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 make a decision.
96. Office holders can be recalled subject to the ruling of the IAC on the basis of misconduct or breaches of the UNFSU constitution.

## **CHAPTER 7 – REFERENDUM**

### ***Article 20***

97. 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 two hundreds (200) members. Referenda shall be conducted through a secure vote organized by the CPOs.
98. The Executive shall transmit the questions submitted for referendum and an explanatory note as deemed necessary to the CPOs for appropriate action.
99. Decisions shall be taken by majority of those voting in a referendum.
100. If there is an equality of 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 an equality of votes, it shall be regarded as having been defeated.
101. If an issue is defeated, it shall not be receivable for referendum until at least twelve (12) months have elapsed.
102. 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.
103. As the highest decision-making mechanism, decisions taken by referendum shall be final and binding on all UNFSU organs.

## **CHAPTER 8 – SETTLEMENT OF DISPUTES**

### ***Article 21 – AMICABLE SETTLEMENT OF DISPUTES***

104. All efforts shall be made to amicably settle disputes among Officials of the UNFSU. 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.
105. Settlement of disputes by arbitration shall be conducted through the arbitration bodies described in Chapter 3 - Article 8 and Article 9.

### ***Article 22 – INTERNAL ARBITRATION***

106. No later than three (3) months prior to the expiry of the term of office of the sitting IAC, the Executive shall review the composition thereof for renewal or otherwise setting up a new IAC.
107. Whenever an IAC office holder ceases to be available for whatever reason, the position shall be filled by the Executive. In all cases the IAC membership shall not fall below three (3) members.



108. A complaint can be lodged regarding electoral irregularities or against any member of the UNFSU membership for any alleged violation of the UNFSU Constitution.
109. 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.
110. For all matters other than electoral irregularities, complaints for consideration by an Arbitration Committee shall be submitted directly to the respective Arbitration Committee. A challenge to electoral results shall be submitted to the respective Arbitration Committee through the CPOs.
111. The IAC shall convene within three (3) working days of the receipt of a request for electoral arbitration and seven (7) working days for all other matters.
112. For all matters, electoral or otherwise, the IAC shall grant a Hearing to the Claimant and Respondent within a week 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 IAC shall also be granted in the course of the proceedings.
113. For all matters, electoral or otherwise, the IAC shall conclude its work within eight (8) weeks by making an award. It shall contain, as a minimum, names of the parties, composition of the IAC, summary of facts and allegations, proceedings, names of witnesses if any, deliberations and the decision duly signed. The decision shall make reference to the conclusion, remedial actions if any and sanctions if any.
114. The IAC must in all cases inform the individual being sanctioned of his/her right to request a final review by the IAC to consider additional evidences. If established, an additional two (2) weeks shall be granted to finalize the process and for a final conclusion to be made.
115. Decisions of the IAC shall be taken by simple majority.
116. The IAC shall submit their award to the Executive who shall inform the parties.
117. Should any of the interested parties establish that the IAC's ruling is in contravention with the UNFSU constitution and/or the IAC Governing Procedures, the decision shall be returned for reconsideration for a maximum period of two (2) weeks, after which, should the situation persist, recourse to the EAC may be made.

***Article 23 – EXTERNAL ARBITRATION***

118. The EAC shall be guided by the governing procedures of the IAC.

***Article 24 – SANCTIONS***

119. Arbitration Committees may impose the following sanctions:
  - 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 voting rights.
  - d. Suspension of the right to hold a UNFSU office for a specified time period.

**CHAPTER 9 – FINANCE**

***Article 25***

120. The fiscal year of the UNFSU shall coincide with the calendar year.
121. The Council shall elect a Treasurer and Assistant Treasurer from among the UNFSU membership, who will be assisted by the UNFSU Executive Administrative Assistant.



122. The role of Treasurer shall be assumed by the Assistant Treasurer in cases of absence, retirement or resignation pending election of a new Treasurer.
123. 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.
124. 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.
125. The custody of any and all funds and the maintenance of accounts shall be the sole responsibility of the Treasurer. In addition, the Treasurer's duties shall include:
  - a. Act as collector and disbursing officer;
  - b. Submit every three (3) months, 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.
126. An Internal Audit Committee shall be established by the Council consisting of at least two members. No Executive Office holder or Treasurer shall be a member of the Audit Committee.
127. The Audit Committee shall, at all reasonable times, have free access to the accounts of the UNFSU, on which it shall make an annual report in writing.
128. 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.
129. The report of the Internal Audit Committee and/or external auditors shall be on the agenda of the Council Meeting.
130. 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 Treasurer and the President, or in case of absence, a Vice-President or Assistant Treasurer.
131. Notes on financial aspects are contained in Annex A.

## **CHAPTER 10 – AMENDMENTS TO THE CONSTITUTION**

### ***Article 26***

132. 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 with regard to the provisions of Chapter 7.
133. 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 27***

134. The UNFSU may be dissolved by a two-thirds majority of those 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 those members voting in a referendum.



## ANNEX A to the UNFSU CONSTITUTION

### FINANCE

#### **Note 1: Contributions**

1. Staff contributions collected by Committees shall be forwarded to the UNFSU Central Fund regardless of the total amount collected.
2. Income collected through fund raising may be partially used to cover activities of the Committees, which must be recorded and reported to the Treasurer, balance remaining after expenditures must be transferred to the UNFSU Central Account.

#### **Note 2: Petty Cash**

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Petty cash custodians shall familiarize themselves with all UN rules and regulations related to the operation of such funds.

#### **Note 3: Hospitality**

9. 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.
10. Hospitality shall include a statement of the nature and purpose of the expenditure.
11. 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.
12. Reimbursement shall require presentation of receipts indicating the actual expenses incurred.

#### **Note 4: Official Travel at Expense of UNFSU**

13. The Executive 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.



14. 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.
15. 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.
16. The Treasurer shall always ensure that no reimbursement is made beyond the authorized amount in accordance with UN Financial Rules.
17. 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.