

CONSTITUTION OF THE BOTSWANA FEDERATION OF SECONDARY SCHOOL TEACHERS (BOFESETE)

PREAMBLE

We the Secondary School Teachers of Botswana having become conscious of the need and essence of our contributory role in national development of our motherland, and whereas we are desirous of forming an organization that is to gear us towards the cementation of our perspectives fully backed by the objectives as laid herein in the constitution of hereby resolve to form the Botswana Federation of Secondary School Teachers.

ARTICLE 1: NAME

- a) The full name of the Organisation shall be Botswana Federation of Secondary School Teachers (BOFESETE) herein referred to as Federation.
- b) The Headquarters of the Federation shall be at Gaborone in the Republic of Botswana.

ARTICLE 2: INTERPRETATION

The following words and expressions shall have the following meanings;

- a) "Federation" shall mean Botswana Federation of Secondary School Teachers.
- b) "Teacher" shall mean a professionally qualified person to teach in Secondary Schools in Botswana.
- c) "National Executive Committee" shall mean the governing body of the Federation.
- d) "Delegates" shall mean fully subscribed members who are elected as representatives in accordance with article 13.
- e) "National congress" shall mean the national executive committee, the chairpersons and secretaries of regions and school representatives.
- f) "National conference" shall mean National Executive committee, the chairpersons and secretaries.

ARTICLE 3: AIMS AND OBJECTIVES

The objectives of the Federation shall be: -

- a) To be a vehicle to pass on to relevant authorities any pertinent relating to teachers.
- b) To represent teachers on all committees that do with educational issues in the country.
- c) To be party to any legal case of a professional nature affecting any member of the Federation.

- d) To forge links, promote and sustain links with other National and International Teachers Association.
- e) To promote and enhance the status of a teachers in society.
- f) To advocate for the legitimates rights of teachers which are enjoyed by other Government employees.
- g) To enhance the importance of the profession as a tool for National Development.
- h) To advocate for educational system that will link theory and practice.
- i) To give sense of direction to our citizens with regards to educational issues through research.
- j) To try to provide social and economic benefit to members.

ARTICLE 4: MEMBERSHIP

- a) Membership shall be open to all Secondary School Teachers.
- b) Membership shall be applied to the Secretary General by way of filling in application form.
- c) Membership shall be open to teachers who have left teaching profession.
- d) There shall be a monthly subscription, which shall be determined by the Executive Committee in consultation with the annual conference.

ARTICLE 5: TERMINATION OF MEMBERSHIP

- a) One shall cease to be a member upon: -
 - i. Death
 - ii. Resignation by way of written letter to the Secretary General.
 - iii. Expulsion for reasons considered detrimental to the Federation.
 - iv. Failure to pay the subscription fee for three consecutive months, unless a valid reason approved by the National Executive Committee can be given.
- c) Any person who for any reason whatsoever ceases to be a member of the Federation shall forfeit the right of membership and any right or claim to any property of the Federation as well as any claim for refund in whole or part of any contribution, subscription or any other dues paid by him.
- d) Provided that where s/he is an office bearer, s/he shall hand over all property of the Federation, which s/he has in his/her custody by virtue of his/her office to the Executive.

ARTICLE 6: STRUCTURE

- a) There shall be a National Executive Committee comprising of the following: -
 - i. President
 - ii. Vice President
 - iii. Secretary General
 - iv. Vice Secretary General
 - v. Treasurer
 - vi. National Organising Secretary

- vii. Publicity Secretary
 - viii. President for Women's Affairs
 - ix. Recording Secretary
 - x. Three additional members
 - xi. Three specially appointed members
 - xii. Executive Secretary
- b) There shall be a National Consultative Council which shall comprise of the National Executive Committee of the Federation and all Regional Chairpersons.
- c) There shall be Regional Committee each comprising of the following office bears:-
- i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Two Additional Committee members
- d) For the purposes of the Federation there shall be regions whose number will be decided from time to time by the National Conference.

ARTICLE 7: DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE

- a) The National Executive Committee shall be responsible for the control and general administration of all matters and affairs of the Federation including the control of finance and property.
- b) The National Executive Committee shall meet at least once every month.
- c) The Secretary General shall give notice of any meeting in writing not less than seven (7) days before such a meeting accompanied by the agenda.
- d) Notwithstanding the provision of section seven 7ii the President may call an emergency National Executive Committee meeting at any time as the circumstances may require and the Committee shall be given 24 hours notice.
- e) Eight members of the National Executive Committee shall form a quorum.

ARTICLE 8: DUTIES OF THE NATIONAL CONSULTATIVE COUNCIL

- a) The National Consultative Council shall be the body through which the National Executive liases with the Regional Committees.
- b) It shall from time to time meet with the National Executive Committee and disseminate information to the regions.
- c) It shall serve as an advisory body to the National Executive.
- d) It shall be chaired by the National Organizing Secretary.
- e) Its meetings shall be held quarterly.
- f) Its decisions shall be binding on the Regional Committees but shall be subject to review by the National Executive Committee.

ARTICLE 9: FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE MEMBERS

a. The President shall:-

- i. Have supervision of, and direction over the affairs of the Federation
- ii. Chair all National Conferences and congresses of the Federation.
- iii. Represent the Federation at all relevant meetings or functions.
- iv. After consultation with the Secretary General, at any time s/he deems fit or on instruction from the National Executive Committee issue press statements on behalf of the Federation.
- v. In consultation with the National Executive Committee take disciplinary action against any member(s) of the National Executive Committee.
- vi. Present the annual report at annual conferences and congresses.
- vii. Have the right to an original casting vote in the event of a tie.

b. The Vice President shall: -

- i. Perform the duties of the President in his/her absence or when s/he is unable to perform them him/herself..
- ii. Perform any other duties delegated to him by the President.

c. The Secretary General shall:-

- i. Be the administrative and public relations officer of the Federation.
- ii. In consultation with the President, prepare all agenda for National Executive meetings, conferences and congresses.
- iii. Be responsible for keeping all the records of the Federation except for those relating to finance.
- iv. Inspect records of Regional Committees to ensure that they are up to date and properly kept.

d. The Vice Secretary General shall: -

- i. Perform duties of the Secretary General in his/her absence or when he/she is unable to perform them him/herself.
- ii. Perform duties delegated by the President.

e. The Treasurer shall: -

- i. Prepare and keep financial records of the Federation.
- ii. Submit audited financial statements at annual conferences and congresses.
- iii. Submit a copy of a fully audited financial statement to the National Executive Committee at the end of his/her term of office.
- iv. Promptly deposit all monies accruing to the Federation in the bank.
- v. Have a general oversight of the Federation's properties.
- vi. Co-sign with either the President or Secretary General in all financial transactions of the Federation.

- f. **The National Organising Secretary shall: -**
 - i. Coordinate the recruitment of members into the Federation.
 - ii. Facilitate the setting up of the Federations structures and see to their smooth running.
 - iii. In consultation with the Secretary General, inspect the records of Regional Committees to ensure that they are up to date.

- g. **The Publicity Secretary shall: -**
 - i. Collect and disseminate accurate information of the Federation to members and interested parties.
 - ii. Prepare and produce newsletters for the Federation.
 - iii. Select a committee to assist him/her in undertaking his/her duties.

- h. **The President for Women's Affairs shall:-**
 - i. Be responsible for coordinating all activities to promote the interests of women teachers.
 - ii. Promote gender equality within the teaching profession.
 - iii. Represent the Federation in all fora that deal with gender issues.

- i. **The Recording Secretary shall:-**
 - i. Keep true record of the proceedings of all National Executive Committee
 - ii. Meetings and conferences and congresses.
 - iii. Promptly disseminate minutes of meetings to members of the
 - iv. Federation and to National Executive Committee.

- j. **The additional Committee members and specially appointed members**
 - i. Shall perform any National Executive Committee duties, which may be assigned to them by the President.

- k. **Executive Secretary shall:-**
 - i. Be responsible for the day to day running of the Secretariat under the National Executive.
 - ii. Represent the Federation in fora that may be decided by the Federation from time to time.
 - iii. Has no voting power.
 - iv. Shall be a full time employee of the Federation

ARTICLE 10: FUNCTIONS OF REGIONAL COMMITTEE

- a) The Chairperson shall:-
 - i) Report at regional and national conferences and congresses.
 - ii) Supervise and direct the affairs of the Federation in the region.

- iii) Chair all meetings of his/her region.
- iv) In consultation with his/her committees, appoint adhoc committees.
- v) In consultation with the Regional Secretary call meetings and give seven days notice to members.

b) The Secretary shall:-

- i) Keep record of the minutes of the regional committee and those of general meetings and regional congress.
- ii) Publicise regional meetings.

c) The Treasurer shall:-

- i) Receive monies and issue receipts for any money accruing to the regional committee.
- ii) Coordinate fund raising activities in their regions.
- iii) Coordinate the use of funds in his/her region.
- iv) Produce financial statements at regional meetings and congresses.

d) Two additional members shall:-

- i) Undertake any duty assignments delegated to them by Regional Chairperson or Regional Committee.

ARTICLE 11: ELECTION OF NATIONAL EXECUTIVE COMMITTEE MEMBERS

- a) There shall be an election of National Executive Committee members every three years.
- b) There shall be an election of regional committee members every three years.
- c) The term of office for all office bears shall be three years.
- d) Office bears shall be elected by delegates at a national congress in or regional conference.
- e) Delegates shall do voting as stated in Article (11i).
- f) For every office each delegate shall be entitled to one vote.
- g) All fully subscribed members shall be eligible for standing at elections.
- h) After its election, the incoming National Executive Committee shall have the prerogative to appoint three people to become members of the National Executive Committee from among registered members of the Federation.
- i) Voting shall be done by secret ballot.
- j) In the event of a tie there shall be re-election.
- k) After it's election the incoming National Executive Committee shall appoint three persons to become members of the National Executive Committee from among registered members of the Federation.

ARTICLE 12 MEETINGS

- a) There shall be a National congress every three (3) years held in August. The congress shall elect a new National Executive Committee and may amend the constitution and review progress of the Federation and issue policies.

- b) Delegates of the National Congress shall be the National Executive Committee members, chairpersons and secretaries of the regions and all school representatives.
- c) The quorum of the National Congress shall be half of the delegates as defined in 2.4.
- d) There shall be an annual national conference in August.
- e) Delegates to the National Conference shall be the National Executive Committee and Chairpersons and Secretaries of the regions.
- f) The annual national conference shall review the Federation progress and formulate guidelines until the next congress is held.
- g) There shall be a regional committee elected every three (3) years by school representatives in the respective regions.
- h) Regional committees shall convene meetings of school representatives in their regions quarterly.
- i) There shall have an annual regional conference before the National Conference.
- j) In the year of the national congress regions shall have regional congress before the national congress.

ARTICLE 13: SPECIAL GENERAL MEETING

- a) There shall be a special general meeting if two thirds of the national delegates petition the President for such a meeting.
- b) The National Executive Committee may call a special general meeting if it deems it necessary.
- c) There shall be 14 days notice for subsection (a) and (b).
- d) The quorum at the meetings shall be half (1/2) of the regional delegates.

ARTICLE 14: FUND AND ACCOUNTS

- a) The Federation will collect funds by means of fees for admission to membership, subscriptions, voluntary contributions and promotion of lottery, donations and interests on any investment.
- b) Audited financial statements to the Federation shall be presented at conferences and congresses.
- c) All monies accruing to the Federation shall promptly be deposited with a legally recognized financial institution decided upon by the National Executive Committee.
- d) The Federation through the National Executive Committee shall have power to raise funds through loans and grants.
- e) The financial year of the Federation shall begin 1st of July every year.

ARTICLE 15: CO-OPTION

- a) The National Executive and regional committees shall be empowered to co-opt member(s) in the event of a member of the National Executive or regional committee ceasing to be a member.

ARTICLE 16: SUB COMMITTEES

- a) The National Executive committee and regional committee may appoint sub-committee to deal with some of their work.
- b) The sub-committee shall carry out functions as are delegated to them by the committee and must report to the Executive committees periodically.

ARTICLE 17: ADJORNMENT

- a) The Chairperson shall have the power to adjourn any meeting in case of shortage of time or when conditions do not allow proceedings to continue.

ARTICLE 18: VOTE OF NO CONFIDENCE

- a) If two thirds of the regional committees notify the President in writing that they have no confidence in any of the Executive Committee members or the Executive Committee as a whole, the Secretary General shall call a special general meeting within 14 days.
- b) Where there are elections at such meeting they shall be held in accordance with Article 13.
- c) The delegates at the special general meeting shall elect any of the members of the Federation to take over the duties of members who have been removed from office by way of a vote of no confidence.
- d) Provided that if more than half of the members have been removed the special general meeting shall elect a new executive committee.

ARTICLE 19: DISCIPLINE

- a) The National Executive Committee shall have the prerogative to warn, suspend or expel any member whose conduct is deemed to be detrimental to the interest of the Federation.
- b) A member of any committee who absents himself/herself from two consecutive committee meetings without reasons as deemed valid by the committee shall be expelled from that committee, and shall be required to hand over to the President, all Federation documents and property in his/her possession in proper order within 24 hours of his/her receipt of the letter of expulsion..
- c) The Chairperson of any committee meeting, conference or congress reserves the right to order out any member from the meeting if his/her behavior is deemed undesirable.
- d) There shall be an appeals board selected in a special meeting for the purpose of reviewing punishment against members.
- e) The national congress shall dissolve all disputes which have not been resolved elsewhere.

ARTICLE 20: SETTLEMENT OF DISPUTES AND APPEALS

- a) All disputes shall be settled by relevant sub-committees where such disputes touch on the issues that a particular sub-committee is dealing with.
- b) In the event there is no sub-committee to deal with a particular dispute, such dispute shall be settled by the National Executive Committee.
- c) All ruling of different sub-committees shall be appealed to the National Executive Committee.
- d) The appeals shall be in writing and shall state the grounds of appeal.
- e) Any member who is not satisfied with the ruling of a sub-committee shall lodge their appeal with the National Executive Committee within a period of 30 working days from the date such a ruling was made.
- f) The Secretary General shall notify the aggrieved member (appellant) of the date of hearing of the appeal at least fourteen (14) working days prior to the date of the hearing.
- g) All decisions of the National Executive shall be appealable to the national congress provided that all the appeals shall be in writing and shall state the grounds of appeal, and further that the appeal shall be lodged with the national congress through the Secretary General 14 days from the date of ruling.
- h) The Secretary General shall notify all interested parties of the date of the hearing seven working days prior to such date of hearing.

ARTICLE 21: DISSOLUTION, DISPOSAL OF ASSETS AND LIABILITIES

- a) The Association may be voluntarily dissolved upon a resolution carrying not less than 85% of votes at the Biennial Congress or special General meeting of the Federation.
- b) In such event, the Executive Committee who shall liquidate the Federation by reducing all its assets into cash shall appoint a liquidator.
- c) Having reduced the assets into cash the liquidator shall firstly pay the claims of all creditors including the cost of liquidation.
- d) The remaining assets of the Federation, if any, shall be donated to an organization with objectives, selected by a sample of the national congress.
- e) The liquidator shall prepare a liquidation and distribution account and lodge a copy of every such account with the Registrar of Societies.

ARTICLE 22 INDEMNITY

- a) The members of the Executive Committee and any officers of the Federation or any duly authorized person shall at all times be indemnified out of the funds of the Federation against all outlays and liabilities which they may incur or be put to in consequence of any act, matter or thing done or permitted by him or about the bona-fide execution of their officers, and each of them shall be chargeable only with such money as he may actually receive and shall not be answerable or accountable for

any loss which may arise from any investment of funds of the Federation, nor for any error neglect or omission of any officers, auditors or agents of the Federation, unless such loss be sustained through his own willful act or default.

ARTICLE 23: AMENDMENT OF CONSTITUTION

- a) The constitution may only be altered or amended with the approval of two thirds of all those members present and entitled to vote at a congress.
- b) All amendments shall only be valid after approval by the Registrar of Societies.

ARTICLE 24: LEGALITY

- a) The Federation shall have the rights and duties of a legal person and shall in its own name be capable of suing or being sued.
- b) The Federation may secure the services of a lawyer.

ARTICLE: 25 THE GENERL BODY

Any person aggrieved by a decision or punishment meted out in disciplinary matter shall have the right to appeal to the National congress. In all disciplinary matters, the national congress shall be the final body of appeal within the organization.