TABLE OF CONTENTS:

Definition Section

About FUE
Mission
Vision
Objectives
Benefits and Services
Who should join FUE
How to join FUE

Core Values

Articles

1. Name
2. Objectives of the Federation
3. Registered office
4. Membership of the Federation
5. Register of members
6. Governing Council of the Federation
7. Office bearers of the Federation
8. Trustees of the Federation
9. Meeting of the Federation
10. Accounts and Audit
11. Funds and Banking
12. Executive Staff of the Federation
13. Supply of information
14. Alteration of the Constitution
15. Dissolution
16. Indemnity
17. Committees of the Federation
18. Seal of the Federation
19. Legal Matters

20. Regional Groups

Schedules

1. Membership Application form
2. Proxy form
3. New Members Information Guide, 2013

Definition Section:

Agenda *means a list, plan or outline of what is to be discussed at the Annual General Meetings or Executive Council Meetings*

Council *means the Governing Council of the Federation of Uganda Employers*

Chairman and Vice Chairman *these words have been amended to Chairperson and Vice Chairperson*

Clear days *means working days*

Federation *means Federation of Uganda Employers as established under the Trustees Incorporation Act (cap. 165)*

Meetings *mean the Executive Council Meetings or Annual General Meetings or Extra ordinary Meetings which deliberate on the affairs of the Federation*

Member *means Direct membership and its sub categories and Honorary membership as explained in article 4 of the Amended Constitution*

Trustee *means an individual appointed by the Federation at its Annual General Meeting in accordance with the provisions of the Trustees Incorporation Act (cap.165)*

Organisation *means any firm, company, institution, association or corporation or any other body engaged in employment activities, manufacturing, processing and service industries or in trade or commerce or in the provision of professional services or in the promotion and financing of commercial or industrial development and therefore subscribes to be a member of the Federation*

Employer *means any person or group of persons including a company or corporation, a public, regional or local authority, a governing body of an unincorporated association, a partnership, parastatal organisation whatsoever, for whom an employee works or has worked or normally*

worked or sought to work, under a contract of service, and includes the heirs, successors, assignees and transferors of any person or group of persons for whom an employee works, has worked, or normally works

About FUE:

The Federation of Uganda Employers was founded in 1958 and registered in 1960 under the Trustees Incorporation Act as the representative body of employers in Uganda. It is the voice of employers on the social and economic issues and an organisation that advocates for employers rights.

Mission

To enhance employers' competitiveness through policy advocacy, fostering best employment relations and provision of business development services.

Vision

A leading organisation in serving employers' interests and needs by 2018.

Objectives

1. To encourage and promote the development and maintenance of good industrial relations and the observance of the best human resource practices
2. To promote and encourage consultations amongst its members on matters relating to employment best practices
3. To engage, advise government, other social partners, development partners and relevant stakeholders in matters of mutual interest to employers
4. To promote appropriate collection, dissemination and utilization of labour market information for social and economic development
5. To lobby and advocate for the creation of a competitive business environment in order to promote technical or other form of training, development, learning, education and research that will ensure availability of skilled manpower.
6. To advise employers on labour disputes and representation in any proceedings before arbitration boards, committees of inquiry, industrial courts or other judicial and quasi judicial bodies
7. To initiate, promote, support and recommend legislative and other regulatory measures and policies affecting or likely to affect the interests of the employers

8. To secure the advice and cooperation of all members in dealing with the demands made or action taken by any labour union on all matters or questions affecting the general or common interests of the employers
9. To make available to employers all types of information on social media, newspapers, periodicals and pamphlets for the spreading of information with respect to matters having relation to the objectives of the Federation
10. To represent the views of the employers, both nationally and internationally on all matters falling within the objectives or competence of the Federation, and to participate in boards, councils and other public bodies dealing with such and related issues
11. To raise funds by means of subscription of members and levies on members and Associate members or otherwise for all purposes and objectives of the Federation in such amounts and in such manner as is approved by the Annual General Meeting
12. Generally to promote and protect the mutual interests of employers and of employees and to do all such other lawful things that are incidental and conducive to the attainment of any of the above objectives.

Benefits and Services

Inclusive in Membership

- Advocacy on behalf of employers
- Collective Bargaining Agreements and negotiations
- Advice on redundancy and termination
- CEO's and Entrepreneurs' forums
- Networking forums
- Advice on the best employment practices
- Research on economic and labour issues
- National budget proposals

Supported by Donor Agencies

- HIV/ AIDS Program
- FUE-ILO Child Labour Program
- Entrepreneurship training
- Women Leadership Development Programme (FFP)
- Corporate Social Responsibility (UNGC)

…..at highly discounted rates to Members

- Training and consultancy programs in all spheres of management and labour
- Representation at the Industrial Court

Services

Employment Relations services

a. Provision of advice on existing labour legislation and practices in the country
b. Representation in court on employment issues
c. Negotiations with labour unions
d. Drafting procedural manuals on collective bargaining, staff rules and regulations, employment contracts among others

Policy and advocacy

a. Lobbying government through relevant ministries. This is aimed at creating an enabling business environment
b. Representing interests of members on a wide range of national committees, boards and statutory bodies

Networking

a. Linking members to international bodies and business organisations
b. Building closer cooperation among members and the outside world

Library services

a. Accessing members to a variety of current reading materials

Training programmes

Conduct inhouse and general training programmes at subsidised rates to members in the following areas;

a. Productivity improvement
b. Proactive employment relations
c. Human resource management and development
d. Occupational safety and health
e. Supervisory management
f. Transactional analysis
g. Performance improvement for boards of directors
h. Total quality management
i. Customer care
j. Staff performance appraisals
k. Preparing staff for retirement
l. Start/ improve your business
m. Succession planning

Tailor made programmes can be organised according to members needs

Consultancy services

Conduct consultancy work in the following areas;

a. Job evaluation and grading

b. Organisational structure
c. Developing pay structures
d. Performance appraisal instrument
e. Recruitment and selection of personnel
f. Human resource audits

Specific jobs can be carried out according to members needs

Publications offered

a. Your Health and Safety at work
b. Productivity and Quality management
c. Human Resource practices in Uganda
d. Terms and conditions of employment in Uganda
e. Employer of the Year Award reports
f. HIV/ AIDS training manual
g. Employers Statement of Recommended practices on HIV/ AIDS at the workplace
h. National labour laws
i. Industrial Relations Charter
j. Investment Code
k. ILO Updates
l. Employers labour laws guide
m. Child Labour publications
n. SME Labour Laws guide
o. Audio tapes on modern management practices

And anyother relevant material that may be published

Who should join FUE

Our membership is open to corporate, associations, institutions, professional bodies, NGOs, schools, hospitals among others

How to join FUE

Application forms can be obtained from the FUE Secretariat or website on www.fuemployers.org. Join FUE for the promotion and enhancement of a progressive corporate management approach in the development and progress of your organisation.

Core Values:

1. Responsiveness to change
2. Transparency and integrity
3. Team spirit and commitment

4. Excellence

Articles:

1. Name

The name of the Association shall be **FEDERATION OF UGANDA EMPLOYERS** and hereafter refered to as the Federation.

2. Objectives of the Federation

3. To encourage and promote the development and maintenance of good industrial relations and the observance of the best human resource practices
4. To promote and encourage consultations amongst its members on matters relating to employment best practices
5. To engage, advise government, other social partners, development partners and relevant stakeholders in matters of mutual interest to employers
6. To promote appropriate collection, dissemination and utilization of labour market information for social and economic development
7. To lobby and advocate for the creation of a competitive business environment in order to promote technical or other form of training, development, learning, education and research that will ensure availability of skilled manpower.
8. To advise employers on labour disputes and representation in any proceedings before arbitration boards, committees of inquiry, industrial courts or other judicial and quasi judicial bodies
9. To initiate, promote, support and recommend legislative and other regulatory measures and policies affecting or likely to affect the interests of the employers
10. To secure the advice and cooperation of all members in dealing with the demands made or action taken by any labour union on all matters or questions affecting the general or common interests of the employers
11. To make available to employers all types of information on social media, newspapers, periodicals and pamphlets for the spreading of information with respect to matters having relation to the objectives of the Federation
12. To represent the views of the employers, both nationally and internationally on all matters falling within the objectives or competence of the Federation, and to participate in boards, councils and other public bodies dealing with such and related issues

13. To raise funds by means of subscription of members and levies on members and Associate members or otherwise for all purposes and objectives of the Federation in such amounts and in such manner as is approved by the Annual General Meeting
14. Generally to promote and protect the mutual interests of employers and of employees and to do all such other lawful things that are incidental and conducive to the attainment of any of the above objectives.

3. Registered Office

The registered head office of the Federation shall be at Plot 1207 Kiwanga in Mukono District or in anyother District as may be agreed by the Governing Council.

4. Membership of the Federation

A. *Eligibility of Membership*

a. Direct membership:

(1) The following shall comprise of direct membership of the Federation;
any company, firm, institution, corporation or anyother body engaged in employment activities, manufacturing, processing and service industries or in the trade or commerce or in the provision of professional services or in the promotion and financing of commercial or industrial development.
Direct membership shall be further classified in the following categories;

I. Copper membership consisting Small enterprises
II. Bronze membership consisting of all medium enterprises, local NGOs
III. Silver membership consisting of emerging large enterprises and international NGOs
IV. Gold membership consisting of established large enterprises and international NGOs
V. Platinum membership consisting of international business associations, multi nationals and government bodies

b. Honorary Membership:

This shall consist of a Collegium of Past Chairpersons.

Membership is further clarified in the form prescribed in Schedule 3

(2) The following shall be eligible to the membership of the Federation;

I. An employer must qualify as a Direct or Associate member

II. The Organisation must have paid annual subscription fee as may be prescribed by the Governing Council according to the category of membership

III. The organisation must have submitted a fully completed FUE Membership Application form.

B. *Membership Fees*

(1) The Annual subscription applicable to each class of membership from time to time shall be prescribed by the Governing Council, and shall be subject to approval by the members in the Annual General Meeting.

(2) Every member shall, within 90 days of approval of the application by the Governing Council, pay the prescribed annual subscription for the current year.

(3) Annual subscription shall become due on 1 January of each calendar year and shall be paid within 90 days of the due date.

(4) Any firm or association or employer qualifying for membership may appeal to the Governing Council for an appropriate modification in the rate of subscriptions and the Council shall have the right to approve, alter, change; should such modification be considered justifiable.

C. *Cessation of Membership*

(1) Any member may withdraw from the Federation by giving six months notice during any financial year and shall pay the subscription in respect of that year.

(2) A retired member shall be eligible for readmission to membership subject to the provisions of Article 4.

(3) Any member whose conduct is found injurious as stipulated in the Federation's Code of Conduct, or prejudicial to the interests of the Federation may be expelled from the Federation by a resolution passed at a General Meeting by a majority of two thirds of the members present or by proxy and voting at such meeting. The expelled member shall be liable to pay the annual subscriptions for the year during which membership is terminated by expulsion.

(4) The name of any member whose subscription remains in arrears for more than 90 days from the due date shall be reported to the Council.

(5) The Council shall cause a registered letter to be sent to each member who is in arrears giving a further 30 days to pay the outstanding amount. If at the end of the further 30 days the subscription fee has not been paid, the Governing Council shall direct that the names of the defaulters shall be removed from the list of active members and the fact reported to the next meeting of the Governing Council.

(6) Where in the opinion of the Chairperson or of not less than two thirds of the members of the Federation, the conduct of a member has been prejudicial to the interests of the Federation, the Chairperson may by his/ her own motion or on the written request of two thirds of the members refer the matter to a special meeting of the Governing Council called to deal with it.

(7) The member whose conduct is in question shall be given 14 days notice of such a meeting. Such notice shall set out briefly the grounds on which the conduct of the member has been called to question. The member shall not have a right to vote at such a meeting.
(8) The member shall be given an opportunity to be heard at the said meeting. After hearing the member, the Chairperson shall call on him/ her to withdraw from the meeting.
(9) If the Governing Council is of the opinion that the member's conduct has been prejudicial to the interests of the Federation, it may resolve that such a member be subjected to disciplinary action such as suspension, fine, reprimand or expulsion depending on the gravity of the member's action.
(10) Such a resolution shall be communicated to the member not later than fourteen days. The member shall be entitled to appeal to the Trustees. The decision of the Trustees shall be final.

D. *Obligation of Members*

(1) All members are bound by the Rules of the Federation and any other decision made there under and any future additions, alterations or amendments thereto.
(2) Every member undertakes to inform the Executive Director and or the Secretariat of the details of any demands which if made are subject of dispute made by its labour force or labour union before negotiations commence, the outcome of such negotiations immediately thereafter and any labour action or threat of industrial action.
(3) Every member shall from time to time provide data and information requested by the Federation that is necessary for the discharge of its mandate.

E. *Revival of Membership*

If a member who has been declared dormant is desirous to activate his membership or a member who was expelled but desires to be reinstated, the member may apply to the Governing Council requesting it to revive its membership with the Federation. The Governing Council shall prescribe the amount of arrears to be paid by such a member.

5. Register of Members

(1) There shall be maintained a Register for Direct and Associate Members in which shall be entered information about the members such as the name, address, occupation, date of admission and cessation and such other particulars as the Governing Council may determine from time to time
(2) The Register shall be open for inspection during office hours at the office of the Federation by the members
(3) The Council shall review the Membership Register twice a year.

6. Governing Council of the Federation

A. *Role of the Governing Council*

The administration of the affairs of the Federation shall be vested in the body herein after refered to as the Governing Council

B. *Composition of the Governing Council*

(1) The following principle shall apply when electing the members of the Governing Council;

I. The length of membership with the Federation (at least 2 years or more)

II. A paid up member of the Federation

III. For Direct members, at least 4 members from Gold category, 5 members from Silver category , 3 members from Copper category, 4 members from Bronze category and 4 from Platinum category.

C. *Representation of the elected members at the Governing Council*

Each member elected to the Council shall norminate in writing its authorized representative to the Council and an alternate.

D. *Meetings of the Governing Council*

The Council shall meet for dispatch of business and regulate its meetings as it thinks fit.

E. *Quorum at the Governing Council*

The quorum necessary for the transaction of business shall be eight members.

F. *Proceedings of the Governing Council*

(1) The proceedings of the Council shall be presided over by the Chairperson

(2) If at any meeting neither the Chairperson or Vice Chairperson is present within fifteen minutes of the time appointed for the meeting, the Council members present may choose amongst themselves a Chairperson for that meeting.

G. *Powers of the Governing Council*

(1) The Council shall have the power to co-opt as many members of the Council up to a maximum of 4 persons. In selecting persons for co-option, arrangements shall be made for the representation of such important lines of the economy as might have been unrepresented in the Council under the procedure for nomination and election as also for including persons whose services may be considered fit for any specific purpose.

(2) The Council shall exercise such powers and carry out other duties which may be exercised or done by the Federation, save such as, by the Constitution or by any law

for the time being in force, required to be done by the Federation in a general meeting.

(3) The Council shall have powers to appoint sub committees of such size and composition as it may deem necessary for such specific purposes as it may determine. Persons appointed as members of such sub committees need not necessarily be members of the Council.

(4) All acts done by the authority of the Council or any sub committee thereof shall be deemed to be acts of the Federation and of the individual members of the Federation of Uganda Employers.

(5) The Council shall cause proper minutes to be made of all appointments of office bearers and of the names of all members present and of the proceedings at all meetings of the Council.

(6) The Governing Council shall have power to dispose of or otherwise deal with all or any part of the property of the Federation.

(7) The Governing Council shall be responsible to the Annual General Meeting for the efficient execution of the Federation's mandate;

I. Deciding and formulating policies which shall further the objectives of the Federation

II. Ensuring that the employers' interests are adequately represented to government on matters relevant to business

III. Reviewing the subscription fees payable by members and anyother dues payable.

7. Office Bearers of the Federation

A. *Election of Office Bearers*

(1) The Chairperson, Vice Chairperson and Governing Council members shall be the office bearers of the Federation. They shall be elected at the Annual General Meeting and may otherwise continue in office for a period of 2 years subject to Article 4 relating to Cessation of Membership and confirmation at the Annual General Meeting.

B. *Retirement, Re-election and Continuation in Office*

(1) A retiring Chairperson and Vice Chairperson shall be eligible for re-election

(2) The immediate past Chairperson shall continue to be a member of the Council.

C.*Executive Committee of the Federation*

(1) The Governing Council shall constitute an Executive Committee comprising of;

(a) Chairperson

(b) Vice Chairperson

(c) Immediate past Chairperson

(d) Chairperson of the Membership Services Committee

(e) Chairperson of the Finance, HR & Administration Committee
(f) Executive Director, Federation

(2) The quorum shall be simple majority

(3) The Governing Council shall delegate the following matters to the Executive Committee;
(a) Appraise the performance of the Executive Director
(b) Monitor the financial performance of the Federation
(c) Form branches, local committees or other bodies as may be deemed desirable
(d) Aquire by application, licence or otherwise use and register patents, trademarks, trade names, registered or other designs, rights or copyrights or privileges in relation to any of the activities for the time being carried on by the Federation
(e) Purchase, take on lease or in exchange, hire or otherwise obtain any movable or immovable property which may be necessary for the furtherance of the objectives of the Federation
(f) Invest monies of the Federation not immediately required in such a manner as the Governing Council may think fit
(g) Sell, improve, manage, develop, lease, charge, exchange, dispose of, turn to account or otherwise deal with all or any part of the property, rights and assets of the Federation as may be deemed expedient with a view to the promotion of the objectives
(h) Oversee the performance of the Secretariat
(i) All other matters to be considered as being urgent that a decision is required before a meeting of the Governing Council can be convened.

(4) The Executive Committee shall meet once every two months and submit regular reports of its activities to the Governing Council; which shall meet once every quarter.

D. *Consideration for election of the Chairperson and Vice Chairperson*

(1) Before passing a decision in electing the Chairperson and Vice Chairperson, the following shall be taken into account;

a) The individual must come from a paid up member organisation of FUE.
b) Be of good moral turpitude/ character
c) Have no record of any criminal convictions
d) Be knowledgeable of the affairs of the private sector
e) Have good command of the public and eager to serve the employers' fraternity

(2) Such members are eligible for re-election after 2 years.

E. *Past Chairpersons of the Federation*

(1) There shall be a Collegium of three Past Chairpersons whose shall be Honorary members of the Federation
(2) The Objectives of the Collegium shall be;
i. Act as a conciliator in the resolution of disputes involving members or anyother issue relating to the Federation

ii. Serve as a consultative forum for the Chairpersons on fundamental issues in line with the objectives of the Federation.

8. Trustees of the Federation

A. Composition

(1) The Federation at its Annual General Meeting shall approve individuals proposed by the Governing Council to become trustees.

(2) Each trustee shall hold office;
a) Until his / her death,
b) Individual retirement from office of the Federation's member,
c) Or removal from office by a resolution at the Annual General Meeting.
d) Hold office for a period of 5 years.
(3) Subject to provisions (a) and (b) above, the Governing Council shall forthwith appoint another individual to fill the vacancy created. An individual so appointed shall be approved or not approved at the next Annual General Meeting. If the latter applies, then another trustee will be appointed at that Meeting to fill such a vacancy.
(4) The property of the Federation shall be vested in the Trustees as joint tenants. The title of such property and all rights vested in the trustees shall devolve upon such persons holding office for the time being as trustees.

B. *Past Chairpersons of the Federation*

(1) There shall be a Collegium of three past Chairpersons whose members shall be Honorary members of the Federation.
(2) The objectives of the Collegium shall be;
(a) Act as a conciliator in the resolution of disputes involving members or anyother issue relating to the Federation
(b) Serve as a consultative forum for the Chairperson on fundamental issues in the line of the objectives of the Federation.

9. Meetings of the Federation

A. *Annual General Meeting*

(1) An annual general meeting of the members of the Federation shall be held within the first quarter of the calendar year.

B. *Purpose for the Annual General Meeting*

(1) The purpose of this meeting is for;

a. adoption of yearly reports,
b. receiving and approving of statements of accounts for the preceding year,
c. electing council members and office bearers and
d. for the transaction of such other business as may be specified in the notice of which due notice shall have been given.

C. *Extra Ordinary Meeting*

An Extra ordinary meeting of the Federation may be called at any time by the Council or on requisition to the Executive Director in writing of not less than two thirds of the total current members of the Federation.

D. *Notice of the Annual general meeting*

(1) Notice of every annual general meeting and all general meetings shall be given by posting a written notice to every member of the Federation not less than twenty eight clear days prior to the date of the meeting, provided that accidental omission to send such notice or non receipt of such notice shall not invalidate the proceedings of the meeting. Such notice shall specify the nature of the business to be transacted thereat.

(2) Any member desiring to propose a resolution upon any subject other than those specified in the notice mentioned in the last foregoing sub paragraph shall give twenty one clear days notice of the same in writing to the Executive Director, which resolution shall be circulated to the members of the Federation not less than fourteen clear days prior to the date of the meeting.

E.*Quorum for general meetings*

(1) A quorum for all general meetings shall be one-third of the current members entitled to attend and vote.

(2) All Direct members of the Federation shall have voting rights at the Annual General Meeting and others thereto.

(3) If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, not fewer than a quarter of the total current membership shall form a quorum.

F. *Voting at general meetings*

(1) Voting shall be by secret ballot unless majority of members personally present require the voting on any resolution to be by show of hands.
(2) Voting at annual general meetings of the Federation shall be limited to paid up members.
(3) Each member shall be entitled to one vote and subject as otherwise provided in these Articles, every motion shall be carried or delegated or defeated by simple majority.
(4) In the event of equality of votes, the Chairperson of the meeting shall be entitled to casting a vote.

G. *Proxy*

(1) Any member entitled to attend and vote at a meeting of the Federation shall be entitled to appoint another member as his/ her proxy to attend and vote instead of him/ her.
(2) A proxy appointed to attend and vote shall also have the same right as a member to speak at the meeting.
(3) The instrument appointing a proxy shall be in writing under the hand of the appointer, or, if the appointer is a Corporation, either under seal or under the hand of an officer duly authorized.
(4) The instrument appointing the proxy shall be deposited at the office of the Federation or such other place within Uganda as is specified for that purpose in the notice convening the meeting or adjourned meeting at which the person nominated proposes to vote, or, in the case of a poll, and in default, the instrument of proxy shall not be treated as invalid.

The proxy form shall be in the form prescribed in schedule 2.

10. Accounts and Audit

(1) The financial year of the Federation shall be from 1 January to 31 December each calendar year.
(2) The Governing Council shall cause proper books of accounts to be kept and an audited balance sheet and income and expenditure account shall be in place before each annual general meeting.
(3) A qualified auditor shall be appointed at each annual general meeting.

11. Funds and Banking

(1) The funds of the Federation shall be kept with a bank in Uganda as may be decided by the Council and the bank accounts shall be operated on the joint signatures of the Executive Director or Chairperson together with either Vice Chairperson or anyother member authorized by resolution of the Governing Council.
(2) All expenditure incurred in the management and operation of the Federation shall be paid from the funds of the Federation.
(3) Any money not immediately required may be invested in such a manner as is approved by the Governing Council.

12. Executive Staff of the Federation

A. *Executive Director*

(1) The Governing Council shall appoint an Executive Director and fix his/ her remuneration and other terms and conditions of service as it deems fit.
(2) The Executive Director shall be the Federation's Chief Executive Officer.

B. *Duties of the Executive Director*

(1) He/ she shall be responsible to the Council for the day to day management of the Federation's business and its secretariat
(2) Maintain proper records of accounts
(3) Act under the general direction, supervision and control of the Council and Executive Committee
(4) Provide professional and strategic focus for the execution of the mandate of the Federation on research, public advocacy, industrial relations, human resource management, learning and development
(5) Appoint committees with the approval of the Council to deal with all or any of the matters stipulated in (4) above and draw representation and experts from member companies
(6) Engage and terminate top management staff and fix their salaries and conditions of service
(7) Attend and be heard at all meetings of the Federation, its Council, Management and Technical committees
(8) Act as a secretary to the Council

C. *Other executive staff*

(1) The Council shall also appoint executive staff on such terms and conditions as may be approved by the Council.
(2) The Council may authorize the engagement of such other staff as may be deemed necessary from time to time on such terms and conditions as may be approved by the Executive Council.

13. Committees of the Federation

A. *Committees*

There shall be the following standing Committees as may be appointed by the Governing Council which shall conduct the activities for which they were established;

i. Executive Committee
ii. Audit Committee
iii. Member Services Committee
iv. Finance, HR & Administration Committee
v. And anyother that the Governing Council may deem necessary

B. *Audit Committee*

(1) There shall be an Audit Committee consisting of heads of auditors and or finance experts or similar position in member companies
(2) The objectives of the committee shall be;
    i. Ensure compliance with all approved policies, systems and procedures
    ii. Ensure professional accountability, integrity and transparency
    iii. Promote the institutionalization of high standards of quality assurance in FUE's operations
    iv. Advise the Governing Council on all issues relating to finance
    v. Guide the Federation in pursuance of its financial objectives
    i. To create a forum for member companies to interact, network and build capacity of their staff
    ii. To propagate and canvass tax legislative framework that are business friendly
    iii. Provide advisory services to members on tax and related matters
    iv. Regularly appraise the macro-economic policy framework and guide the Federation on advocacy initiatives on the subject
    v. Persue other issues of interest to members as may be identified from time to time
    vi. Formulate its own terms of reference in furtherance of its duties

(3) The committee shall;

i. Appoint its own Chairperson and Vice Chairperson every two years subject to a maximum tenure of two terms in office

ii. Meet not less than 4 times every calendar year. Its meetings shall be convened by or on behalf of the Chairperson or in his/ her absence, its Vice Chairperson who shall at any time convene a meeting if so directed by the Governing Council

iii. Have such powers and duties as are conferred or imposed upon it by the Rules and or by the Governing Council

iv. Prescribe standards or qualifications for admission of members

v. Appoint sub committees or an Advisory Panel as it may from time to time decide and to delegate to such sub committees any or all its powers

vi. In the absence of the Chairperson or Vice Chairperson, elect a Chairperson from amongst themselves for its meeting.

C. *Member Services Committee*

(1) There shall be a Member Services Committee consisting of marketing, legal and policy advocacy experts or similar position in member companies

(2) The objectives of the Committee shall be

i. Develop strategic linkages at local, national, regional and international levels

ii. Assist the Secretariat to put in place clear strategies for innovative management of policy advocacy, business development, membership recruitment, legal and employment relations

iii. Provide guidance and oversight in the formulation of human resource, marketing, legal, employment relations policies as well as policy agendas

iv. Advise the Governing Council on the overall organisational development

v. Ensure that FUE puts in place cost effective policies, systems and procedures for its benefit as well as the employers

vi. Formulate its own terms of reference in furtherance of its duties

(3) The committee shall;

i. Appoint its own Chairperson and Vice Chairperson every two years subject to a maximum tenure of two terms in office

ii. Meet not less than 4 times every calendar year. Its meetings shall be convened by or on behalf of the Chairperson or in his/ her absence, its Vice Chairperson who shall at any time convene a meeting if so directed by the Governing Council

iii. Have such powers and duties as are conferred or imposed upon it by the Rules and or by the Governing Council

iv. Prescribe standards or qualifications for admission of members

v. Appoint sub committees or an Advisory Panel as it may from time to time decide and to delegate to such sub committees any or all its powers

vi. In the absence of the Chairperson or Vice Chairperson, elect a Chairperson from amongst themselves for its meeting.

D. *Finance, HR & Administration Committee*

(1) There shall be the Finance, HR & Administration committee consisting of finance, human resource and administration experts in member companies.

(2) The objectives of the committee shall be to;

i. Provide guidance and oversight in formulation of best HR policies, systems and practices and over all organisational development

ii. Ensure that the Secretariat puts in place cost effective administrative policies, systems and procedures for the various organisation key operations

iii. Provide strategic guidance in relation to the formulation of financial policies

iv. Monitor financial policies, systems and procedures

v. Ensure that proper books of accounts are kept to facilitate timely internal and external audits

vi. Ensure the formulation and implementation of a treasury management policy

vii. Guide the Federation in making short and long term investment decisions

viii. Formulate its own terms of reference in furtherance of its own duties

(3) The committee shall;

vii. Appoint its own Chairperson and Vice Chairperson every two years subject to a maximum tenure of two terms in office

viii. Meet not less than 4 times every calendar year. Its meetings shall be convened by or on behalf of the Chairperson or in his/ her absence, its Vice Chairperson who shall at any time convene a meeting if so directed by the Governing Council

ix. Have such powers and duties as are conferred or imposed upon it by the Rules and or by the Governing Council

x. Prescribe standards or qualifications for admission of members

xi. Appoint sub committees or an Advisory Panel as it may from time to time decide and to delegate to such sub committees any or all its powers

xii. In the absence of the Chairperson or Vice Chairperson, elect a Chairperson from amongst themselves for its meeting.

14. Regional Groups

A. *Establishment*

(1)There shall be established four Regional Groups in the northern, eastern, western and central regions.

(2) Each region shall comprise of a number of District Committees as may be approved by the Governing Council.

B. *Meetings of the Regional Groups and District Committees*

(1)Each Regional Group shall organise regular meetings atleast once every three months to deal with local issues as well as discuss and make recommendations on any other matters within the objectives of the Federation.

(2) Each Regional Group shall elect a Chairperson who shall represent the Group on the Governing Council as may be required.

(3)Each District Committee shall organise regular meetings to deal with local issues as well as discuss other matters within the objectives of the Federation. It shall elect a Chairperson as may be required.

15. Seal of the Federation

(1) There shall be a seal which shall be inscribed in the name of the Federation.

(2) The Executive Director shall be the custodian of the seal of the Federation and shall cause it to be affixed to all required documents witnessed by the Legal Officer.

16. Supply of information

Unless in his/ her direction he/ she deems it prejudicial to his/ her interests, every member shall furnish the Council with such information as it may at any time or from time to time require concerning matters of general interests concerning members' businesses, scales and ranges of pay and of category or categories of his employees provided, however, that neither the Executive Council nor any officer or member of the Federation shall make use of the information so furnished whereby the source of such information might become known without express permission of the member supplying such information provided further that any member who has refused or omitted to supply such information shall not be entitled to the benefit of any circular or publication produced by the Federation based on similar information supplied by members.

17. Alteration of the Constitution

The Constitution and Rules may be altered by a resolution passed by a majority of not less than two thirds of the members present in person or proxy at the general meeting duly convened for the purpose, provided that not less than 75% of the members entitled to attend and vote be present in person or by proxy, the meeting shall stand adjourned for 30 days. If at such meeting the quorum is still not present, then article 8 of this Constitution shall apply.

18. Legal Matters

A. *Solicitors*

(1) The solicitors of the Federation shall be appointed by the Annual General meeting on recommendation of the Governing Council.

B. *Indemnity*

(1) If any prosecution, action or suit of law be commenced against any member or members of the Governing Council, Trustees, the Executive Director or any servant or agent of the Federation for anything done by him/ her/ them in the proper and reasonable discharge of their duties, such persons shall be defended and indemnified by and at the cost of the Federation from all damage, costs and expenses which may be incidental to or result from such prosecution, action or suit of law and the Management committee is hereby empowered to apply the property and funds of the Federation as may be directed by the Governing Council from time to time.

C. *Claiming indemnity*

(1) Any member desiring to claim indemnity shall submit his or her claim to the Governing Council which shall consider and decide same in accordance with the Rules. The decision of the Governing Council shall be final.

D. *Verification of documents*

(1) Any document required to be sworn, signed or otherwise verified in connection with the affairs of the Federation may be sworn, signed or verified by the Chairperson or by the Vice Chairperson in absence of the Chairperson or the Executive Director in absence of the Vice Chairperson.

19. Dissolution

(1) The Federation may be dissolved by resolution at a general meeting of which due notice has been given specifying such resolution, subject to Article 8 concerning quorum, adjournment and majority.

(2) In the event of dissolution, the assets of the Federation shall be divided equally between persons registered as members at the date of which the resolution was passed or disposed of in such a manner as the meeting shall decide.

Schedules

Schedule 1

Membership Application form

FEDERATION OF UGANDA EMPLOYERS

Tel. 0392777410 Fax. 0414286290 E-mail. info@fuemployers.org

Date……..

APPLICATION FOR MEMBERSHIP

1. Name of Organisation……
2. Type of Business…….....
3. Address…….....
4. Telephone…….....Fax…….
5. Email……..
6. Name and Title of Chief Executive……
7. Human Resource Contact……...……..……
8. Total No. of Employees :…….

   Management Staff……. Other Employees …….....

   No. of Female employees……. No. of Male employees…….....

No. of skilled..… ..... No. of unskilled…… .....

9. Nature of Business……

10. Category of Organisation. Private …… Parastatal…… NGO…… Public…… Association……..
If Other (Please specify)……

11. Any other information you consider to be of interest to the Federation

……..……..……

12. Signed for and on behalf of

……

(OFFICIAL STAMP)

Schedule 2

Proxy form

I / We…….of……..being member(s) of the Federation hereby appoint……as my/ our proxy to vote for me/ us on my/ our behalf at the Annual/ Extra ordinary meeting (as the case may be) of the Federation to be held on…….day of……..20……and at any adjournments.

Signed this…….day of…….20……

This form is to be used in favour or against the resolution. Unless otherwise instructed, the proxy will vote as he/ she thinks fit (strike out whichever is not required)

Schedule 3

New Members Information Guide, 2013

FUE NEW MEMBERS' INFORMATION GUIDE

FUE - Ordinary Membership

Copper Membership

This comprises Micro & Small enterprises and Small local NGOs.
Annual subscription fee of 400,000/= for startup Employers with Employees between 6 – 15
Local Sectoral Associations at 500,000/= and 800,000/= subscription fee for SME Employers with Employees above15 - 35.

Advantages for this category include:
- Be identified a good employer
- Access to information at FUE
- Free occupational safety and health audits
- Direct guidance and support on HIV/AIDS at the workplace
- Free set of labour laws and regulations
- Free review of Human resource manuals
- Free access to FUE website
- Free Business Clinics
- Help in Employer-Employee relations
- Networking

Bronze membership

This category is open to all emerging large enterprises, local & international NGOs. Annual subscription fee is 1, 500,000 shillings.
Advantages for this category include **all those offered under ordinary membership plus**:
- Employee recruitment and retention
- Negotiation with Trade unions

- Free publication in the FUE newsletters

Silver membership

This category is open to all established medium sized enterprises & international NGOs.
Annual subscription fee is 2, 000,000 Uganda shillings.
Advantages for this category include **all those offered under ordinary and Bronze membership plus**:
- Free basic marketing of your products and services
- Match-Making with local and/or foreign companies for business progress
- Free best human resource practices reports from Employer of the Year Awards (EYA)
- Mentorship and coaching

Gold Membership

This category is open to all established large enterprises, Financial Institutions & international NGOs. Annual subscription fee is 2, 500, 000 Uganda shillings.
Advantages for this category include **all those offered under ordinary, Bronze and Silver membership plus**:
- Links to recognized international organizations such as UNGC, ILO, NHO, and CEC
- Access to business survey reports like the Terms and Conditions Service
- Use of FUE Logo in advertisements
- Access to high end international networking conferences
- Free half day training in Employment or industrial relations
- Free Employer of the Year Awards reports

Platinum/Associate Membership

This category is open to all Multi Nationals, International Business Associations, and Government Bodies. Annual subscription fee of 3,000, 000million Uganda shillings.
Advantages for this category include **all those offered under ordinary, Bronze, Silver and Gold membership plus**:
- Policy and Advocacy
- Support in mobilizing resources
- Capacity Building
- Free reports for EYA
- Free attendance of the annual business to business dinner

Note:
Members are informed that in addition to the above categorized benefits, your organization can also take advantage of the general services that we offer, some of which attract payments which in most cases are subsidized to maintain your unique status as a member.

FUE Services

Lobbying and Advocacy
Research for business

Consultancy
Employee recruitment and retention
Provide employment relations services
Advice on Industrial relations issues
Provide Business clinics
Business Advisory Services
Arbitration of Business Disputes
Employer of the year award survey on human resource best practice
Supporting vocational skills development
Match making for companies