



**CONSTITUTION**  
**of the**  
**UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**  
**UNITED NATIONS POPULATION FUND (UNFPA)**  
**UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)**  
**UNITED NATIONS WOMEN (UNWOMEN)**  
**STAFF ASSOCIATION/STAFF COUNCIL**

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# **CONSTITUTION OF THE UNDP/UNFPA/UNOPS/UNWOMEN STAFF ASSOCIATION**

## **CHAPTER I TITLE AND OBJECTIVES**

### Article 1

All Staff of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA), and the United Nations Office for Project Services (UNOPS), UNWOMEN conscious of the need to work together to achieve their common ends, hereby constitute themselves as an Association which shall be known as the United Nations Development Programme, United Nations Population Fund and United Nations Office for Project Services Staff Association, and UNWOMEN (hereinafter referred to as the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association).

### Article 2

The purposes of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association shall be to:

- (a) promote and safeguard the rights, interests and welfare of UNDP/UNFPA/UNOPS/UNWOMEN staff;
- (b) develop and improve effective staff participation in the decision making process by maintaining active and open channels of communication with the Administration;
- (c) promote better understanding between the Administration and the Staff of UNDP, UNFPA, UNOPS and UNWOMEN;
- (d) promote cooperation and unity among Staff Associations and Unions in the United Nations and UN Specialized Agencies within one Common System on matters governing conditions of service;
- (e) defend staff and work to improve terms and conditions of employment.

### Article 3

These objectives shall be pursued through:

- (a) discussions and negotiations with the Administrator of UNDP, the Executive Directors of UNFPA, UNOPS and UNWOMEN and their representatives on matters affecting conditions of service and staff welfare, especially in formulating and implementing policies/guidelines, rules and regulations affecting UNDP/UNFPA/UNOPS/UNWOMEN staff, while ensuring conformity with the principles established under the UN Charter and in the UN Staff Regulations and Rules and other provisions applicable to UNDP/UNFPA/UNOPS/UNWOMEN staff (GA directives); and
- (b) close cooperation and collaboration with the Staff Associations, Unions and Federations of the United Nations and UN Specialized Agencies as part of a Common System, both in Country Offices and at Headquarters to address "common system" issues, maximizing the coordination of activities of mutual interest and benefits.

## **CHAPTER II**

### **MEMBERSHIP**

#### Article 4 - Rights & Duties of Members

1. For the purpose of this Constitution, any staff member holding a contract of at least six months duration in the service of UNDP, UNFPA, UNOPS, or UNWomen under a Temporary (TA), Fixed-term (FTA), Continuing Appointment (CA) or Permanent Appointment (PA) contract shall be eligible to become a member of the Staff Association or Staff Council (in HQS/NYC). For the purpose of this Constitution, any staff member holding a contract of at least six months duration in the service of UNDP, UNFPA, UNOPS or UNWOMEN under a temporary, fixed-term, continuing appointment or permanent appointment contract shall be eligible to become a member of the Staff Association. Holders of other contract types of at least six months duration (i.e. Service Contracts- SC, IC, ICAs, etc. - whatever is applicable for country offices), may join the Staff Association as associate members for a symbolic, nominal fee (i.e. with payment of membership dues according to established formula), with observer status, and shall have the

right to vote, but are not eligible to assume executive functions (i.e. part of the Staff Association/Council Committee).

2. All individuals shall submit an application for membership to the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association.
3. All members of the Staff Association/Council shall be required to pay a monthly determined flat fee through a monthly deduction according to grade level as detailed in Chapter IX, Article 22.
4. Dues paying members shall participate in Association/Council affairs to express views freely on all matters concerning the Association/Council and to be represented and assisted by the Association/Council in cases of differences, dispute or negotiation with Senior Management of UNDP, UNFPA, UNOPS and UNWOMEN. Associate members may participate but not vote.
5. All members shall have a responsibility for promoting the objectives of the Association/Council and of observing its Constitution. Staff members shall abide by the rules of the Association and agree to the monthly deduction of dues established (Chapter IX, Article 22).
6. Any dues-paying member may terminate his/her membership by duly notifying the Association in writing. Such notice shall take effect the following month after receipt of notice.

### **CHAPTER III**

### **ORGANIZATION**

#### Article 5

The UNDP/UNFPA/UNOPS/UNWOMEN Staff Association shall operate through:

- (a) UNDP/UNFPA/UNOPS/UNWOMEN Staff Council at Headquarters and local Staff Associations in Country Offices;

- (b) general meetings of the membership at Headquarters and in Country Offices;
- (c) referenda at Headquarters and Country Offices;
- (d) annual regional meetings of the local Staff Associations of Country Offices and the Staff Council.

## **CHAPTER IV**

### **UNDP/UNFPA/UNOPS/UNWOMEN STAFF COUNCIL**

#### Article 6

##### Election and Terms of Office

1. The UNDP/UNFPA/UNOPS/UNWOMEN Staff Council shall serve as the principal organ of the Staff Association and shall be accountable to it. In this capacity, it shall act as the channel of communication with the three Administrations, and with the UN System Staff Associations, Unions, and Federations and shall represent the staff on all matters concerning human resource policies and staff welfare.
2.
  - (a) The UNDP/UNFPA/UNOPS/UNWOMEN Staff Association shall annually fill the vacant seats as defined under Chapter VII, Article 17 of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council serving at headquarters, by general election at headquarters and all duty stations away from headquarters.
  - (b) Five (5) seats will be assigned to UNDP, two (2) seats to UNFPA, two (2) seats to UNOPS, and (2) seats to UNWOMEN on the Staff Council. The remaining seats can be assigned through general elections to any staff member of the four organizations.
  - (C) No staff member shall serve as a member of the Staff Council/Staff Association for more than three consecutive terms [one term is equal to (3)

three years, a total of (9) nine years]. However, in order not to jeopardize the continuity of Staff Council operations, if existing vacancies cannot be filled, Staff Council members having served nine (9) consecutive years will be allowed to continue to serve additional terms until such time that vacancies can be filled. Each term will be consistent with a 3-year period.

- (d) Any Staff Association/Council member completing three consecutive terms (a total of 9- nine years) must take a mandatory 1-year break-in-membership in the Staff Association/Council, except as indicated in (c) above, i.e., if existing vacancies cannot be filled, a 1-year break is not mandatory.
  - (e) No Staff Council member will be eligible to serve during their term of office on any established Statutory Bodies in headquarters to avoid any conflict of interest. This applies to:
    - (i) Appointment and Promotion Board and Panel
    - (ii) Disciplinary Committee
    - (iii) Review and Monitoring Committee
    - (iv) Office of the Ombudsperson
3. (a) Staff members in headquarters who act directly and routinely on human resource issues in the Office of Human Resources (OHR) and/or as out-posted human resource officers, shall not stand for election nor be elected to the Staff Council, as this is likely to result in a conflict of interest between her/his duties as a Staff Council member and her/his official duties.
- (b) Likewise, staff members in country offices who act as officers-in-charge or as administrative officers whose functions that involve administering or handling human resources matters, shall not stand for election to the Staff Committee for the reasons cited above (see this Article 13, paragraph 4, sub-paragraph (a) and paragraph 7.
4. Staff members to be elected to the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council and Staff Committees should have demonstrated:
- (a) honesty and integrity in dealing with staff issues;
  - (b) consistency and professionalism in action;

- (c) objectivity and credibility in judgment of staff issues;
  - (d) knowledge of the Staff Rules and Regulations; and
  - (e) ability to interpret Rules and Regulations.
5. (a) Staff members who pay the established level of contribution to the Staff Association during the year in which elections are held shall be eligible to stand for election to the Staff Council.
- (b) Additionally, the candidate must have been a dues paying member for at least six months prior to the submission of nominations, and must continue her/his paid membership throughout her/his elected term of office in the Staff Council/Association.
- (c) Only when there are no nominations that the Polling Officers are allowed to accept retro-active payments of contributions on the second round announcement of nominations eligible to run for election.
- (d) The candidate must also be a member in good standing to be elected for office in the Staff Council.
6. The Staff Council shall elect by secret ballot, its own Executive Committee consisting of a Chairperson, First and Second Vice-Chairpersons, a General Secretary, and a Treasurer.
7. Any vacancy in the Executive Committee shall be filled by elections from amongst the Staff Council members through secret ballots.
8. The organization of the Staff Council and its proceedings shall be governed by the provisions set out in Annex B.
9. Responsibilities of the members of the Executive Committee shall be covered by their respective job descriptions (Annex B, Sub-paragraph A).

#### Termination of Staff Council Membership

10. Any member may resign at any time either by notifying the Chairperson in writing or by submission of the Staff Association Resignation form to the Staff Council Secretariat.



## Article 7

1. The Staff Council shall convene General Meetings at headquarters and organize an annual regional meeting with Country Office Staff Associations. It shall issue written reports to all UNDP/UNFPA/UNOPS/UNWOMEN staff on its activities at least two times during each year of office.
2. The Staff Association may recall one or more members of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council through a referendum adopted by one-third of the total membership of the Association.
3. Should any member of the Staff Council resign from his or her post, the seat so vacated shall be filled in accordance with Article 17, para. 2.
4. A Council Member who is absent from regular Staff Council meetings for three consecutive meetings shall automatically lose his/her seat in the Council. This ruling would not apply when the Staff Council Member is on official mission away from headquarters, or on leave.
5. Any member of the Staff Council who goes on mission for a period of three (3) months or more, shall automatically lose her/his seat.
6. Any member of the Staff Council who moves to a new duty station shall vacate his/her seat in the Staff Council effective from the date of transfer to the new duty station and shall be eligible to become a member of the local Staff Association in the Country Office.

## **CHAPTER V THE EXECUTIVE COMMITTEE**

## Article 8

1. The Staff Council shall convene an Annual General Meeting of the Staff Association at headquarters to take place no later than the third week of January of each year.

2. The Agenda of the Annual General Meeting shall include the following items:
  - (a) Annual Report of the Staff Council;
  - (b) Interim Financial Report;
  - (b) Audited Report of the previous Staff Council; and
3. The provisional Agenda of the Annual General Meeting shall also include such other items as may be proposed by the Staff Council or by at least fifty members in writing.
4. Election of the Polling Officers, Auditing Committee and Legal Committee of the Staff Council at Headquarters may be held through electronic mail.
5. The Staff Council shall organize an annual regional meeting with Country Office Staff Committees, subject to availability of funds from membership dues and/or other sources.

#### Article 9

Extraordinary General Meetings at headquarters shall be convened by a decision of the Staff Council or at the written request of at least fifty members. the provisional Agenda of Extraordinary General Meetings shall include items proposed by the Staff Council or by at least fifty members in writing. The Staff Council may convene ad hoc or special meetings as may be required.

#### Article 10

The provisional Agenda and Reports of the Staff Council to the Staff Association to be discussed at any General Meeting shall be circulated to the members normally at least five working days in advance of the meeting. In the case of Extraordinary General Meetings this time limit may be waived by the Staff Council.

## Article 11

The proceedings at all General Meetings shall be governed by the Rules of Procedure set out in Annex A.

## Article 12

1. A referendum on matters of global concern shall be held upon a decision of the Staff Council or at the written request of two hundred UNDP/UNFPA/UNOPS/UNWOMEN staff members. An interval of at least one-month shall be allowed between the communication to the members of the Staff Association at Headquarters and in Country Offices, of any question referred to a referendum and the recording of votes.
2. All members of the Association, whether at Headquarters or in Country Offices, shall be entitled to vote in such referenda.
3. The referendum shall be conducted by the Polling Officers. The text of questions to be submitted to a referendum shall be communicated to the Polling Officers at Headquarters by the Staff Council. The Polling Officers at Headquarters shall serve as the channel of communication between the Polling Officers in Country Offices and the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council at Headquarters. The task of the Polling Officers shall be considered to have ended once they have communicated the results of the referendum to the membership of the Staff Association.
4. For any referendum, except on recalling Council members which will be governed by Article 7, para. 2, or on dissolution of the Staff Association which will be governed by Article 28, decisions shall be taken by a majority of those voting in a referendum upon certification by the Polling Officers at Headquarters and in Country Offices that all eligible members of the Association were given the opportunity to vote.

5. If there is an equality of votes, the issue shall be studied further and may again be submitted to a referendum after a minimum of three months but not more than six months has elapsed. If the issue is not again submitted to referendum in accordance with this paragraph, it shall be regarded as having been defeated.
6. If an issue is defeated, it shall not be submitted to a referendum again until at least twelve months have elapsed.
7. Decisions taken by referendum shall be final and binding unless reversed by a subsequent referendum that shall not be introduced before twelve months of the passage of the original referendum.

## **CHAPTER VI COUNTRY OFFICES**

### **Article 13**

1. Staff Committees shall serve as the main organ of the Staff Association in Country Offices. In this capacity, they shall act as the channel of communication with the local UNDP/UNFPA/UNOPS/UNWOMEN Administrations, the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council and with local UN System Staff Associations, Unions and Federations.
2. Each Country Office shall hold annual elections in accordance with Chapter VII - Electoral System and Polling Officers. Representatives and alternate representatives elected should be holders of UNDP, UNFPA, UNOPS or UNWOMEN contracts of no less than 6 months duration and be in the service of UNDP, UNFPA, UNOPS, or UNWOMEN at the duty station.
3. Each Country Office Staff Association shall annually elect five members to the Staff Committee by local general election. At least one committee member should be from UNFPA and one from UNOPS and one from UNWOMEN. Similar to Staff Council in HQs, Staff Committee members may not serve for more than three consecutive terms (9 years total, except when vacancies cannot be filled, which

allows them to serve additional terms of 3-years apiece, until such time as vacancies can be filled; however, once vacancies can be filled, a 9-year consecutive period must be interrupted by a 1-year break in membership). They are not eligible to serve during their term of office on any of the following bodies: Appointment & Promotion Bodies, Ombudsman Panel. A Staff Committee shall elect by secret ballot, its own Chairperson, General Secretary and Treasurer, who shall constitute the Executive body of the Staff Committee.

4. Any member of the Staff Association as defined in Article 4 may be elected as a Staff Committee member by a Country Office, provided he/she:
  - a) does not serve as the head of the UNDP/UNFPA/UNOPS/UNWOMEN office, nor acts routinely as the Resident Representative, a. i., nor Officer-in-Charge, nor as the Administrative Officer of the office;
  - b) that such person has paid, at least six (6) months prior to the election, the recommended monthly contribution to the local Staff Association and is committed to paying the recommended contribution for a full year after the elections.
5. The recommended level of membership dues will be deducted from each member's payroll as provided in Chapter IX, Article 22, para. 3.
6. Country Office Staff Committee shall pursue its objectives through discussion and negotiation with UNDP/UNFPA/UNOPS/UNWOMEN Administrations in the Country Office and/or their representatives on matters affecting local conditions of service and staff welfare.
7. A general service staff member who serves, or who routinely acts as the Administrative Officer/focal point of a UNDP/UNFPA/UNOPS/UNWOMEN office, should not stand for election where this is likely to result in a conflict between his or her interests as a staff representative and his or her official duties.
8. Likewise, any international staff member serving away from Headquarters is specifically required to have paid dues to the Headquarters Staff Association in order to be a candidate for office in the Country Office. Any Country Office may, in accordance with local conditions opt by local referendum to make some level of

contribution to the funds of the Country Office a pre-requisite for any candidate for Country Office.

9. The time of the annual elections shall be fixed by the Polling Officers in the Country Offices who shall make arrangements for polling the staff.
10. In Country Offices with 25 staff members or more, at least two representatives and two alternate representatives should be elected. In all other Country Offices with less than 25 staff members, at least one representative and one alternate representative should be elected to represent the staff.
11. Any vacancy amongst the representative or alternates in Country Offices shall be filled through by-elections conducted in accordance with Rule 3 of Annex D.
12. The Staff Representatives in a Country Office shall serve as the channel of communication between the staff of the Country Office and the Resident Representative, in his/her capacity as representative of the Administrator of UNDP, with the UNFPA Representative in his/her capacity as representative of Executive Director of UNFPA, and with the UNOPS Representative as representative of Executive Director of UNOPS and with the UNWOMEN Representative in his/her capacity as representative of Executive Director of UNWOMEN, on matters affecting local conditions of service. The Staff Representatives shall have direct access to the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council by correspondence, electronic mail and during their visits to Headquarters as well as during the visits of UNDP/UNFPA/UNOPS/UNWOMEN Staff Council members to the Country Office.
13. A Country Office may recall its representatives or alternate representatives by a two-third majority through a poll conducted in the Country Office.
14. The functions of Staff Committees are recognized as official duties conducted for the common good of the organization and individual staff. The Staff Committees as well as staff representative bodies shall be afforded such facilities as may be required to enable them to carry out their functions promptly, while not impairing the efficient operation of the organization (refer UN Circular ST/AI/293 dated 15 July 1992 and UNDP/ADM/99/44 circular dated 3 June 1999).

It is suggested to allow proportional representation rounded to the nearest whole

number of seats, with one member for the two agencies when the proportional result provides only one seat.

#### UNIT MEETINGS AT COUNTRY OFFICES

##### Article 14

Staff representatives in Country Offices shall convene annual meetings of staff prior to the election of the next representatives of those Country Offices.

##### Article 15

Extraordinary meetings in Country Offices shall be convened by the Staff Committee as considered necessary or at the written request of at least one-quarter of the members.

##### Article 16

The proceedings at Country Office meetings shall be governed by the Rules of Procedure set out in Annex A.

## **CHAPTER VII ELECTORAL SYSTEM AND POLLING OFFICERS**

### Article 17

1. As a result of the 2013 referendum change to the (3) three-year election period, Elections of members to the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council in headquarters and Staff Committees in country offices shall be conducted every 18 months by secret ballot. All members of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council/Association serving at headquarters, away from headquarters, or in country offices shall be entitled to vote, subject to the provisions and limitations in Article 4. The election shall take place no later than the first two weeks of 18 months after the previous election, on the date(s) designated by the Polling Officers. For the Staff Council at headquarters, at least half of the members will be elected, in addition to any vacancies that may occur before the date of the elections of the Staff Association/Staff Council. For Staff Association/Council Executive Committees, representatives will be elected or re-elected every 18 months, subject to the provisions and limitations of Article 13.

- (a) For Staff Council, in the event that no UNFPA or UNOPS or UNWOMEN staff in any given year receives the highest number of votes, the two staff members each, from UNFPA and UNOPS and UNWOMEN receiving the greatest number of votes shall be the elected members of the Council from UNFPA and UNOPS and UNWOMEN. In the event the list of alternate members is exhausted, the Polling Officers in consultation with the Legal Committee shall determine whether a by-election should be held, taking into account the amount of time remaining before the next general election.
- (b) All other candidates not elected shall be designated alternate members of the Staff Council in the order of total votes received until the following election period. This list will be established by the polling officers at the time of the election.



- (c) An alternate who replaces a Staff Council member shall serve until the following election period.
2. In case of vacancies occurring during the term of office, alternate members will accede to the Staff Council/Staff Committee in the order in which their names appear on the list established by the polling officers at the last general election, provided they are presently eligible and available, and at least two of the remaining Council members are staff members assigned to UNFPA and UNOPS and UNWOMEN. In the event that none of the remaining members of the Staff Council are UNFPA or UNOPS or UNWOMEN staff, the accession of alternates will depend on the required composition of the Staff Council as stipulated in Article 6, para. 2 and Article 17, para. 1(b).

#### Article 18

1. Polling Officers shall be elected by the general body of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association membership for the purpose of arranging and conducting elections and announcing results of:
- (a) elections of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council members;
  - (b) elections of the Executive Committee of the Staff Council;
  - (c) elections of representatives of Country Offices to the Staff Association;
  - (d) by-elections at Headquarters and in the Country Offices;
  - (e) conducting of referenda; and
  - (f) recalls of Staff Council Members and Country Office Representatives.
2. UNDP/UNFPA/UNOPS/UNWOMEN staff members are eligible to hold the office of a Polling Officer provided the following requirements are met:
- (a) He/she must have served at least one year at the duty station;
  - (b) At least one Polling Officer must be from the General Service category;
  - (c) In the case of Polling Officers serving in New York, at least two members must be UNFPA and UNOPS and UNWOMEN staff members.

- (d) Polling Officers must have at least a one-year contract with UNDP, UNFPA, UNOPS or UNWOMEN.
3. Nominations of Polling Officers shall be made in writing at least one week prior to the elections. For Headquarters, the UNDP/UNFPA/UNOPS/UNWOMEN staff shall elect six (6) Polling Officers, i.e., three (3) regular members, and three (3) alternate members to serve for a period of two years from the date of his/her election. At least two Polling Officers must be from each organization (UNDP/UNFPA/UNOPS/UNWOMEN). Election of Polling Officers shall be held via electronic mail and conducted by the Staff Council secretariat one month prior to the Annual General Meeting. For Country Offices, Staff Association members shall elect three Polling Officers to serve for a period of two years from the date of his/her election. At both Headquarters and in Country Offices, the Polling Officers shall elect from among themselves a Chairperson and First Vice Chairperson.
  4. Polling Officers shall not serve for more than two consecutive terms.
  5. Polling Officers are empowered to implement the articles of the Constitution but not to interpret the Constitution. In the event of inconsistencies in the implementation of the Constitution, the Polling Officers shall consult with the Legal Committee and the Staff Council in the application of the articles.

#### Article 19

1. The UNDP/UNFPA/UNOPS/UNWOMEN Staff Council/Staff Committee shall appoint five (5) members of the Legal Committee in Headquarters and two (2) members in Country Offices. The Legal Committee's tenure is for two years from the date of appointment. The Legal Committee members shall elect among themselves a Chairperson and Vice-Chairperson.
2. The Staff Association at Headquarters shall elect three (3) members of the Auditing Committee for a two-year term at Headquarters and the Country Office Staff Associations shall elect one (1) auditor for a two (2) year term. Nominations of members of the Auditing Committee should take place one month before the

General Meeting by electronic mail to be conducted by the Polling Officers. Elections should take place two weeks before the general meeting via electronic mail to be conducted by the Polling Officers. The Auditing Committee shall elect among themselves a Coordinator.

## **CHAPTER VIII**

### **RELATIONS WITH UN SYSTEM STAFF ASSOCIATIONS, UNIONS AND FEDERATIONS**

#### Article 20

1. The UNDP/UNFPA/UNOPS/UNWOMEN Staff Association shall maintain close relationship with the UN system Staff Associations and Unions for the promotion of the welfare and condition of service of international civil servants.
2. In addition, the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association may participate in the Federation of International Civil Servants Associations (FICSA) or any other international federation insofar as that participation is deemed to be in the best interest of UNDP/UNFPA/UNOPS/UNWOMEN staff at large.
3. The Country Offices may join with other local staff associations in the UN Common System in organizing a local Federation for common system issues affecting the duty station as long as its policies are not contrary to those of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association.

**CHAPTER IX**  
**FINANCIAL RULES \***

Article 21

The Fiscal Year of the Association shall run from the first week of January of each year to the last week of December.

Article 22

1. The revenue of the Staff Association shall be derived from membership dues, contributions from Staff Associations, and through fund-raising efforts as deemed necessary and advisable by the Staff Council and Staff Committees.
2. Every member of the Staff Association must complete a membership form and pay the recommended level of membership dues until such time he or she notifies the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council at headquarters to the contrary in writing. The recommended level of dues shall be deducted from each member's payroll on a monthly basis. International staff should pay their dues to the Staff Council at Headquarters. Local staff may also contribute dues to the Staff Council at Headquarters, if they so wish.
3. The established level of contribution for all staff members serving in headquarters, and international staff serving away from Headquarters is:

GS 1-4	\$ 5.00
GS 5-7	\$ 7.00
P 1-2	\$10.00
P 3-4	\$15.00
P 5	\$20.00
D 1-2	\$25.00
ASG	\$30.00
USG	\$35.00
SG	\$40.00

4. The established level of contribution for all locally recruited staff members serving in Country Offices is one five-hundredth of the staff member's salary based on the established local currencies. International Staff shall pay the same fraction of their salaries to the Staff Association fund at Headquarters.

#### Article 23

The custody of all funds shall be the responsibility of the Treasurer of the Staff Council/Staff Committee. He/she shall act as the disbursing officer and organize the collection of dues from the Association members. He/she shall present a report on finances of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association during the Annual General Meeting.

#### Article 24

1. The Auditing Committee shall be elected two weeks before the Annual General Meeting via electronic mail to be conducted by the Polling Officers (Article 19, para.2).
2. The Auditing Committee shall, at all reasonable times, have free access to the accounts of the Staff Association upon which it shall make an Annual Report in writing.

#### Article 25

1. The funds of the Staff Association shall be deposited in a bank to be selected by the Staff Council. All bank transactions shall be conducted over the signatures of the Treasurer and the Chairperson or in the absence of the Chairperson, the Treasurer and the First/Second Vice-Chairperson, or in the absence of the Treasurer, the Chairperson and First/Second Vice-Chairperson. For Country Offices, bank transactions shall be signed jointly by the Chairperson/Vice-Chairperson and Treasurer.

2. Any expenditure pursuant to the objectives of the Staff Association may be made by the Staff Council, subject to funds being available.

**CHAPTER X**  
**GENERAL PROVISIONS**  
**Entry into force, Amendments,**  
**Dissolution of the Association**

Article 26

This Constitution shall enter into force five working days after certification by the Polling Officers at Headquarters of its approval by the UNDP/UNFPA/UNOPS/UNWOMEN staff by referendum (see Article 12).

Article 27

1. Any amendment to this Constitution shall be made by a referendum of all members of the Staff Association conducted in accordance with Article 12.
2. Amendments to this Constitution shall enter into force five working days following certification by the Polling Officers at Headquarters of the result of referenda.

Article 28

The Staff Association may be dissolved by a two-third majority of those voting in a referendum conducted in accordance with Article 12. The disposition of the Staff Association funds shall be decided by that same referendum. At least two alternatives shall be proposed by the initiators of the referendum for the disposal of the Association's funds.

## **ANNEX A**

### **RULES OF PROCEDURE OF GENERAL MEETINGS AT HEADQUARTERS AND UNIT MEETINGS IN COUNTRY OFFICES**

#### Section I - General Meetings at Headquarters

##### Rule 1

General Meetings of the Staff Association shall be held at UNDP or UNFPA Headquarters, unless convened elsewhere by a decision of the Staff Council.

##### Rule 2

The Chairman of the Staff Council shall preside over General Meetings, unless he/she specifically requests, or the General Meeting agrees by a simple majority, that the General Meeting elect a Presiding Officer for a particular occasion.

##### Rule 3

Twenty-five staff members shall constitute a quorum for General Meetings held at Headquarters. For General Meetings held at Country Offices, the local Staff Committee shall determine a suitable quorum.

##### Rule 4

The Chairperson/Presiding Officer shall declare the opening and closing of each meeting, direct its discussions, ensure observance of these rules and announce decisions. He/she shall rule on points of order. Subject to these rules, he/she shall have complete control of the proceedings and over the maintenance of order at the General Meeting.

### Rule 5

No intervention by a member of the Staff Association on any agenda item shall exceed five minutes, unless a motion to permit him/her to continue is adopted by the meeting.

### Rule 6

The General Meeting shall adopt or amend the provisional agenda drawn up in accordance with the provisions of Chapter V, Article 8 of the Constitution of the Staff Association.

### Rule 7

1. During the discussion of any matter, a member may rise to a point of order and the point of order shall immediately be decided upon by the Chairperson/Presiding Officer, in accordance with the rules. Any member may appeal the ruling of the Chairperson/Presiding Officer. An appeal shall immediately be put to the vote and, unless overruled by a majority of the members present and voting, the Chairperson/Presiding Officer's ruling shall stand.
2. During the discussion of any matter, any member may propose: (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; or (d) to close the debate on the item under discussion. In the event of disagreement from the floor, one person shall be recognized to speak in favour, and one against the motion which, thereupon shall immediately be put to a vote.
3. Members shall be accorded the right to speak in the order in which they apply.

### Rule 8

1. Draft resolutions which any member or group of staff members wish to submit to a General Meeting shall, as far as possible, be submitted in writing at least three days in advance of the meeting.
2. The precise final wording of any such resolution after its adoption by the General Meeting shall be determined by the Chairperson/Presiding Officer in consultation



with the sponsor or sponsors of the draft resolution and taking into account any amendments adopted.

#### Rule 9

1. Each member of the Staff Association shall have one vote.
2. Resolutions shall be adopted by a majority of the members present and voting. For the purposes of these rules, the phrase "members present and voting" shall mean members casting an affirmative or negative vote; members who abstain from voting shall be considered as not voting.
3. In the event of the votes being equally divided, the proposal shall be regarded as not adopted.
4. If two or more proposals relate to the same question, the General Meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Meeting may, after each vote on a proposal, decide whether to vote on the next proposal.
5. The Chairperson/Presiding Officer shall restate any motion before it is put to the vote.
6. Voting shall be conducted by a show of hands, unless the meeting decides that the voting should be done through secret ballot.

#### Rule 10

1. The General Meeting shall conduct its business in the main working language or in any of the working languages of the United Nations that is understood by the majority of the staff.
2. The summary records of the General Meeting, in at least one working language, shall be drawn up under the responsibility of the Chairperson/Presiding Officer.
3. The summary records shall be available to any member of the Staff Association.

## Rule 11

On any matter not provided for in the present Rules of Procedure, the Chairperson/Presiding Officer shall decide, subject to an appeal from his/her decision in accordance with Rule 7, paragraph 1.

## Section II - Unit Meetings in Country Offices

The above Rules of Procedure shall be taken as a guide for unit meetings in Country Offices. In Country Offices, the Chairperson shall convene unit meetings. With prior mutual agreement, one representative shall preside over the proceedings, unless the unit meeting decides to elect a Presiding Officer for that purpose.

## **ANNEX B**

### **ORGANIZATION AND RULES OF PROCEDURE OF THE UNDP/UNFPA/UNOPS/UNWOMEN STAFF COUNCIL**

#### I. Organization

1. The UNDP/UNFPA/UNOPS/UNWOMEN Staff Council (hereinafter referred to as the Council) shall annually comprise of eleven to thirteen members elected annually by secret ballot by UNDP/UNFPA/UNOPS/UNWOMEN staff members serving at Headquarters and in the field as specified in Article 17 of the Constitution.

#### A. Executive Committee

2. The Council shall elect by secret ballot the following officers at its first meeting to be held within one week after the announcement of the result of the elections at Headquarters and in Country Offices:

Chairperson  
First Vice-Chairperson  
Second Vice-Chairperson  
General Secretary  
Treasurer

3. The Chairperson shall be the Chief Executive Officer of the Staff Council and subject to agreement by a quorum of the Staff Council constituting five (5) members be the main spokesperson of the Staff Council and the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association.
4. In the absence of the Chairperson, his place shall be taken by the First Vice-Chairperson, and in the latter's absence by the Second Vice-Chairperson, then the General Secretary, then the Treasurer.
5. The General Secretary shall assist the Chairperson in the organization of meetings and documentation, maintenance of records and correspondence. He/she shall have the responsibility for Agendas and Minutes of meetings.
6. The Treasurer shall be the Chief Financial Officer of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council (see also Annex C).
7. A call for a vote of no-confidence in the Chairperson or any other Executive Committee member shall be put on the Agenda of a regular Council meeting at the written request of at least seven (7) members of the Council and be presented to the Polling and Legal Officers. A vote of no-confidence should be presented with supporting documents. The defendant should be allowed to present his/her case before a decision is made.
8. A vote of no-confidence shall go through by a majority of nine (9) members of the full Council. A Chairperson or any other member of the Executive Committee member can be recalled from office by nine (9) members of the full Council. The Polling Officers will call a meeting of the Council to elect a new member to the vacant post.

B. Programme of Work

9. After the election of the Executive Committee, the Council shall review the report of its predecessor Council and establish its proposed Programme of Work and Estimates of Expenditure. The estimates of expenditure shall be circulated to all staff prior to convening a General Meeting at Headquarters.
10. Once approved by the General Meeting, both the Programme of Work, which shall be reviewed from time to time, and the Estimates of Expenditure (from then on to be termed the Budget) shall constitute a mandate for the Council.
11. Issues not included in the Programme of Work, as originally adopted, may be brought to the attention of the Council through any member of the Council. The Council's position on such issues shall be established collectively by the Council.
12. Decisions by consensus taken by the Council shall be binding on all its members. Decisions taken by preceding Councils shall be binding on the present Council. Request for a reversal of any decision shall be put on the agenda of a regular Council meeting at the written request of seven (7) Council members. A reversal shall go through by a majority of nine (9) members of the full Council.

C. Sub-Committees, Working Groups

13. The Council may set up such sub-committees or working groups as are regarded necessary to deal with matters included in the Programme of Work. It may also assign relevant roles to individual Council members.

## D. Consultations and Negotiations

14. The Council shall be represented in any joint UNDP, UNFPA, UNOPS or UNWOMEN Administration/Staff consultative machinery [Consultative Group on Staff Matters (CGSM), Staff Management Forum (SMF/UNFPA)] and Staff Management Consultative Group (SMCG/UNOPS).
15. In other consultations with the UNDP, UNFPA, UNOPS, or UNWOMEN Administrator and Executive Directors and their representatives, the Council shall normally be represented by at least two Council members, one of whom should be a member of the Executive Committee. Additional members of the Council may attend depending on the issues to be discussed.
16. The Council shall consult the UNDP, UNFPA, UNOPS and UNWOMEN staff at large through general meetings, unit meetings, referenda, questionnaires, and circulars, as necessary, on issues of concern to the staff.

## II. Rules of Procedure

### Meetings

17. The first meeting of the Council following its election shall be convened by the Polling Officers within one week of the announcement of the results. The Chairperson of the Polling Officers shall preside over the meeting until the incoming members of the Executive Committee are elected.
18. The Chairperson of the Council shall preside over meetings of the Council; also normally General Meetings at Headquarters (see Annex A, Rules 2 and 4).
19. Council meetings shall normally be open, unless otherwise decided by the Council.
20. Regular meetings of the full Council shall be held normally once a week. Five Council members shall constitute a quorum. In the absence of a

quorum, informal meetings may be held by the Council members present for discussion of business.

21. No decision shall be taken by the Council without a quorum.
22. Regular meetings of the Executive Committee shall be held at least once a month. Three members of the Executive Committee constitute a quorum.
23. Decisions of the Council shall be implemented by the Executive Committee.

E. Participation of other UNDP/UNFPA/UNOPS/UNWOMEN Staff

24. The Council may invite any staff member of the UNDP, UNFPA, UNOPS or UNWOMEN to participate in its meetings on any matter without the right to vote.
25. The Council may appoint any staff member of UNDP, UNFPA, UNOPS or UNWOMEN to represent the Staff Council in special meetings.

F. Suspension of Rules of Procedure

26. Any of these rules may be amended or suspended by majority of 6 of the Council members.

**Annex C**  
**FINANCIAL RULES OF THE UNDP/UNFPA/UNOPS/UNWOMEN**  
**STAFF COUNCIL**

Rule 1

Any one of the four signatories (Chairperson, First/Second Vice-Chair, and Treasurer) shall be empowered to make expenditure of up to \$100 on any single item or purpose. For expenditures from \$101 to \$1,000 for any individual item or purpose, any two of the four signatories shall be required provided that he/she informs the

UNDP/UNFPA/UNOPS/UNWOMEN Staff Council of each transaction. For expenditures exceeding \$1,000 for any individual item or purpose, endorsement of a minimum of three (3) members of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council shall be required.

#### Rule 2

The Staff Council shall establish a panel of four of its members for signing cheques and other financial transactions on behalf of the Staff Association. Normally, authorized signatories will be the Chairperson and the Treasurer jointly. In the event of the absence of one, the First/Second Vice-Chairperson shall be authorized to sign jointly with the other signatory.

#### Rule 3

Normally, the Treasurer shall cause to be deposited into a checking account of a regular commercial bank or credit union, a sum not exceeding one thousand dollars (\$1,000), and the balance of the funds of the Association shall be deposited in an interest bearing account, except that the Staff Council may cause such funds to be invested in such securities as shall be legal for a savings bank or credit union in the city where the Headquarters of UNDP is located.

#### Rule 4

The collection of dues from Association members shall be organized by the Treasurer, subject to Article 22 of this Constitution.

#### Rule 5

The Staff Council financial rules may be amended by a vote of a majority of six of the members of the Staff Council. Before voting on a proposed amendment to the financial rules, the Staff Council shall obtain a report on it from an ad hoc committee to be appointed for this purpose. This report shall be circulated to all

UNDP/UNFPA/UNOPS/UNWOMEN staff before the meeting in which the Staff Council votes on the proposed amendment.

#### Rule 6

The Staff Council is authorized to make advances in an amount not exceeding \$2,000 to defray expenses related to the organization of special fund-raising projects/ activities organized by the Paul Hoffman Fund or other Staff Council committees provided the advance is reimbursed to the Staff Council within one month after the event. Approval of the Staff Council shall be required in such instance.

#### Rule 7

The Executive Committee is authorized to clear the disbursement of dues owed to UN system unions or federations to which the Staff Association belongs based on a schedule of quarterly payments and subject to availability of funds.

### **ANNEX D** **ORGANIZATION AND RULES OF PROCEDURES OF ELECTIONS**

#### Rule 1

The Polling Officers shall be responsible for arranging, conducting and announcing results of elections to the Staff Council and Country Office representatives. The date of elections for the members of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council, in accordance with the provisions of Article 17, shall be set annually by the Polling Officers at Headquarters and notified by them to the Polling Officers in the country. The date of annual elections of Country Office representatives shall be set by the Polling Officers at the respective Country Offices.



## Rule 2

The Polling Officers shall invite nominations of candidates no later than six weeks prior to the general elections on forms reproduced as in Annex E. The submission of candidates should be not later than 4 weeks prior to the election.

## Rule 3

Upon the occurrence of vacancies in Country Offices, by-elections shall be held within one month of the announcement of the vacancy. The Polling Officers shall receive nominations two weeks prior to the elections on forms similar to those reproduced in Annex E.

## Rule 4

The Polling Officers shall obtain from the Office of Human Resources and in the case of Country Units from the Resident Representatives, the list of all staff members of the UNDP/UNFPA/UNOPS/UNWOMEN Staff Association and shall conduct and supervise the secret balloting. In the case of elections to the Staff Council the Chairperson of the Polling Officers shall also ascertain from the office of the Staff Council whether or not each proposed candidate is paying his/her dues and is therefore eligible to stand for election. Likewise in the case of field service, professional or higher grades of staff wishing to stand for office in Country Offices, the polling officers shall ascertain from the office of the Staff Council if the proposed candidate is paying his/her dues to the Staff Association as required by Article 13 para. 4(b).

## Rule 5

The results of the elections and by-elections shall be announced by the Chairperson of the Polling Officers within one week of the holding of the elections in the case of Headquarters and, within 24 hours in the case of elections in duty stations.

#### Rule 6

The annual election of Country Office representatives and alternate representatives will be conducted by secret ballot locally. The names of Country Office representatives and alternates shall be communicated by the Polling Officers in Country Offices to the Polling Officers at UNDP Headquarters.

#### Rule 7

The Chairperson of the Polling Officers shall preside over the first meeting of the newly elected Staff Council until the incoming Executive Committee is elected by a secret ballot organized and supervised by the Polling Officers. The election of the Staff Council Executive Officers shall be in this order: election of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, General Secretary and Treasurer.

#### Rule 8

The Polling Officers shall be responsible for arranging, conducting and announcing results of referenda and recalls as specified in this Constitution.

#### Rule 9

The Polling Officers shall, upon announcement by the Staff Council of general or extraordinary meetings, be responsible for counting of votes on resolutions presented at general or extraordinary meetings.

#### Rule 10

On any election matter referred to the Polling Officers by the Country Office, the Polling Officers, in consultation with the Legal Committee of the Staff Council, shall provide the necessary advice to the source of the query.

Rule 11

While holding the office of a Polling Officer, a staff member shall not qualify to serve on the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council or as the Country Office representative of the Staff Association.

Rule 12

Ballots used for elections, by-elections, recalls, referenda, shall be disposed of within two months from the elections.

## UNDP/UNFPA/UNOPS/UNWOMEN STAFF COUNCIL CONTRIBUTION FORM

(For STAFF in New York and Geneva and  
International Professional Staff in Country Offices)

*(Please print or type)*

**I \_\_\_\_\_, Index No. \_\_\_\_\_, Agency \_\_\_\_\_, hereby authorize the UN Payroll Section to make the following deduction automatically from my salary as my contribution to the UNDP/UNFPA/UNOPS/UNWOMEN Staff Council.**

**Payroll:**

**A MONTHLY contribution \$\_\_\_\_\_ of my NET SALARY, (see suggested contribution below).**

<b>GS 1-4</b>	<b>\$ 5.00</b>		<b>P 3-4</b>	<b>\$ 15.00</b>		<b>ASG</b>	<b>\$ 30.00</b>
<b>GS 5-7</b>	<b>\$ 7.00</b>		<b>P 5</b>	<b>\$ 20.00</b>		<b>USG</b>	<b>\$ 35.00</b>
<b>P 1-2</b>	<b>\$ 10.00</b>		<b>D 1-2</b>	<b>\$ 25.00</b>		<b>SG</b>	<b>\$ 40.00</b>

I understand that my **AUTHORIZATION** for deduction remains **VALID** until cancelled in writing.

\_\_\_\_\_

***Signature***

\_\_\_\_\_

***Date***

Please **RETURN** form to: STAFF COUNCIL OFFICE  
Room FF-810  
Or **FAX** to: (212) 906-6987

**UNDP/UNFPA/UNOPS/UNWOMEN STAFF ASSOCIATION  
CONTRIBUTION FORM**

(For Local Staff in Country Offices)

*(Please print or type)*

I \_\_\_\_\_, Index No. \_\_\_\_\_, Agency \_\_\_\_\_, hereby authorize the UNDP Payroll Section to make the following deduction automatically from my salary as my contribution to the Local UNDP/UNFPA/UNOPS/UNWOMEN Staff Association.

**Payroll:**

A MONTHLY contribution in local currency which amounts to one five-hundredth (0.002%) of my NET SALARY adjusted annually to reflect changes in my net salary.

I also understand that my **AUTHORIZATION** for deduction remains **VALID** until cancelled in writing.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*