

The West Yorkshire Branch Constitution and Standing Orders

(Incorporating the mandatory text of Branch Model Constitution which is shown in italics)

1.NAME

The Branch of the Communication Workers Union shall be known as the West Yorkshire Branch.

2. OBJECTIVES

The objectives of the Branch shall be to:

- 1. Locally organise, recruit and maximise membership levels and to maintain accurate Branch membership records.*
- 2. Protect and promote the interests of members in accordance with the objectives as expressed in the National Rules and policies of the union.*
- 3. Keep members informed on local, regional and national matters.*
- 4. Effectively consult members on local issues affecting their work.*
- 5. Implement the policies and directives of the NEC, Industrial Executives and Conferences of the Union.*

3. MEMBERSHIP

3.1. General

The Branch shall ensure that;

- 1. All applications for membership are dealt with in accordance with national rules*
- 2. All members are aware of their entitlements and obligations as defined in the national rules*

3.2. Branch Membership

The membership of the Branch shall include:

- 1. All relevant persons in the communications, financial services, information technology and related industries and in all businesses where the Union has recognition.*
- 2. Retired Members*
- 3. Other groups or persons agreed between the Branch and CWU Headquarters.*

4. BRANCH MANAGEMENT

4.1. Branch Constitution, Branch Rules and Standing Orders

- 1. The Branch shall operate according to the Model Branch Constitution agreed by the NEC and the Branch Officers and Branch Committee shall ensure the terms of the Branch Model constitution are complied with.*
- 2. The Branch may also adopt and operate local Branch rules and standing orders to govern any areas not specifically covered by the branch model constitution, which shall be subject to the agreement of the Branch and approval by the NEC*

4.2. Management

The affairs of the Branch shall be governed by General Meetings of, which there shall be an AGM and minimum of one other. In the intervals between General Meetings the affairs of the Branch shall be directed by the Branch Officers and Branch Committee

4.3. Minimum Standards

The CWU is committed to ensuring that all branches provide effective and professional representation to all members. To achieve this it is a requirement that the Branch ensures that the following minimum standards are adhered to:

- 12. All members and representatives will act in strict accordance with the rules and policies of the CWU at all times.*
- 13. The Branch fully supports the CWU aim of providing all members with equality of opportunity, dignity and respect. Therefore members and representatives of the branch will be encouraged, and where appropriate supported, in participating in such events that support these aims. This includes attendance at CWU organised/supported events such as; the various Equality & Diversity Conferences, Retired Members and Youth events.*
- 14. The Branch will attend and take an active part in all national, regional and local meetings that affect the Branch membership.*
- 15. All representatives of the branch have a responsibility to ensure that all issues are dealt with promptly and efficiently.*
- 16. The Branch Committee will put in place effective communication channels throughout the Branch area and ensure that members are kept fully informed on all relevant matters.*
- 17. The Branch Officers & Branch Committee shall ensure that priority treatment is given to the recruitment and organising of new members throughout the branch area and that this important issue is properly funded and sufficiently resourced.*
- 18. The Branch, within its area, shall ensure fair representation of all members, in terms of race, creed, religion, age, political affiliation, disability, marital status, sex or sexual or gender orientation.*
- 19. The Branch shall strive to ensure proportionality in Branch organisation and leadership.*
- 20. The Branch Office shall - **as a minimum** – contain the following basic items of essential equipment and it shall be the responsibility of the principle Branch Officers to ensure that they are operational/functioning at all times:*
 - Secure filing and storage facilities*
 - Telephone (including 24 hour answer phone facility)*
 - Fax*
 - Computer*
 - Branch email address*

4.4 Branch Organisation

- 1 The Branch shall hold an Annual General Meeting by no later than 31st March of each year. Not less than 28 days notice shall be given to members of the Annual General Meeting and branches shall be responsible for publishing the agenda and timetable for the submitting of motions and amendments etc.*

- 2 The Branch shall elect a Branch Committee which shall include as a minimum the following elected Branch Officers and members in accordance with the procedures set out in these rules

- (a) Chair
- (b) Secretary
- (c) Treasurer/Financial Secretary
- (d) Political Officer
- (e) Equality Officer*
- (f) Women's Officer
- (g) Youth Officer
- (h) Six other Branch Committee members

* The Branch must have at least one Equality Officer. It is acceptable for the Branch to have more than one Officer covering the duties, such as a Women's Equality Officer, Race Equality Officer or Special Needs Officer.

Note: No Branch Officer holding a position of (a), (b) or (c) may hold another post of (a), (b) or (c). Different people must hold each of the three posts.

All candidates for the post of Political Officer must pay the political levy and with the exception of Northern Ireland members, they must also be members of the Labour Party.

Additionally the Branch will also elect:

Vice Chair

Assistant Secretary - TFSE

Assistant Secretary - Postal

Health, Safety & Environment Officer

Branch Organizer

Retired Members Officer

Welfare Officer

4.5 Branch Election Procedures

The Branch shall establish rules governing the conduct of elections to ensure equality of treatment for all candidates. These shall be incorporated into the Branch Constitution/Branch Rules and shall be published to the membership

1. Voting Procedures
 - a. Members will be notified of their right to submit nominations at least 8 weeks prior to the AGM.
 - b. Nominations for Branch Officers, Section Officers, and Section Committees shall be received by the Branch Secretary 5 weeks prior to the Annual General Meeting..
 - c. The election of Branch Officers, Section Officers, and Section Committees shall be by postal ballot.
 - d. Only members of the relevant constituency and/or section and/or employer will be entitled to take part in a ballot for any posts which are designated as such.

- e. Ballot papers shall be issued to all relevant members at least 14 days prior to the Annual General Meeting and returned by 12.00 noon on the day prior to the Annual General Meeting.
- f. The results shall be declared at the Annual General Meeting.
- g. All ballots will be overseen by independent scrutineers.

2. Positions Becoming Vacant Between AGMs

Branch meetings or a meeting of the relevant Constituency or Section shall have the authority to fill any vacancies that occur between Annual General Meetings.

4.6 Principal Officers

- a) Principal Officer posts may be created where it is deemed there are sufficient members within a specific business to warrant this. The decision to create a Principal Officer position, and the number of positions, will be made by the Branch Committee following a request from the relevant Constituency or Employer Section. The roles and responsibilities of Principal Officers will be set by the Branch Secretary under the direction of the Branch Committee.
- b) A Principal Officer must be an employee of the business for which the post has been created.
- c) All CWU members of the relevant constituency employed in that Business can stand for election.
- d) A Principal Officers will be elected from and by the membership they are representing using the same rules and procedures as other Branch Officer positions.
- e) A Principal Officer will be a member of the Branch Committee representing the constituency he/she is a member of and the relevant Constituency and/or Employer Committees.
- f) If a Principal Officer position becomes vacant during the course of the year the Branch Secretary, under the direction of the Branch Committee will ensure that the post is covered.

4.7 Duties of Branch Officers

1. Chair

- a) The Chair shall preside and be responsible for the conduct of all Branch meetings and shall sign all minutes of Branch meetings and through the Secretary, order Special Meetings when necessary.
- b) The Chair must ensure that the Branch has proper organised procedures to cater for Branch ballots.
- c) To be a member of the Branch Finance Committee
- d) The Chair shall be entitled to attend and speak at all Constituency Section and Employer Section meetings.

2. Secretary

- a) To keep a record containing necessary particulars of members in conjunction with the Branch Treasurer.

- b) To conduct the general business of the Branch.
- c) To convene the meetings of the Branch Committee in consultation with the Branch Chair and to provide a report to each meeting.
- d) To prepare all documents ordered by a General Meeting of the members or by Branch Committee and to forward, publish or present them in accordance with instructions by the same authorities.
- e) To furnish the NEC and CWU Field Officers with such details, statistics or reports regarding the Branch or its members as may be required and to submit details of any amendments to Branch Rules and Standing Orders which have been carried at the Branch AGM to the National Organising Secretary.
- f) To ensure that those responsible within the Branch keep the members informed of any agreements, negotiations and decisions that affect them.
- g) To collect and keep readily available all information and data likely to be of service to the Branch.
- h) To forward to the General Secretary by such dates as are provided for by the NEC, any proposition which the Branch intends to lay before the Annual Conference, after such motion has received the approval of a duly constituted Branch meeting.
- i) To report briefly to General Meetings, the proceedings of the Branch Committee.
- j) To prepare and present to the membership an Annual Report of the work of the Branch, such report to be supplied to the membership seven days before the AGM.
- k) To be a member of the finance committee, where they exist and any sub-committee.
- l) To arrange the preparation, under the direction of the Branch Chair, any ballot papers required for Branch Elections and ensure that these are provided to the election officer.
- m) To ensure that autonomous sections within the Branch are working effectively.
- n) The Secretary shall be entitled to attend and speak at all Constituency Section and Employer Section meetings.

3. Treasurer/Financial Secretary

- a) To keep separate accounts for each fund of the Branch.
- b) To control the collection of subscriptions and levies.
- c) To receive all monies collected on behalf of the Branch.
- d) To remit to the Senior Deputy General Secretary any monies due to Union Headquarters by National Rule or by a decision of a Conference.

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- e) To deposit all funds in a Unity Trust Bank or as otherwise determined by CWU Headquarters.
- f) To pay all proper claims on the Branch as they become due.
- g) To present an audited balance sheet at the Branch Annual General Meeting for each account held by the Branch.
- h) To exhibit to the members a copy of the balance sheets and audited accounts not less than 7 days prior to the Annual General Meeting.
- i) To have cash, bank statements and account books available at each Branch Committee Meeting.
- j) To retain all financial vouchers for at least two years from the date of the annual audit.
- k) To keep all statements of accounts and balance sheets for a period of seven years.
- l) To ensure that the Branch accounts are submitted to CWU Headquarters by the advertised date.
- m) To attend the monthly finance committee meetings, where they exist and to provide all relevant documentation to the committee.

Note: The purpose of 3 i) is to ensure financial visibility on a regular basis. It is perfectly acceptable for Branches to decide therefore to have this information available at all Branch wide General meetings.

4. Political Officer

- a) To ensure that the Branch is affiliated to all Constituency Labour Parties within its geographic boundaries and to regularly liaise with the Branch delegates to the CLP
- b) To recruit as many CWU members as possible to the Labour Party.
- c) To liaise and communicate with CWU Regional Political Committees, CLP Secretaries, Trade Union Liaison Officers and the Regional Labour Party Office over election and CLP campaigns, local CWU campaigns and general political activity. Assist in the distribution of Labour Party literature to the membership.
- d) To provide an Annual Report to be submitted to the Branch.
- e) To provide and maintain a local Branch Political Bulletin which will inform Branch members of political issues and activities of interest to them.
- f) To assist in the political training and education of the Branch membership.
- g) To co-ordinate any CWU political campaign throughout the Branch membership.

5. Equality Officer

- a) To ensure the Branch promotes the Equal Opportunities statements and policies agreed from time to time by the Union at Annual Conference and within the Branch.

- b) To establish a liaison with properly constituted local groups within the geographical area.
- c) To advise other Union Officers on any Equal Opportunities issue arising in negotiations and representations.
- d) To prepare reports to the Branch covering Equal Opportunities work and on issues the Officer wishes to bring to the attention of the Branch.
- e) To prepare an Annual Report for presentation to the membership.

6. Vice chair

- a) The Vice Chair will carry out the duties of the Chair in the Chair's absence.

7. Youth Officer

The primary role of Branch Youth Officers is to represent members in the Branch under the age of 30.

Branch Youth Officers also have a leading role in helping to organise and recruit such members.

They therefore:

- *Promote issues affecting young people.*
- *Report to Branch and Regional Youth Committees on relevant issues.*
- *Escalate any issues as appropriate to senior Branch/Regional Officers.*
- *Act as a point of contact between members and the Branch.*
- *Act as a point of contact between Head Office and the Branch on issues concerning young members.*
- *Provide information to young members (which the Branch Youth Officer may themselves receive from CWU National or Regional level).*

There are no specific agreements on facilities for Branch Youth Officers with any of the main employers with whom the CWU negotiates. This means that any facilities and support for Branch Youth Officers needs to be either negotiated separately with the employer or built into the overall Branch allocation of paid release.

Inevitably Branch Youth Officers, like all union officers, will have to use some of their own time into making the role a success.

Branch Youth Officers will require support from the Branch, Region and CWU Headquarters. It will be up to each Branch and Region to determine how best to give that support.

CWU Head Office recognises that Branch Youth Officers will have a variety of skills and experiences and therefore is committed to working with Youth Officers, Branches and Regions to provide appropriate training and development wherever possible.

This guidance is subject to annual review.

8. Women's Officer

Women officers should have a leading role in any recruitment or organisational campaigns where potential female workers are being targeted.

Some of the areas that a women's officer will have responsibility for will include:

- *Promoting issues affecting Women*
- *Reporting to their branch/region on relevant issues*
- *Escalating relevant issues where necessary*

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- *Acting as a point of contact between members and the branch*
- *Acting as a liaison between CWU HQ and the branch on issues concerning female members.*
- *To provide information to female members (to which the women's officer may themselves receive from CWU national or regional level)*
- *To attend Regional Women's Committees and the CWU women's conference and feed in where appropriate.*

9. Assistant Secretaries

- a. Assistant secretaries will assist the Branch Secretary in the pursuance of his/her duties.

10. Branch Organizer

- a) Will put forward strategies and campaigns, for approval by the Branch Officers and/or Committee, aimed at improving the level of membership within the Branch.
- b) Assist in the setting up of a structure for members with employers where no CWU structure has previously existed.

11. Health, Safety & Environment Officer

- a) To liaise with all Branch Union Safety representatives
- b) To support and advise Branch USR's, Officers and members on health, safety and environmental issues.
- c) To attend Branch, regional and national committees and meetings relevant to health, safety and environment where required.
- d) To keep aware of changes in health and safety law and issues.

12. Retired Members Officer

- a) To communicate with retired members of the Branch.
- b) To be aware of issues directly affecting retired members of the Branch.
- c) To advise retired members, members, branch officers and the Branch Committee on issues affecting retired members.
- d) To represent the Branch at local, regional and national meetings on retired members issues where required.

4.8 Branch Committee

Note: This may be called Branch Executive Committee

- 1 The Branch Committee shall consist of twenty members which shall include the Branch Officers, Constituency Officers and members nominated by the respective Constituency Committees. The composition of the Committee should reflect the membership of the branch with regards to employers and the constituencies.

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2 The Branch Committee shall have the authority to co-opt additional members in an advisory capacity and appoint such sub-committees as deemed necessary.

3 A quorum of any meeting of the Branch Committee or their sub-committees shall consist of a minimum of three of the members elected to the Committee from each Constituency.

4 Responsibilities

a) To be responsible for the proper management of the Branch. To appoint such sub-committees as may be necessary from time to time.

b) To review all sub-committee reports, to deal with all points of general policy.

c) To ensure effective organisation of the Branch and where applicable appoint lay members to the Finance Committee.

d) To receive a report from the Finance Committee at each meeting. In Branches without a Finance Committee, the Branch Committee will assume that role.

e) To ensure the recruitment of new members and maintain high levels of Branch membership.

5 Decision Making

a) The Committee must ensure that all members are able to participate in the democratic process.

b) For national elections, conducted on a postal basis to member's home addresses the Committee may make recommendations that are published for the benefit of all members in advance of receipt of the ballot papers.

Note: Under 4(b) it is acceptable for Branch Committees to make recommendations to a General Branch meeting for endorsement. The method of how any recommendation is made known to Branch members is for the Branch to decide.

4.9 Branch General Meetings Including Annual General Meeting

a) The Branch shall hold and have completed an Annual General Meeting by no later than March 31st of each year. The AGM shall deal with such business as is contained in the Branch Standing Orders.

b) The Branch Committee will decide on whether the AGM will consist of a single meeting or a number of meetings "a rolling AGM". The aim of the latter will be to encourage the maximum attendance possible from members.

c) Where the AGM comprises of more than one meeting all further references in this section to the date of the AGM or the start of the meeting refer to the first meeting.

d) Special General Meetings may be convened on the authority of the Branch Committee or by written requisition to the Branch Chair signed by not less than (5) fully paid up members of the Branch. A requisition for a Special General Meeting shall state fully and clearly in the form of a Motion, the specific purpose for which the meeting is desired. The only business to be considered at a Special General Meeting shall be that for which it is convened and as stated in the notices convening the meeting.

e) A General Meeting shall be held each year prior to Conference, after the publication of reports and propositions to Conference, to discuss the business of Conference. For the determination of

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occupational and constitutional matters, votes of each Constituency may be separately recorded, and mandates issued to Constituency delegates accordingly.

- f) All Branch General Meetings shall adopt suitable Standing Orders.
- g) The quorum for a Branch General Meeting shall be (20) members present.
- h) The Annual general Meeting shall receive and consider a report and statement of accounts from the Branch Committee and may determine Branch policy for the ensuing year.
- i) At least 8 weeks notice will be given to members of the date of the AGM.
- j) Members will be notified of their right to submit motions and nominations at least 8 weeks prior to the AGM.
- k) Motions for the Annual General Meeting and nominations for Branch Officers, Constituency Officers and Constituency Committees shall be received by the Branch Secretary 5 Weeks prior to the Annual General Meeting.
- l) Amendments to any published Motions must be handed to the Chair by the opening of the meeting.
- m) The agenda for the meeting shall be issued at least 14 days prior to the meeting.
- n) Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Branch Chair.
- o)

4.10 Constituency Sections

- a) Where the Branch has members in more than one Constituency, as defined in the Rules, it shall establish Constituency Sections.
- b) A Constituency Section shall have autonomy to deal with matters specific to the members of the Section.
- c) A Constituency Section shall be officered by a Secretary, Chair and may also have a Vice Chair and Assistant Secretary elected by and taken from its members. The Secretary of a Constituency shall, as a minimum, be an Assistant Secretary of the Branch and if required a position will be created.
- d) All Constituency Officers shall also be members of the appropriate Constituency Section.
- e) The Branch will ensure that each Constituency Section is granted a fair share of Branch resources and, where applicable, facilities. All Constituency Sections have the right to be represented at Annual Conference.
- f) At every session of the Union's Conference, upon the determination of occupational and constitutional issues, Branch **Constituency** Sections may, where a common Branch policy cannot be agreed, divide its votes, including card votes, on a Constituency basis.
- g) The Constituency Section Chairperson shall chair the meetings of their Section Committee and Section and shall be responsible for ensuring that business dealt with is specific to that Section.
- h) The Constituency Section Secretaries shall be responsible for ensuring that minutes are taken of all meetings of their Committee or Section and submit such minutes for ratification at the next meeting.
- i) Minutes of all Constituency Section Committee Meetings and Section meetings shall be copied to the Branch Secretary and Chairperson.

4.11 Employer Sections

- a) Where the number of members at a specific employer makes it practical and/or the Branch has received a request from members at that employer the Branch Committee may authorise the creation of an Employer Section for those members.
- b) An Employer Section shall have autonomy to deal with occupational matters specific to the members of the Section.
- c) An Employer Section shall be officered by a Secretary, Chair and may also have a Vice Chair and Assistant Secretary elected by and taken from its members. The Secretary of an Employers Section shall, as a minimum, be an Assistant Secretary of the Branch and if necessary an additional post will be created for this.
- d) All Employer Section Officers shall also be members of the appropriate Employer Section.
- e) The Branch will ensure that each Employer Section is granted a fair share of Branch resources and, where applicable, facilities.
- f) The Branch shall endeavour to ensure that all Employer Sections shall be represented at Annual Conference where practicable.
- g) The Employer Section Chairperson shall chair the meetings of their Employer Section Committee and Employer Section and shall be responsible for ensuring that business dealt with is specific to that Section.
- h) The Employer Section Secretaries shall be responsible for ensuring that minutes are taken of all meetings of their Committee or Section and submit such minutes for ratification at the next meeting.
- i) Minutes of all Employer Section Committees Meetings and Employer Section Meetings shall be copied to the Branch Secretary and Chairperson.

4.12 Sectional Organisation – Constituency & Employer

1. Powers of Sections
 - a) Each of the sections shall be responsible for the maintenance of Union membership in the workplaces and grades covered by the Section and for carrying out Branch policy within the Section. Each Section shall have power to make representations on all matters relating solely to members of the Section. Constituency and Employer sections will liaise where roles overlap. In the event of a dispute the Branch Chair will make a ruling.
 - b) To make autonomous decisions on all matters relating solely to members of the Section.
 - c) Matters affecting the membership of more than one Section shall be referred to the Branch Committee.
 - d) All communications between the Section and CWU Headquarters shall be copied to the Branch Secretary
 - e) Sections shall set up such sub sections as they deem necessary; such sub sections shall be regulated under these Rules.

4.13 Election of Sectional Officers -

Each section shall elect a Chair, Secretary and other officers as appropriate, in line with the procedures contained within these rules.

4.14 Section Committees - Constituency & Employer

1. A Sectional Committee shall be comprised of;
 - a) The Section Officers and lay members of the Section elected in accordance with the procedures set out in these rules.
 - b) The number of elected lay members who sit on a specific Section Committee, if the number is to be limited, will be agreed by the Branch Committee. A Section Committee can make a request to the Branch Committee that the number be amended. If agreed by the Branch Committee the change would take effect from the next AGM.
 - c) A quorum of any meeting of a Section Committee or their sub-committees shall consist of a majority of elected members.
 - d) The Section Committees shall have the authority to co-opt additional members in an advisory capacity and appoint such sub-committees as deemed necessary.
 - e) A Section Committee shall have the power to fill any vacancies that arise during its term of office.
2. Rules Specific to Constituency Section Committees
 - a) Constituency Section Committees will endeavour to ensure that members from different employers are represented.
 - b) Where applicable the Constituency Section Committee shall appoint from the Committee the agreed number of delegates to the Branch Committee.

4.15 Section Meetings – Constituency & Employer

- a) Special Meetings of the Section shall be convened as necessary by the Section Committee or upon receipt of a written request signed by (5) members of the Section.
- b) The request shall state fully and clearly the purpose for which the meeting is desired, the only business to be transacted at such meetings shall be that announced on the notices convening the meeting.
- c) All Section Meetings shall adopt the Standing Orders appended to these Rules.
- d) The quorum of a Section Meeting shall be decided by the Section Committee at the first meeting following the AGM and shall apply until the next AGM.
- e) Not less than 14 days prior notice shall be given to members of any Section General Meeting other than for a Section Special General Meeting.
- f) The terms of Motions intended to be submitted to a meeting shall be in the hands of the Section Secretary seven days before the meeting.

- g) The Section Secretary shall publish the terms of motions at least four days before the meeting.
- h) Amendments to any published motions must be handed to the Section Chair by the opening of the meeting.

4.16 Facility Time

Where facility time is agreed with an employer this will usually be allocated following the AGM. The amount of time allocated to specific posts will be decided upon by the Branch Secretary under the direction of the Branch Committee. Allocation will take into account existing agreements with employers.

5. BRANCH FINANCES

1. *All Branches shall ensure that the finances of the branch are conducted in strict accordance with the rules and policies of the union.*
2. *Every Branch shall produce a financial plan for the following year.*
3. *The rules governing all Branch financial matters shall be detailed in the Branch Rules or attached as an appendix to the Branch Constitution.*
4. *Lay Branch Auditors*
 - a) *The Branch AGM shall elect two lay Branch Auditors who shall not be Branch Officers or Branch Committee members. Their names shall be circulated to members and notified to CWU HQ Finance Dept upon their election.*
 - b) *The lay Branch Auditors shall examine and audit all Branch Accounts to ensure accuracy and shall have the right to examine and question the Branch Finances, financial policy, income and expenditure on behalf of the lay membership. All vouchers, receipts, bank statements, documents, accounts books, remittance forms and ledgers shall be examined to verify accuracy or otherwise. Lay Branch Auditors shall also verify all cash at the Bank and shall satisfy themselves that all Branch income and expenditure is accounted for.*
 - c) *The lay Branch Auditors shall produce a signed statement to Branch members and copy it to CWU HQ Finance Dept declaring they have executed their responsibilities.*
5. Every year each Branch shall produce a financial plan for the following year, which shall:
 - a) be agreed by the Branch Committee, published to members and lodged as a record at CWU HQ Finance Dept.;
 - b) show expected income based on membership figures at the time the plan is agreed by the Branch;
 - c) include detailed planned expenditure, following the principle that such expenditure shall not exceed income;
 - d) identify the purpose of any annual surplus and the intention to use it on behalf of the members;
 - e) be reported on, against performance to date, to each Branch Committee meeting.
6. Separate and distinct accounts shall be kept for each scheme or fund for which the Branch is responsible e.g. General Account, Welfare Fund, Political Fund, etc.
7. The Branch shall keep proper accounting records compatible with CWU HQ Finance Dept systems.

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8. The Branch shall maintain a register of property and equipment showing cost and date of purchase, and retain all receipts for such until disposal of the property or equipment. All property purchased through the use of membership subscriptions shall remain the property of the CWU.
9. At least two signatures shall be required for withdrawals from any account held in the Branch name.
10. A current statement of Branch accounts, including all relevant books and supporting vouchers, shall be presented for inspection and approval at each Branch Committee meeting and shall then be signed by the Branch Chair and Secretary.
11. CWU HQ Finance Dept, on the advice of the CWU national chartered accountants, shall be responsible for and fund the annual auditing of as many Branch accounts as is deemed necessary.
12. Branches shall not use chartered accountants unless authorised in writing by the SDGS; such accountants shall be appointed by CWU HQ Finance Dept.
13. The SDGS or appointed representative shall have the right to examine, on demand, all records of accounts and bank statements and attend Branch meetings to take part in any debate or discussion on the Branch Accounts.
14. To ensure reimbursement Branch claims due to be met by CWU HQ must be forwarded within 3 months of the activity. CWU HQ shall notify all Branches of the year-end cut-off date for such claims.
15. The Branch may allocate up to 5% of rebate income for the remuneration of their officials. The individual amounts to be paid shall be determined by the AGM. The responsibility for reporting payments made, to the appropriate Inspector of Taxes, rests with the Branch.
16. The Branch shall establish a Welfare Fund by the transfer of not more than 5% of rebate income in each year. The Fund shall be used for giving financial and/or other assistance to members in appropriate circumstances. A Welfare Fund shall be administered by Trustees elected at the AGM in accordance with Regulations approved by the NEC.
17. When a Branch is closed all funds and financial documents shall be forwarded to the SDGS. All assets shall become the property of CWU HQ administered by the SDGS and no party shall have any claim on them unless determined by the NEC.
18. Financial Administration
Trustees
 - a) There shall be three trustees, Branch Chair, Branch Secretary and Branch Treasurer/Financial Secretary.
 - b) All Branch property including money, securities, equipment etc. shall be vested in the Trustees.
 - c) The trustees shall be empowered to sign cheques on behalf of the Branch, any two of four (see 20f) signatures being required on each cheque prior to issue.
19. Financial Year
 - a) The Branch Financial year shall commence on 1st January and close on 31st December each year.
 - b) All documentation pertaining to all Branch accounts including CWU HQ forms must be submitted to CWU Headquarters by the advertised date.

20. Procedures

- a) The Branch shall normally hold only two accounts (General and Political Fund), however a welfare fund and a retired members fund may be established. A welfare fund will be subject to a maximum of 5% of the Annual Branch income.
- b) All payments to individual members, Officers and representatives must be made by cheque.
- c) Trustees must not, under any circumstances, sign blank cheques.
- d) Cash withdrawals must be kept to an absolute minimum and only in accordance with limits agreed with CWU Headquarters.
- e) Proper arrangements must be made to ensure that all expenses are paid promptly including Death Benefit to nominees (As an exception the Death Grant may be paid in cash provided a receipt is obtained). These arrangements must preclude the holding of petty cash anywhere other than the Branch Office. Petty cash held at the Branch Office must be suitably secured.
- f) Cheques from the Branch Funds and Welfare Fund shall be signed by any two of four signatories selected from the Branch officers by the Committee. Three of whom who should also be the Trustees.
- g) A Senior Branch Officer with the agreement of at least one other Senior Branch Officer will be able to authorize expenditure up to £1000 subject to ratification of the Committee. Committee up to £5000 subject to ratification by the Branch per any single item. Subject to the maximum allocated budget in any financial year.

21. Honoraria

In accordance with rule 5.15 Honoraria shall be based on the amount of facility time booked by the Officers. Maximum £500 (Inland revenue limit) paid pro-rata.

22. Travel Costs

Mileage to be paid from normal HQ to Office. Travel shall be equivalent of 2nd class rail fare or Union mileage rate which ever is the least.

23. Recruitment Budget

A recruitment and retention budget shall be established. This will, dependent on costs, be to facilitate complimentary items to members. A minimum of 20% of the Branch's income should be set aside for recruitment purposes.

24. Retired Members Fund

- a) The Branch shall establish a Retired members Fund by appointing monies received from H.O. for the rebate for retired members.
- b) The Fund shall be known as West Yorkshire Branch Retired Members Fund and all monies paid into the fund, either within the aforesaid rule or by donation, shall be accounted for separately from Branch Funds.
- c) The fund shall be used to provide social events and cover administration costs for the retired members' section.

- d) The Fund shall be administered by the Financial Secretary, Retired Members' Officer and two Committee Members of the Retired Members' Section.
- e) The Administrators of the fund shall have authority to make payments on behalf of the Retired Members' Section.
- f) The Financial Secretary shall be responsible for maintaining a record of the payments from the fund.
- g) The administrators shall present a regular account of the fund.

6. DELEGATION TO CONFERENCE

- a) *All Conference delegations shall normally include the Branch Secretary and Chair.*
- b) *The Branch Committee must ensure that all constituency/business interests are represented.*
- c) *The Branch shall strive to ensure proportionality in its delegations*
- d) Selection of the Conference delegates shall be determined by the appropriate Constituency.
- e) Where the Branch is entitled to more than two delegates to Conference, the delegation shall reflect as closely as possible the ratio of members of each Constituency in the Branch.
- f) The Branch Committee shall decide whether to have observer(s) to Conference (s).

7. AFFILIATIONS & LOCAL DELEGATIONS

- a) *The Branch may affiliate to organisations in accordance with National Rules.*
- b) *Local delegations shall normally be appointed by and from members of the Branch Committee and whenever possible the Branch Secretary shall lead the delegation.*
- c) *The Branch shall strive to ensure proportionality in its delegations.*

8. MEMBERS APPROACHING UNION HEADQUARTERS

The normal channel for communication between lay members and CWU Headquarters is via the Branch Secretary.

9. DISPUTES AND INTERPRETATIONS OF RULES

Should any point arise on which these Rules are vague or silent, such points shall be decided by the Chair and submitted to the next General Meeting. Should any dispute arise between any member or group of members of the Branch, such disputes should be considered by the Branch Committee and report made to the next General Meeting.

10. INDUSTRIAL ACTION

The procedures to be followed must be in accordance with the prevailing National Rule and relevant legislation.

11. DISCIPLINE

All matters of a disciplinary nature arising from the rules and regulations of the Union effecting Union members shall be dealt with in accordance with the prevailing national rule.

12. ALTERATIONS TO RULES & STANDING ORDERS

1. *No Rule or Standing Order shall be amended without the consent of a majority of those present at the Annual General Meeting or a Special General meeting called on the instruction of the National Organising Secretary, at which any proposed amendments have been duly and properly notified.*
2. *Any amendments carried shall not be implemented until submitted to and approved by the NEC.*

13 DISSOLUTION

- 1 Any properly convened Branch Meeting or Constituency Meeting may decide to seek permission of the National Executive Council to ballot members on the establishment of separate Constituency based Branches.
- 2 The subsequent ballot shall be held under the supervision of the National Executive Council.
- 3 For dissolution to proceed, a majority vote of members participating in either Constituency shall be required in favour of the proposal.

BRANCH STANDING ORDERS

1. Order of Business

The Order of Business shall be read to the meeting by the Chair at the commencement of the meeting and shall be as follows:

- (i) Minutes of the previous meeting
- (ii) Matters arising there from
- (iii) Officers' reports
- (iv) Motions

2. Rules of Debate

(a) A member who speaks shall address the Chair and direct his speech strictly to the subject under discussion.

(b) Every motion must be moved and seconded before it can be discussed or put to the vote. In the absence of either or both the proposer and/or seconder the motion shall fall. In exceptional circumstances, and at the discretion of the Chair, a member present at the meeting may deputise for either the proposer or the seconder and the motion may then be put. No speech shall occupy more than six minutes without the consent of the meeting.

(c) The Chair shall ensure the orderly conduct of the meeting and shall warn any member of unruly conduct or persistent interruptions, after the said warning, and if the member persists in his or her behaviour, they shall retire for the remainder of the meeting.

(d) No member, except the mover of an original motion, or the mover of an amendment which, having been carried, becomes the substantive motion, shall address the meeting more than once on any subject.

The mover of an original motion shall have the right of reply, but such reply shall be confined to answering points raised by previous speakers and shall not include any new matter.

After the reply the vote shall be taken.

(e) Any member shall be entitled, with permission of the Chair, to rise to a point of order. A member so rising shall be entitled to be heard forthwith.

(f) The ruling of the Chair upon all questions of order and matters arising in debate shall be final, and not open to discussion unless challenged as defined in Standing Order 7.

(g) A motion or amendment that has been moved and seconded may be withdrawn by the mover and seconder with the consent of the meeting, which shall be signified without debate. Should permission be refused, the debate shall continue. Any motion or amendment that has not been moved and seconded may be withdrawn by the mover and seconder without the consent of the meeting.

(h) Any member may formally second a motion or amendment, reserving his or her right to speak later in the debate.

(i) Motions; that the question be put on a particular item; move to next business or to close debate may be moved and seconded only by members who have not previously spoken at any time during the debate. There can be no debate on such motions.

3. Voting

Tellers shall be appointed for the meeting. The method of voting shall be a show of hands; if the count be challenged the Chair may order a re-count. The Chair shall not vote unless the votes for and against be equally divided, in which case he/she shall exercise a casting vote.

4. Decisions

Every decision at a meeting shall be decided by a majority of the members who vote on such questions and whatever decision is reached shall be binding on all members.

5. Suspension of Standing Orders

In the event of any matter of urgency, the Chair may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, and the number or numbers of Standing Order affected. No suspension of Standing Orders may last more than 30minutes unless by the vote of the meeting, an extension be allowed. No suspension or extension of Standing Orders shall take place except by majority of at least two-thirds of the members present.

6. Secretary's Report

It shall be permissible under the Standing Orders for any member of the Branch to raise on the Secretary's report any question not dealt with in that report, providing that such question relates to any matter germane to the work of the Branch in the interim period between general meetings.

7. Chair's Decision

The Chair's decision the construction of the Standing Orders and on any question of order not provided for by them, shall be final, unless challenged in the appropriate way, and the motion "that the Chair do leave the Chair" must be supported by at least two-thirds of the members present at the meeting.

8 Rolling AGM's

The rules outlined above will apply to "Rolling AGMs" with the following amendments:

- i) Each meeting will follow the same agenda with regards to AGM business.
- ii) Members may attend as many meetings as they wish but may only vote once on any motion or amendment.
- iii) Votes shall be counted at each meeting. The final result will be the cumulative number of votes over all the meetings. The result shall not be announced until the final meeting.
- iv) Rule 2.d will apply to each meeting. A member may however speak under this rule at each meeting they attend.
- v) Further to rule 2.b the Chair will endeavour to ensure that all motions are fully and fairly debated. This is especially important should the mover or opposer of any motion be unable to attend all the meetings.