



BRANCH RULES

***Unite in ACTS - LE/372 BRANCH
The Union for UNISON Staff***

As adopted by the 2006 Branch AGM and amended by the 2007, 2008, 2009, 2010, 2011& 2013 Branch AGM's

CONTENTS.

- RULE 1. NAME
- RULE 2. OBJECTS
- RULE 3. MEMBERSHIP
- RULE 4. ORGANISATION AND STRUCTURE
- RULE 5. ELECTIONS
- RULE 6. MEETINGS
- RULE 7. VOTING
- RULE 8. FINANCES AND EXPENSES
- RULE 9. AFFILIATIONS AND DONATIONS
- RULE 10. PUBLICITY
- RULE 11. AMENDMENTS TO RULES
- RULE 12. MEMBERSHIP DISCIPLINE
- APPENDIX 'A' NATIONAL RULE 2: OBJECTS
- APPENDIX 'B' NATIONAL RULE 3: MEMBERSHIP
- APPENDIX 'C' ELECTION OF SENIOR STEWARDS, ASSISTANT SENIOR STEWARD, STEWARDS, HEALTH & SAFETY REPS, ULR's, AND HEAD OFFICE CONVENOR
- APPENDIX ~~'D' ELECTION~~ 'D' ELECTION OF BRANCH OFFICERS, BRANCH COMMITTEE AND BES SUB-COMMITTEE
- APPENDIX 'E' STANDING ORDERS FOR GENERAL MEETINGS
- APPENDIX 'F' BRANCH FINANCIAL REGULATIONS [INCLUDING CONSTITUENCY FUND GUIDELINES]
- APPENDIX 'G' NATIONAL RULE 27: MEMBERSHIP DISCIPLINE
- APPENDIX 'H' STANDING ORDERS FOR THE CONDUCT OF BRANCH COMMITTEE MEETINGS

Branch Rules

1. Name

1.1 The branch is a branch of Unite the Union in the Community, Youth Workers and Not for Profit Sector, and shall be known as the Unite LE/372 Branch [The Union for UNISON Staff].

2. Objects

2.1 The objects of the branch shall be as detailed in Unite national rule 2 [see Appendix A].

3. Membership

3.1 The branch membership will be comprised of Unite members primarily employed by UNISON, UNISON branches and UNISON's Membership Services Providers in England, Northern Ireland, Scotland and Wales.

Applications for membership from those not in the above categories will be submitted to the branch committee before being accepted into membership.

3.2 Eligibility for membership shall be in accordance with Unite national rule 3 (see Appendix B).

4. Organisation and Structure

4.1 The supreme authority of the branch shall be vested in General Meetings of the Branch.

4.2 In between General Meetings, the day-to-day running of the branch shall be conducted by the branch committee and accredited representatives in its constituencies, complying with existing policy as determined by General Meetings.

5. Elections

5.1 The branch will elect, triennially, accredited Senior Stewards, Assistant Senior Steward, stewards, health and safety representatives, union learning representatives in each of its constituencies, together with a head office convenor. (See Appendix C).

5.2 The branch will elect, triennially, officers and sectional representatives, who will form part of the branch committee. (See Appendix D).

5.3 The branch shall elect, triennially, auditors. Auditors cannot hold any other representative position within the branch.

5.4 The branch committee

5.4.1 shall elect annually a branch employed staffs (BES) sub committee as detailed in Appendix D,

5.4.2 shall elect annually the ACTS representatives on the TU Side, save for the Branch Secretary and Branch Chair who have automatic seats on the TU Side . At least two of the Branch's TU Side Representatives should be, if possible, Branch Committee members from Head Office. At least three of the Branch's TU Side Representatives, excluding the reserved seats for the Branch Chair and Branch Secretary should, if possible, be female.

5.4.3 can, from time to time, elect sub-committees or groups to deal with specific issues. Such sub-committees or groups will report back and be accountable to the branch committee.

5.5 All posts within the branch are open to job share. If such a post is shared by two or more members, both (or all) shall be entitled to attend any meetings but the vote of that post at any meeting shall be counted as one vote. (Also see Appendix D Sections 1 & 2 and Appendix F – Finance).

5.6 The branch committee shall consider nomination, election and/or appointment of individuals to bodies as requested by the national (or regional) union.

6. Meetings

6.1 The branch will hold an Annual General Meeting (AGM) to which all members are invited. The AGM will consider an annual report, the annual accounts, and make policy decisions for the coming year.

6.2 The AGM will be held, under normal circumstances, in June. The branch committee will, annually, circulate a timetable for the AGM.

6.3 Motions (including rule amendments) to be considered at the AGM can be submitted by individual members and must be signed by a mover and seconder.

6.4 The branch committee, and other officially recognised constituencies/sub-committees/groups can also submit motions (including rule amendments) for consideration by the AGM. Such motions shall be agreed by the constituencies/sub committees/groups and shall be signed by at least two recognised representatives of the body concerned.

6.5 Standing Orders for General Meetings are detailed in Appendix E.

6.6 A General Meeting can be called by the branch committee at any time.

6.7 A Special General Meeting (SGM) can be called at any time by the branch committee or on the receipt of a written request of not less than 50 members. For issues that affect only current working members (i.e. not Retired Members), this figure shall be not less than 50 members excluding Retired Members.

7. Voting

7.1 Due to the geographical coverage of the branch which includes members in England, Northern Ireland, Scotland and Wales but is a part of TGWU Region 1, voting regulations different from other TGWU branches shall apply.

7.2 At General Meetings the branch will operate a proxy voting system as detailed in the standing orders (see Appendix E).

7.3 Rule amendments must be carried by a two-thirds majority (including proxy votes – see Appendix E).

7.4 At all other bodies of the Branch i.e. General Meetings, Branch Committee, Constituency meetings, where an issue under consideration relates primarily to one employer or employer group, all representatives and/or members shall have the opportunity to contribute to the debate and decision making process, except where the outcome of a motion or debate would mean the branch consulting or balloting members over industrial action. In such circumstances only representatives and/or members employed within the specific industrial group shall be entitled to vote on such matters. When matters of a general branch related policy are being considered, all representatives and/or members present at the meeting shall have the opportunity to participate in the discussion and decision making process. [Also see Rule 5.5 on job sharing].

8. Finances and Expenses

8.1 The branch will reimburse representatives and members in accordance with the regulations detailed at Appendix F. No branch representative/member should be debarred or deterred from union activity because of personal financial constraints. Under special arrangements agreed by the Secretary and Treasurer, expenses can be paid in advance.

8.2 Items including stationery, equipment, printing/publication costs to be bought on behalf of the branch shall only be purchased after agreement by the branch committee, or the treasurer acting on behalf of the branch committee, or as instructed by a General Meeting.

9. Affiliations and Donations

9.1 Affiliations and/or donations to organisations and/or appeals can be decided upon by a General Meeting.

9.2 The branch committee can also decide to affiliate and/or donate to organisations/appeals, at any time unless a General Meeting has decided otherwise.

9.3 Details of all current affiliations and donations over the preceding year must be presented to the AGM

9.4 Affiliations to Trades Councils and Constituency Labour Parties can be made by the branch committee (or General Meeting) in line with national Unite Rules. (See Appendix F).

10. Publicity

10.1 The branch committee will promote branch policy and details of progress towards achieving it to all members. This will include reports back to constituencies from elected representatives and an all-members' publication under the auspices of the Publicity Officer.

10.2 All elected representatives will be expected to keep their constituency's membership informed of policy and progress towards achieving it.

10.3 All official communications with the media on behalf of the branch shall only be made with the prior approval of the branch committee (or the branch chair acting on its behalf).

11. Amendments to Rules

11.1 Motions to amend these rules (including Appendices) may be submitted by individual members, constituencies, the branch committee or any properly constituted and recognised sub-committee. Such motions must be submitted to a General Meeting (or SGM convened for that purpose).

11.2 Branch rules will be in accordance with National rules, decisions of the Unite Rules Conference and the Unite Executive Council. Where a decision is taken at national level which puts any branch rule in conflict with a national rule, the branch committee shall amend the branch rule without recourse to a rule amendment being presented to a General Meeting. The details of any such amendment will be relayed to the membership as soon as possible after it is made.

12. Membership Discipline

Membership discipline shall be dealt with in accordance with National Rule 27 [see Appendix G].

APPENDIX A

National Rule 2: OBJECTS

- 2.1** The objects of the Union shall, so far as may be lawful, be:
 - 2.1.1** To organise, recruit and represent workers.
 - 2.1.2** To defend and improve its members' wages and working conditions including the pursuit of equal pay for work of equal value.
 - 2.1.3** To defend and improve the social and economic well-being of members and their families, both directly and via commensurate policies in relation to society both domestically and abroad.
 - 2.1.4** To further political objectives including by affiliation to the Labour Party.
 - 2.1.5** To promote equality and fairness for all, including actively opposing prejudice and discrimination on grounds of gender, race, ethnic origin, religion, class, marital status, sexual orientation or identity, age or disability.
 - 2.1.6** To affiliate to the TUC, ICTU, Welsh and Scottish TUCs and other appropriate trade union cooperation/coordination bodies domestically and internationally.
 - 2.1.7** To promote constructive cooperation between trade unions internationally to further the interests of members of the Union and those in other unions in dealing with the direct and indirect impact of globalisation.
 - 2.1.8** To promote education and training; both vocational and industrial and otherwise as conducive to these objects.
 - 2.1.9** To provide such financial and other benefits and legal assistance to members as may be specified in these rules.
 - 2.1.10** To do all such other things as may be in the opinion of the Executive Council be incidental or conducive to the attainment of these objects.

APPENDIX B

National Rule 3: MEMBERSHIP

3.1 The Executive Council shall define the categories of membership. Where the Union organizes or represents persons engaged in an occupation or seeks to do so, any person engaged in that occupation shall be eligible for membership of the Union, subject to these rules.

3.2 There shall be a category of membership for those members who are unable to follow employment because of retirement or permanent disablement. The Executive Council shall determine the qualifications for membership of this category as well as the level of contributions and entitlement to benefit. Such membership shall not accord an entitlement to vote in any ballot or election held by the Union other than an election to the office of General Secretary under rules 15 and 16, an election to any position within the Retired Members' Association or any ballot or election in which all members must by statute, be accorded an unconditional entitlement to vote.

3.3 Any eligible person may apply for membership by completing the appropriate application form agreeing to be bound by the rules of the Union and submitting it to the Union office or by electronic means as may be provided for via the Union's website. An applicant shall become a member when his/her application has been approved and he/she has been entered into the register of members. Such approval process may require receipt by the Union of the contribution applicable under these rules.

3.4 Each member must notify the Union's membership department of any subsequent change of address, and in the absence of such notice the Union the Union shall be entitled to treat the address shown on that members' application form as the members' address for all correspondence.

3.5 Each member must notify the Union's membership department of any subsequent change of workplace or contribution category status.

3.6 If an applicant has previously been a member of the Union [or any of its predecessors], the executive Council may, as a condition of re-admission, require the applicant to pay some or all of any monies owed by the applicant to the Union [or any of its predecessors].

3.7 The Executive Council may reject an application if in its opinion the conduct of the applicant has at any time been such as would justify a disciplinary charge under these rules against a member of the Union who behaved in a similar fashion.

3.8 Any period of continuous membership of a predecessor union at the point of amalgamation or transfer shall count as continuous membership of the Union for all purposes of these rules.

APPENDIX C

Branch Rule 5: ELECTION OF SENIOR STEWARDS, ASSISTANT SENIOR STEWARD, STEWARDS, HEALTH AND SAFETY REPRESENTATIVES, UNION LEARNING REPRESENTATIVES AND HEAD OFFICE CONVENOR

1. Each constituency shall elect its own Senior Steward, Assistant Senior Steward and other accredited Stewards and Health and Safety Representatives and Union Learning Representatives triennially. If the Senior Steward elected is a male, then the post of Assistant Senior Steward should be filled by a female if possible. Head Office Constituencies shall elect a Head Office Convenor biennially.
2. The Senior Steward and/or Head Office Convenor is the most senior Unite representative within the Constituency and has an automatic seat on the Branch Committee.
3. Each constituency can elect other stewards as decided by the constituency, either as general stewards or with responsibility for a particular group of members (e.g. Support staff steward/Organising staff steward). It is recommended that each constituency should ~~appoint~~:appoint:

- Health and Safety representatives;
- Union Learning representatives;
- One or more Branch Employed Staffs Steward [Regional Constituencies only];
- One or more ~~Womens~~Women's Stewards;
- One or more Black Members Stewards;
- One or more Members with Disabilities Stewards.

Those elected to any of the above positions including Senior Steward, Assistant Senior Steward and Head Office Convenor will take office the following July.

4. Elections should take place triennially at the June constituency meeting at the latest, to which all members of the constituency have been given adequate notice and have been advised that the meeting will elect stewards.
5. Any two members within the relevant constituency can nominate and second a member as Senior Steward, Assistant Senior Steward and Head Office Convenor or for any position in 3 above, providing they have the express permission of that member to put their name forward and, in the case of stewards representing a particular group of staff, is a member of that group.
6. All nominations should be circulated in advance of the constituency meeting.
7. In the absence of nominations in advance of the meeting, nominations may be taken from the floor of the meeting.
8. All steward elections must be advised to the Branch Secretary on the appropriate nomination form and within the time limits stipulated. Only those notified will be accredited. In the case of those listed in 3 above details should also be forwarded to the Branch Committee Member responsible for that particular group. Any casual vacancies can be filled outside the biennially election period, following the above procedure, but must be notified to the Branch Secretary immediately on election.

APPENDIX D

Branch Rule 5: ELECTION OF BRANCH OFFICERS, BRANCH COMMITTEE AND BES SUB-COMMITTEE

1. The following Branch Officers will be elected triennially at the Branch AGM by a simple majority on a show of hands plus any proxy votes:

- Branch Secretary;
- Branch Chair;
- Branch Treasurer;
- Branch Assistant Secretary;
- Branch Vice Chair;
- Branch Publicity Officer;
- Branch Committee Member for Health and Safety;
- Branch Committee Member for Education;
- Branch Committee Member for Membership;
- Branch Committee Member for Environment.

At least one of the positions of Chair and Vice Chair will be reserved to be filled by a female, if possible. At least one of the positions of Branch Secretary and Assistant Branch Secretary will be reserved to be filled by a female, if possible.

For the positions of Treasurer, Publicity Officer, Health & Safety, Education, Membership, and Environment at least three of these positions will be reserved to be filled by a female, if possible.

Where any of the above posts are job shared, at least one of the job sharers will be required to be a female.

2. The Branch will also elect triennially at the AGM the following sectional representatives, in line with the procedure described in (1) above, such representatives having to come from within the appropriate Group of members but elected by the whole membership:

- Branch Committee Member for Retired members;
- Branch Committee Member for Black members;
- Branch Committee Member for Women members;
- Branch Committee Member for Disabled members;
- Branch Committee Member for Lesbian, Gay, Bisexual and Transgender Members;
- Branch Committee Members for Branch Employed Staff members (2 seats), at least one of which should be filled by a female, if possible;
- Branch Committee Member for Young Members [maximum age 27].

Where any of the above posts are job shared, at least one of the job sharers will be required to be female.

Those elected to the positions in 1 and 2 above shall take office the following January.

3. All the above must be duly nominated and submitted to the AGM for election on the agreed form, circulated with the AGM papers and within the agreed deadlines.

- 4.** Any member who has at least two years fully paid up membership of the Union is entitled to stand for a Branch Officer or Sectional Representative.
- 5.** Nominations for Branch Officers can be made by any two members of the Branch who are required to duly check that the nominee is prepared to have their name submitted prior to putting in the nomination.
- 6.** Nominations for Sectional Representatives can be made by any two members of the Branch who are required to confirm that the nominee is a member of the appropriate Section and to duly check that the nominee is prepared to have their name submitted prior to putting in the nomination.
- 7.** Any position for which no nominations have been received can be filled from the floor of the AGM and elected in line with the procedure in (1) above. Should there be no nomination(s) then the post shall be treated as vacant and referred to the Branch Committee to be advertised and filled. Vacancies arising during the year can be filled by the Branch Committee following a procedure which will allow for members to make nominations and to be informed of them before the vacancy is filled.
- 8.** Each officer as above will have an automatic seat on the Branch Committee, which will also be made up of a Senior Steward from each of the Branch Constituencies together with the Head Office Convenor.
- 9.** Constituencies may nominate substitute representatives to attend the Branch Committee, but this is not allowed for Branch Officers or Sectional Representatives.
- 10.** The Trade Union Side Secretary, where an ACTS member, will be a co-opted member of the Branch Committee.
- 11.** The Branch will appoint a Branch Employed Staffs Sub-Committee, the membership of which will be the Branch Committee Members for Branch Employed Staffs and a Branch Employed Staffs Steward from each of the constituencies (nominated from the BES Section of Members). The Sub-Committee will meet on the same date as the alternate Branch Committee meetings and deal with BES issues.
- 12.** All Branch Officers and Sectional Representatives are required regularly to submit written reports to Branch Committee meetings. These written reports are to be forwarded to the Branch Secretary for distribution seven days prior to the Branch Committee at which they are to be received.

APPENDIX E

STANDING ORDERS FOR GENERAL MEETINGS

1. Attendance

Attendance at Branch Meetings will only be allowed on the production of a fully paid up Membership Card.

2. Proxy Votes

2.1 In order for a proxy vote to be valid, the details of the proxy vote must be recorded with the Branch Secretary by no later than midday the day before the General Meeting.

2.2 Proxy votes will not count for procedural motions.

2.3 Proxy votes can be exercised by:

2.3.1 Those whose place of work is outside London

2.3.2 Those who are unable to attend due to a work commitment or leave (e.g. annual, sickness or maternity)

2.4 Proxies must be validated by the signature of the member's senior steward.

3. Quorum

3.1 A minimum of 20% of Branch membership (including proxy votes received) will be needed to form a quorum.

3.2 If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall be dissolved.

4. Order of Business

4.1 General meetings shall be chaired by the Branch Chair, or in his/her absence, the Vice Chair. In the event of neither being present, the General meeting shall elect a Chair from those present for the duration of that meeting.

4.2 An agenda shall be prepared by the Chair and Secretary and shall be circulated to all members 14 days prior to the date of the General meeting.

4.3 All items shall be listed on the agenda ahead of "any other business".

4.4 Any member wishing to introduce further business may do so after the business on the agenda has been completed, provided they put it in writing and have the Chair's agreement prior to the start of the meeting. An early agenda item will enable the Chair to inform the meeting of additional items submitted under "any other business". The General meeting will have the final decision as to whether such items shall be admitted onto the agenda.

5. Suspension of Standing Orders

5.1 In the event of any matter of urgency, the Chair may accept a motion for the suspension of standing orders.

5.2 A member moving suspension of standing orders must clearly state:

- the nature and urgency of the business
- the number of the standing orders affected

5.3 At the option of the meeting, a further suspension of standing orders may be allowed.

5.4 No suspension of standing orders shall take place except by a two-thirds majority vote of the members present (excluding proxy votes).

6. Minutes

6.1 The minutes of the previous meeting shall be circulated to members prior

to the commencement of the General meeting. No mention or discussion shall be allowed on the minutes, except about their accuracy.

6.2 After confirmation of the accuracy of the minutes, they shall be signed by the Chair.

6.3 After they have been signed, members may ask questions about matters arising out of the minutes.

7. Selection of Speakers

7.1 Speakers should get permission of the Chair before they speak.

7.2 A member wishing to speak should address the Chair.

8. The Chair's Ruling

8.1 The ruling of the Chair on any question under the standing orders shall be final, unless when challenged, two thirds of the members present vote to accept the challenge.

8.2 If the Chair rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall resume their seat, and no other member shall speak until the Chair is resumed.

9. Interruption

If any member interrupts while the meeting is being addressed, or uses language liable to cause offence; or causes disturbance at any of the meetings, and refuses to obey the Chair when called to order, the member shall:

- be named by the Chair
- be expelled from the room and not allowed to enter again until an apology, satisfactory to the meeting, has been given.

10. Speeches

10.1 No member shall be allowed to speak more than once on any subject before the meeting, unless:

- on a point of order/information
- they are the mover of the original motion

10.2 On an amendment being moved and seconded, however, any member may speak in the amendment, even though they have spoken on the original motion.

10.3 The mover of a motion and amendments shall be allowed to speak for up to ten minutes.

10.4 Each succeeding speaker shall not speak for longer than five minutes at one time, unless by agreement of two thirds of the members present and for periods of five minute duration.

10.5 The mover of a motion (or the mover of an amendment which has become the substantive motion) shall have the right to speak for five minutes in reply provided that the reply be confined to answering previous speakers and no new matter be introduced.

10.6 When an amendment to a motion is submitted, the mover of the motion shall have the option to exercise her/his right of reply before the vote on the amendment is taken or in the case of more than one amendment being submitted, before the vote on the first amendment is taken. If the mover of the motion chooses to exercise her/his right of reply at this stage she/he will not be entitled to any further right of reply at the end of the debate as she/he will be deemed to have exercised her/his right of reply.

10.7 After the reply, if any, the motion or amendment as the case may be shall be put to the vote forthwith. The mover of an amendment shall not be

entitled to reply, except where any amendment has already been carried and become the substantive motion.

10.8 Where a motion has been displaced by an amendment which has become the substantive motion, the right of reply, as provided for, passes to the mover of the latter. If an amendment has been accepted by the movers of the motion and is accepted as such by the meeting, the right of reply does not transfer to the mover of the amendment. Where the meeting is dealing with a series of amendments such rights shift likewise to the mover of the amendment which has finally become the substantive motion before the meeting.

10.9 Any member may formally second any motion or amendment and reserve their right to speak until a later period in the debate.

11. Motions and Amendments

11.1 Motions should be submitted to the Branch Secretary at least eight weeks prior to the date of the General Meeting at which the item is to be discussed.

11.2 Emergency motions may be accepted on the day of the General Meeting, provided that the Branch Secretary has been informed of the intention to submit the emergency motion in advance of the meeting, the Chair agrees it is an emergency motion and has been furnished with the wording of the motion (and where possible sufficient copies for circulation).

11.3 Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed.

11.4 If an amendment to a motion is moved, a further amendment shall not be moved until the first amendment is disposed of. If an amendment is voted down, a further amendment may be moved to the original motion, but only one amendment shall be submitted at any one time. Whenever an amendment to a motion is declared to be carried, the motion as so amended will become the substantive motion to which a further amendment may be moved.

11.5 At the close of any speech, any member who has not spoken on the question before the meeting, may move that "the question now be put". If this seconded the Chair shall, without further debate, take a vote. If it is carried, the mover of the original motion shall have the right of reply and the question under discussion shall then be put to the meeting.

11.6 Should any of the motions to close the debate covered in this standing order be defeated, five minutes shall elapse before it can be accepted again by the Chair, unless the Chair is of the opinion that the circumstances have materially altered in the meantime.

12. Points of Order and Information

12.1 Members wishing to raise points of order or information must first obtain permission of the Chair and must raise immediately the alleged breach.

12.2 A point of order should be used when:

- there has been a breach of rules
- a serious problem of procedure arises, such as the effect of a motion or amendment or the order in which items of business are to be taken.

12.3 A point of information should only be used to give or ask a point of explanation or clarification

13. Withdrawals or Additions

13.1 No motion or amendment having been accepted by the Chair shall be withdrawn without the full consent of the meeting.

13.2 Neither shall any addendum or rider be added to a motion which has been accepted by the Chair without such full consent. Should any member dissent, the addendum must be proposed and seconded and treated as an ordinary amendment.

APPENDIX F

BRANCH FINANCIAL REGULATIONS [including Constituency Fund Guidelines - Section 9 below]

1. Expenses

Expenses shall be payable for Senior Stewards, Assistant Senior Steward, Stewards, Branch Officers and members of the Branch Committee attending approved meetings or representing members and members attending general meetings, as follows:-

1.1 Travel

The cheapest available rail fare will be reimbursed on production of receipt, except that

1.1.1 those travelling to and from Scotland and Northern Ireland will have the cheapest air fare, reimbursed on production of receipt

1.1.2 the Treasurer is authorised to agree alternative forms of travel where the overall package will be cheaper

1.1.3 in addition, the fare of any public transport required to complete a journey will be paid

1.1.4 a mileage rate of 25p per mile will be paid where public transport is not reasonably available

1.1.5 Taxi

1.1.5.1 Taxi Fares will be paid if agreed by the Treasurer in advance.

1.1.5.2 Any claim for re-imburement of Taxi Fares not agreed in advance will be considered by the Chair and Treasurer, whose decision will be final

1.2 Subsistence

1.2.1 Where an overnight stay is involved the actual cost of overnight accommodation will be reimbursed on the production of a receipt up to a maximum agreed by the Branch Committee who will regularly review the amount. In addition the following meal allowances will be paid when actual expenditure has occurred -

Lunch	£5.00
Dinner	£15.00

1.2.2 Where no overnight is involved the following meal allowances will be paid when actual expenditure has occurred -

Breakfast	£3.50
Lunch	£5.00
Dinner	£15.00

1.3 Observers at Branch Committee

All members are entitled to attend Branch Committee meetings subject to the Branch Secretary being notified in sufficient time to ensure the meeting room can accommodate those wishing to attend. Each year, each regional constituency can have the expenses of four members attending paid.

1.4 Job Share

Where the two members of a job share post attend a meeting, expenses will only be paid on the basis of one attendance.

1.5 Child Care

Where attendance at a meeting covered by these regulations results in additional childcare having to be arranged, the actual cost of the childcare will

be reimbursed up to a maximum of £10 per hour on production of a receipt and evidence that a properly qualified carer has been used.

1.6 General Meetings

Expenses shall be payable in respect of attendance at General Meetings for two members from those constituencies outside the geographical area of the constituency in which the meeting is being held. Where constituencies have in excess of 50 members, further expenses shall be payable for additional members at the rate of one member for each additional 25 members or part thereof over 50.

1.7 Other Meetings

Attendance at meetings other than those called under the auspices of the Branch or the Staff Negotiating Committee or otherwise embodied within these regulations need to be cleared and recorded in the Branch Committee Minutes.

2. Constituency Funds

2.1 Constituencies organised over more than one site are entitled to apply for a "Constituency Fund" to meet all expenses incurred within the Constituency based on a calculation of £5 per annum for each Branch member within the Constituency.

2.2 Constituency funds will be held by the relevant constituency on behalf of the Branch in an appropriate Bank Account. The Signatories of the Account shall be two Branch Officers appointed by the Branch Committee and two members of the Constituency, one of whom shall be the Steward elected to accept accountability and responsibility for administering the fund. Drawings on the account shall be over two of the Account Signatories.

2.3 Details of all income and expenditure will be recorded on the Forms supplied by the Branch Treasurer which will be submitted to the Branch Treasurer, as early as possible in October annually setting out the position of the Fund as at 30th September of the particular year.

2.4. Health and Safety Representatives

Expenses incurred by Health and Safety Representatives should be paid by the employers wherever possible. Failing that Representatives should be paid the appropriate expenses out of the Constituency Fund for all activities within the Constituency.

2.5 Trades Council

See Regulation 3

2.6 Gifts

Members who are on extended sick leave should receive from their constituency an appropriate gift. The cost will be reimbursed from Branch Funds on production of a receipt

3. Trades Councils

3.1 In November each year, those constituencies within the geographical boundaries of London and Eastern Region, will notify the Branch Secretary of the Trades Councils to which the Branch should affiliate, along with the names of delegates, who must have two years continuous financial membership.

3.2 Travelling expenses of delegates to these Trades Councils will be paid from Branch Funds

3.3 Constituencies, who are outside the geographical boundaries of the London and Eastern Region and who are eligible to apply for a Constituency Fund may affiliate to two Trades Councils within the Constituency using the Constituency Funds to do so. The number of members affiliated to each

Trades Council shall not exceed the total number of members in the Constituency.

3.4 Travelling expenses of delegates to these Trades Councils shall be paid from the Constituency Fund.

3.5 Constituencies outside of the geographical boundaries of the London and Eastern Region may affiliate to further Trades Councils at the members own expenses.

4 Imprests

4.1 Senior Stewards and Branch Officers may hold an imprest equivalent to one month's expenses. Such imprests will only be issued on receipt of a certificate accepting accountability for the imprest.

4.2 Should expenses not be incurred for a continuous period of three months, the imprest will be withdrawn.

4.3 Should an imprest holder cease to hold office, the imprest must be repaid to the Branch.

4.4 Imprest holders must at the 30th September each year certify in writing to the Branch Treasurer that they hold an imprest.

5. Hardship Account

The above account was set up to alleviate any hardship caused by members taking industrial action. The amount to be paid monthly into this account is agreed by a general meeting.

6. Benevolent Fund

The above account was set up by the Branch Committee to support members suffering financial difficulties because of their employment situation by making loans available or in exceptional circumstances a grant. Applications for assistance from this fund should be made to the Treasurer who along with the Branch Chair and Branch Secretary have been authorized to make decisions.

7. Branch Accounts

Branch Accounts shall be held with a Bank approved by the Branch Committee. Drawings on the account shall be made over two signatures. There shall be a minimum of three approved signatories, one of whom shall be the Branch Treasurer and all of whom shall be approved by the Branch Committee.

8. Constituency Labour Parties [CLP's]

In November each year, constituencies will notify the Branch Secretary of the CLP's to which the Branch should affiliate, along with the names of delegates, who must contribute to the Political Fund, must be an individual member of the Labour Party and must reside or be registered as an elector in the constituency.

9. Constituency Fund Guidelines.

9.1 The Branch Treasurer and the Stewards elected to administer the Fund will agree the number of members in the Constituency.

9.2 The Steward will be asked to agree in writing

- to accept receipt of cheque based on the number of members agreed
- to ensure that records are maintained of all transactions
- to submit these records in October each year to the Branch Treasurer setting out the position in the Fund as at the 30th ~~June~~ June in that

year

- that, in the event of no longer holding office, all records will be handed over to the successor or, if no successor elected, to the Branch Treasurer

- 9.3** On receipt of this written agreement, the Branch Treasurer will forward a cheque to the Steward.
- 9.4** If the Constituency does not have a Bank Account, the Steward should open one and inform the Branch Treasurer of the name of the Account so that the cheque can be paid into it.
- 9.5** The Steward should ensure that withdrawals from the Bank Account can only be made over two of the Account Signatories signatures.
- 9.6** Copies of the form on which all income and expenditure should be entered are available from the Branch Treasurer.
- 9.6.1** The date of receipt or payment should be entered in the "Date" column.
- 9.6.2** The Paying In Slip number of the Cheque number should be entered in the "Doc.No." column.
- 9.6.3** A description of the receipt or payment should be entered into the "Description" column.
- 9.6.4** The amount of any receipt should be entered into the "Income" column. That amount should be added to the amount previously shown in the "Balance" column and the new total entered into the "Balance" column.
- 9.6.5** The amount of any payment should be entered into the "Expend" column. That amount should be deducted from the amount previously shown in the "Balance" column and the new total entered into the "Balance" column.
- 9.6.6.** When every line in the form has been used, the balance should be entered in the first line of a new form. It would be helpful if the forms were numbered. A copy of a completed form should be sent to the Branch Treasurer.
- 9.7** Receipts should be obtained for every item of expenditure.
- 9.8** Arrangements should be made to receive statements from the Bank at least quarterly and these statements should be reconciled with the entries on the form.
- 9.9** Expenses in accordance with those set out in the Branch's Financial Regulations, shall be payable to the Constituency Senior Steward[s], Assistant Senior Steward, Stewards, Section Representatives and members of the Constituency attending approved meetings or representing members within the Constituency.
- Expenses incurred by Health and Safety Representatives should be paid by the Employers, wherever possible. Failing that Representatives should be paid the appropriate expenses out of the Constituency Fund for all activities within the Constituency. In addition a Constituency meeting may use the Constituency Fund to:
- make a gift not exceeding £30 to a member of the Constituency who is on long term sick leave
 - make a donation not exceeding in total £50 in a financial year to local Trades Councils events.
 - give an advance to a member attending a branch approved meeting outside the Constituency. Such advance to be claimed by the member from the Branch who will refund the Constituency Fund.
- 9.10** Other than giving an advance, the Constituency Fund must not be used for the payment of any expenses for the attendance of branch approved meetings outside the Constituency.
- 9.11** Any other questions relating to whether or not expenditure can be incurred should be referred to the Branch Treasurer.

APPENDIX G

National Rule 27: MEMBERSHIP DISCIPLINE

- 27.1** A member may be charged with:
- 27.1.1** Acting in a way contrary to the rules or any duty or obligation imposed on that member by a pursuant to these rules whether in his/her capacity as a member, a holder of lay office or representative of the Union.
 - 27.1.2** Being a party to any fraud on the Union or any misappropriation or misuse of its funds or property.
 - 27.1.3** Knowingly, recklessly or in bad faith providing the Union with false or misleading information relating to a member or any other aspect of the Union's activities.
 - 27.1.4** Inciting, espousing or practicing discrimination or intolerance amongst members on grounds of race, ethnic origin, religion, age, gender, disability or sexual orientation.
 - 27.1.5** Bringing about injury or discredit upon the Union or any member of the Union.
 - 27.1.6** Obtaining membership of the Union by false statement material to their admission into the Union or any evasion in that regard.
- 27.2** Disciplinary Hearings shall be organized and conducted under directions issued by the Executive Council. These directions ensure that the process is fair and conducted in accordance with the principles of natural justice.
- 27.3** A charge under this rule may be heard by a Branch, Branch Committee [where so determined by the Branch], Regional Committee or the Executive Council. The Executive Council may delegate to a sub-committee of the Executive Council.
- 27.4** The executive Council or the relevant Regional Committee may suspend a member charged under this rule from holding any office or representing the Union in any capacity pending its decision. A member shall be given written notice [or, if the member was informed verbally confirmation in writing] of any such suspension as soon as is reasonably practicable.
- 27.5** The range of disciplinary sanctions shall include the following:
- 27.5.1** censure;
 - 27.5.2** withdrawal of workplace credentials;
 - 27.5.3** removal from office;
 - 27.5.4** barring from holding office and
 - 27.5.5** expulsion.
- 27.6** The full range of disciplinary sanctions shall be available to the Executive Council, however the range of disciplinary sanctions for other bodies shall be limited to the following:
- 27.6.1** Branch, shall have the power to censure;
 - 27.6.2** Regional Committee, shall have the power to censure and withdraw workplace credentials.
- 27.7** Appeals
- 27.7.1** A member shall have the right to appeal against any disciplinary

sanctions.

27.7.2 In the case of a sanction imposed by a Branch, or Branch Committee, the appeal shall be to the Regional Committee, whose decision shall be final.

27.7.3 In the case of a sanction imposed by a Regional Committee the appeal shall be to the Executive Council, whose decision shall be final.

27.7.4 In the case of a sanction imposed by the Executive Council the appeal shall be to the Appeals' Tribunal, whose decision shall be final.

27.7.5 An Appeal against a decision of the Executive Council shall be heard by an Appeals' Tribunal consisting of an individual nominated by the Chair of ACAS. The Appeals' Tribunal shall hear and adjudicate on an appeal as quickly as is reasonably practicable.

27.7.6 Unless and until annulled or varied by the Appeals' Tribunal, the decision of the Executive Council shall remain in force.

27.7.7 The Appeals' Tribunal shall have the power to decide its own procedures for dealing with the appeal. Providing that the process is fair and conducted in accordance with the principles of natural justice.

27.7.8 The Appeals' Tribunal shall have the power to annul the Executive Council's decision that the charge was proven or to uphold that decision and either confirm or vary the penalties imposed pursuant to this rule.

27.7.9 There shall be no further appeal from a decision of the Appeals' Tribunal.

27.7.10 The Executive Council shall comply with any decision of the Appeals' Tribunal made in accordance with this rule.

27.8 A member may not be charged under this rule in respect of any alleged act or omission in connection with the performance of his/her duties as a full time officer and/or employee of the Union.

27.9 If, prior to these rules coming in to force, a member was charged or disciplined under the rules of one of the predecessor unions, or the Union's sectional or general rules in force at the time; that charge or complaint shall continue to be dealt with under the applicable predecessor rules, except that:

27.9.1 any references to the Joint Executive Council of the Union, to the General Executive Council of the TGWU or TGWU Section or to the National Executive Committee of Amicus or the Amicus Section shall be construed as references to the Executive Council of the Union; and

27.9.2 any appeal against a decision on a charge or complaint shall be referred to the Appeal Tribunal constituted in accordance with the provisions of this rule and shall be dealt with in accordance with the provisions of this rule.

27.9.3 Penalties imposed pursuant to the rules of the Union prior to the effective date shall remain in force.

APPENDIX H

STANDING ORDERS FOR THE CONDUCT OF BRANCH COMMITTEE MEETINGS

1. Attendance.

- 1.1 All Branch Officers, Sectional Representatives, Senior Stewards, Head Office Convenor, and any co-opted members [for example TU Side Secretary if a Unite member] are entitled to attend meetings of the Branch Committee. Only substitutes for Senior Stewards will be acceptable.
- 1.2 All Branch members are entitled to attend meetings of the Branch Committee as observers with the prior agreement of the Branch Secretary. Each year, each Regional Constituency can have the expenses of four members attending paid.
- 1.3 In accordance with Unite National Rules any Unite Official is also entitled to attend meetings of the Branch Committee.

2. Meetings.

- 2.1 The Branch Committee will meet at least 9 times per year.
- 2.2 Meetings will commence at 12 noon and finish by 3:00 p.m. with any outstanding agenda business being deferred to the next scheduled meeting.
- 2.3 Branch Committee meetings will be chaired by the Branch Chair, or in her/his absence the Vice Chair. In the event of neither being present, the Branch Committee shall elect a Chair from those present for the duration of that meeting only.

3. Order of Business.

- 3.1 The order of business shall be; Apologies for absence, approval of minutes of previous meeting, matters arising from those minutes, motions, trade union side report, secretary's report, other officers reports [including sectional representatives and senior stewards], pensions, any other urgent business.
- 3.2 Any Committee member wishing to introduce further business, [for emergency motions see 6.2 below], may do so under the heading of "any other urgent business", provided that they have put it in writing and have the Chair's agreement prior to the start of the meeting. The Chair at the start of the meeting shall announce if she/he has received any additional items submitted under "any other urgent business", and shall give her/his recommendation as to whether it should be accepted onto the agenda. The meeting shall have the final decision as to whether such items will be admitted onto the agenda.
- 3.3 No discussion will take place on the minutes except about their accuracy, until they have been approved as a correct record.

4. Speakers.

- 4.1 Members of the Committee wishing to speak should indicate this to the Chair, and wait for the Chair to call them to speak.
- 4.2 Members when speaking should address the Chair.
- 4.3 Members of the Committee are expected to conduct themselves in an appropriate manner during meetings. There will be no personal

attacks, no discriminatory language of any type, and Committee members should listen to debates and only interject when the Chair indicates that it is their turn to speak.

- 4.4** If a member interrupts the meeting and fails and/or refuses to obey the Chair when called to order, that member shall:
- be named by the Chair
 - and if they continue to interrupt the meeting after being named, be expelled from the meeting room, and not allowed to enter again until an apology, satisfactory to the meeting has been given.

5. Speeches.

- 5.1** No member of the Committee shall be allowed to speak more than once on any subject before the meeting, unless:
- on a point of order/information
 - they are the mover of an original motion
 - the Chair allows the member to speak for a second occasion.
- 5.2** On an amendment being moved and seconded, however, any member may speak on the amendment, even though they have spoken on the original motion.
- 5.3** The mover of a motion or an amendment shall be allowed to speak for up to ten minutes.
- 5.4** Each succeeding speaker shall not speak for longer than five minutes at one time, unless by agreement of two thirds of the members present and for periods of five minutes duration.
- 5.5** The mover of a motion, or the mover of an amendment which has become the substantive motion, shall have a right to speak for five minutes in reply provided that the reply is confined to answering previous speakers and no new matter be introduced.
- 5.6** When an amendment to a motion is submitted, the mover of the motion shall have the option to exercise her/his right of reply before the vote on the amendment is taken, or in the case of more than one amendment being submitted, before the vote on the first amendment is taken. If the mover of the motion chooses to exercise her/his right of reply at this stage she/he will not be entitled to any further right of reply at the end of the debate as she/he will be deemed to have exercised her/his right of reply.
- 5.7** After the reply, if any, the motion or amendment as the case may be shall be put to the vote forthwith. The mover of an amendment shall not be entitled to reply, except where an amendment has already been carried and has become the substantive motion.
- 5.8** Where a motion has been displaced by an amendment which has become the substantive motion, the right of reply as provided for, passes to the mover of the latter. If an amendment has been accepted by the mover of the motion and is accepted as such by the meeting, the right of reply does not transfer to the mover of the amendment. Where the meeting is dealing with a series of amendments, such rights shift likewise to the mover of the amendment which has finally become the substantive motion before the meeting.
- 5.9** Any member of the Committee may formally second any motion or amendment and reserve their right to speak until a later period in the debate.

6. Motions and Amendments.

- 6.1** Motions can only be submitted by branch officers, constituencies, and other recognized sub-committee's/groups for consideration by the Branch Committee. Such motions should be submitted to the Branch Secretary at least seven days prior to the date of the Branch Committee meeting at which they are to be discussed.
- 6.2** Motions from branch officers or individual section representatives must be proposed and seconded by a branch officer or section representative.
- 6.3** Motions from constituencies and sub-committee's/groups shall have been agreed by the meetings of those bodies prior to their submission to the Branch Committee and shall be signed by two members present at the meeting. No seconder will be required when it is moved at the Branch Committee meeting.
- 6.4** Emergency motions may be accepted on the day of the Branch Committee meeting [subject to 6.1 above], provided that the Branch Secretary and Chair have been informed of the intention to submit the emergency motion in advance of the meeting commencing, and they have been furnished with the wording of the emergency motion [and where possible sufficient copies for circulation]. The Chair at the start of the meeting shall give details of any emergency motion received, and her/his recommendation as to whether it should be accepted onto the agenda. The meeting shall have the final decision as to whether such items will be admitted onto the agenda.
- 6.5** Every motion [subject to 6.1 above] or amendment must be moved and seconded by members of the Branch Committee who are actually present at the meeting before they can be discussed.
- 6.6** If an amendment to a motion is moved, a further amendment shall not be moved until the first amendment is disposed of, although the Chair shall inform the meeting of any additional amendments received and their contents. If an amendment is voted down, a further amendment may be moved to the original motion, but only one amendment shall be submitted at any one time. Whenever an amendment to a motion is declared to be carried, the motion as so amended will become the substantive motion to which a further amendment may be moved.
- 6.7** No motion or amendment having been accepted onto the agenda shall be withdrawn without the consent of the meeting, neither shall any addendum or rider be added without such consent.

7. The Chair's Ruling.

- 7.1** The ruling of the Chair on any question under these Standing Orders shall be final, unless when challenged, a two thirds majority of the members present vote to accept the challenge.
- 7.2** If the Chair rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall immediately cease speaking, and no other members shall speak until the Chair has resumed her/his seat.

8. Point of Order and Information.

- 8.1** Members wishing to raise a point of order or information must first obtain the permission of the Chair, and must raise immediately the alleged breach.
- 8.2** A point of order shall only be used when:

- there has been a breach of rules, or
- a serious problem of procedure arises, such as the effect of a motion or amendment, or the order in which items of business are to be taken.

8.3 A point of information should only be used to give a point of explanation or clarification.

9. Suspension of Standing Orders.

9.1 In the event of a matter of urgency, a motion for the suspension of Standing Orders may be moved.

9.2 A member moving suspension of Standing Orders must clearly state:

- the nature and urgency of the business, and
- the number of the Standing order/s affected.

A motion to suspend Standing Orders once proposed and seconded shall be put straight to the vote with no debate.

9.3 At the option of the meeting, a further suspension of Standing Orders may be allowed.

9.4 No suspension of Standing Orders shall take place except by a two-thirds majority vote of the members present.