



# ***Central Water Branch***

## ***Branch Rules***

As adopted at AGM 24 February 2015

# *Central Water Branch Rules*

## **1. Branch Name**

The branch shall be called UNISON Central Water branch.

## **2. Relationship to National Organisation**

- a) The branch rules shall be in accordance with national rules and the decisions of the Annual Delegate Conference and the NEC.
- b) Any member may have a copy of the current Rule Book.
- c) The branch shall make an audited annual return of branch income, expenditure, assets and liabilities, as prescribed by the NEC and in accordance with national rules.

## **3. Aims of the Branch**

The aims of the branch shall be in accordance with the aims and values of UNISON as set out in the Rule Book.

## **4. Membership**

- a) Eligibility for membership shall be in accordance with the rules of the union.
- b) Applications for membership take effect from the date at which completed forms are received by the branch or at regional/national level and the first contribution is made.
- c) A meeting of the branch or branch committee may decide not to support a membership application but such a decision must be consistent with the rules and with statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- d) All members must comply with the rules.
- e) The NEC may terminate an individual's membership in accordance with the rules.

## **5. Branch Structure**

- a) There will be an Annual General Meeting of the branch to elect branch officers and members of the branch committee. This will be held between 1 January and 31 March.
- b) Other general meetings may be called by the branch committee or by twenty members of the branch or five per cent of the membership; whichever is the greater.
- c) The AGM will determine the basis of representation in the branch and the number of stewards to be elected in each work group or workplace.

- d) The branch shall keep a bank/building society account in the name of the branch.
- e) The quorum for a general meeting shall be fifteen branch members.

## **6. Branch Officers & Stewards**

- a) The branch shall elect the following officers annually:
  - i. Branch chairperson
  - ii. Branch secretary
  - iii. Treasurer
  - iv. Education co-ordinator
  - v. Welfare co-ordinator
  - vi. Equality officer(s)
  - vii. Health and safety officer
  - viii. Membership/Recruitment officer
  - ix. Young members' officer
  - x. APF officer
  - xi. Retired Members Secretary
  - xii. A Convenor for each Business Forum
- b) Branch officers may be nominated by the branch committee or any two members, with the exception of the APF officer who will be elected by the APF members only.
- c) All nominations must be received on the nomination form provided, at least two weeks before the AGM.
- d) If there is more than one candidate, a vote will be held.
- e) The vote shall be conducted by a show of hands at the AGM.
- f) Stewards to represent each work group or workplace may be nominated by any two members. Nominations must be received in the branch office, on the nomination form provided, at least two weeks before the AGM.
- g) The discretionary payment of honoraria to elected members of the branch committee shall be in accordance with the Branch Financial Policy.

## **7. Branch Committee**

- a) Representation on the branch committee will be agreed by the AGM and will include:
  - i. Branch officers.
  - ii. One or more representatives of self-organised groups.
  - iii. One or more stewards from each section, work group or workplace.
  - iv. The Secretary (or substitute) of each of the branch's Retired Members Sections.

- b) The branch committee shall administer branch business in accordance with the national rules and guidance.
- c) The quorum for the branch committee shall be 33 per cent (one third) of the members of the committee.
- d) The branch committee will establish arrangements for representation of members and any difficulties will be referred to the regional organiser in the first instance.

## **8. Finance and general purposes committee**

- a) The branch finance and general purposes committee shall comprise the branch secretary, branch chair, branch treasurer, retired members secretary and the South Staffordshire Water Plc convenor (and others as appropriate).
- b) The branch finance and general purposes committee will meet at least quarterly, to ensure the effective day to day management of the branch within the parameters of the decisions and guidance issued by the branch committee. The branch finance and general purposes committee may commit to no expenditure, policy decision or affiliation that has not been previously agreed by the branch committee.

## **9. Conduct of Meetings**

- a) All meetings will be conducted in a fair and democratic manner.
- b) All meetings should be advertised widely as far in advance as possible.
- c) The procedures to be used at the meeting should be explained clearly.
- d) The branch shall set a quorum for branch meetings and branch committee meetings.
- e) The branch shall maintain records of meetings, financial records, books of accounts and other appropriate records to enable the branch to function.

## **10. Media Communications**

Only the branch secretary or chairperson, or other officer authorised by the branch committee shall make communications to the media on behalf of the branch.

## **11. Affiliations**

- a) Affiliations to relevant constituency Labour Parties will be decided by the APF membership.
- b) Affiliations to trade councils shall be determined by the AGM or branch committee
- c) Affiliations to other organisations shall be in accordance with UNISON National Rules and Policies and shall be determined by the branch committee.

## 12. Donations

Donations shall be agreed by the *AGM* or branch committee in accordance with the union's policies and objectives and subject to provisions of national rule, and in accordance with the Branch Financial Policy.

## 13. Expenses

Reasonable expenses incurred by members, whilst carrying out trade union duties on behalf of the branch, shall be reimbursed in accordance with the Branch Financial Policy.

## 14. Approval Of/Alteration to Branch Rules

- a) Branch rules must be agreed by two thirds of members present and voting at a quorate branch meeting.
- b) Branch rules must be approved in accordance with UNISON'S procedures.
- c) Any changes to branch rules must be agreed and approved in the same way.

### *Record of amendments to Rules*

<b>Date</b>	<b>Action By</b>	<b>Action</b>