

## **1. NAME**

This Branch of the Communication Workers Union shall be known as the Leicestershire Branch.

## **2. OBJECTIVES**

The objectives of each 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**

Branches shall ensure that;

- a) All applications for membership are dealt with in accordance with national rules
- b) 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:

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

## **4. BRANCH MANAGEMENT**

### **4.1. Branch Constitution, Branch Rules and Standing Orders**

- a) Branches 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.
- b) Branches 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 which every member of the Branch shall be entitled to attend. 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 all branches ensure that the following minimum standards are adhered to:

- a) All members and representatives will act in strict accordance with the rules and policies of the CWU at all times.
- b) 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.
- c) The Branch will attend and take an active part in all national, regional and local meetings that affect the Branch membership.
- d) All representatives of the branch have a responsibility to ensure that all issues are dealt with promptly and efficiently.
- e) 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.
- f) 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.
- g) Each 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.

- h) Each Branch shall strive to ensure proportionality in Branch organisation and leadership.
- i) 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

## **5. OFFICERS**

**5.1** The Branch Officers shall be elected biennially in accordance with the procedures set out in these rules and the results of the election ratified at the Annual General Meeting

**5.2** The Branch Officer's shall be as follows:

- a) Chair
- b) Vice-Chair
- c) Secretary
- d) Assistant Secretary
- e) Treasurer
- f) Returning Officer
- g) Political Officer
- h) Equality Officer
- i) Legal & Medical Secretary
- j) Women's Officer
- j) Youth Officer

No Branch Officer holding a position at a), c), or e) may hold another post of a), c), or e).

All candidates for the post of Political Officer must pay the political levy and be members of the Labour Party.

All candidates for the post of Youth Officer must be under the age of 30

## **6 BRANCH COMMITTEE**

Each Branch shall elect a Branch Committee, which shall include as a minimum the following elected Branch Officers and members:

- 6.1.1 The Branch Officer's as listed in Rule 5.2 except for the Returning Officer. Members of the Branch holding CWU office outside of the Branch who will attend in an ex-officio capacity with no voting rights.
- 6.1.2 7 Representatives from the Postal Section to include the Section Secretary and the Assistant Secretary Parcelforce.

### **6.2 Meetings**

- 6.2.1 The Branch Committee shall normally meet bi-monthly.
- 6.2.2 The quorum for the Branch Committee shall be 8.
- 6.2.3 Additional meetings of the Branch Committee may be authorised by the Branch Chair in consultation with the Branch Secretary, as deemed necessary, in which case not less than 7 days notice will normally be given.
- 6.2.4 Delegates to the Branch Committee shall be entitled to claim legitimate travel expenses incurred for their attendance at Branch Committee meetings, which must be supported by adequate documentation.
- 6.2.5 Delegates may be entitled, on the Branch Chair's prior authority, to claim for legitimate loss of pay, excluding overtime and SA, incurred for their attendance at Branch Committee meetings, which must be supported by adequate documentation.
- 6.2.6 Delegates shall be entitled to claim legitimate child care costs incurred for their attendance at Branch Committee meetings, which must be supported by adequate documentation.

### **6.3 Responsibilities**

The duties and responsibilities of the Branch Committee shall be as follows:

- 6.3.1 To be responsible for the proper management of the Branch. To appoint such sub-committees, including a Political sub-committee, as may be necessary from time to time.
- 6.3.2 Members of the Political sub-committee must pay the political levy and be members of the Labour Party.
- 6.3.3 To review all sub-committee and Sectional reports and deal with all points of general policy.
- 6.3.4 To consider complaints, propositions and suggestions, which should be in writing from any member.
- 6.3.5 To ensure effective organisation of the Branch and appoint lay members to the Finance Committee.
- 6.3.6 To receive a report from the Finance Committee at each meeting.
- 6.3.7 To ensure the recruitment of new members and maintain high levels of Branch membership.

### **6.4 Decision Making**

- 6.4.1 The Committee must ensure that all members are able to participate in the democratic process.
- 6.4.2 In respect of elections, the details are contained within rule 8.
- 6.4.3 For national elections, consulted on a postal basis to members' home addresses the Committee may make recommendations that are published for the benefit of all members in advance of receipt of ballot papers.
- 6.4.4 In the case of local agreements the relevant procedural agreement will determine who is entitled to vote on particular issues. In all cases the overriding principle is that only those affected can vote.
- 6.4.5 Where a Branch ballot affects a widespread number of members, the Branch decision will be determined by;
  - Either: a) The convening of a series of Workplace/Shift meetings. The results of each individual meeting will be aggregated (every effort must be made to ensure that each Workplace/Shift meeting receives the same information and any Committee recommendation).
  - Or: b) A postal ballot.
- 6.4.6 In any case, where there is an ambiguity concerning which members should participate in particular ballots, advice must be sought from the National Organising Secretary.

## **7 BRANCH GENERAL MEETINGS INCLUDING ANNUAL GENERAL MEETING**

- 7.1 The Branch shall hold an Annual General Meeting by no later than March 31<sup>st</sup> of each year. The AGM shall deal with such business as is contained in the Branch Standing Orders.
- 7.2 Special general meetings may be convened on the authority of the Branch Committee, or by the written requisition to the Branch Chair, signed by not less than 40 fully paid up members of the Branch who must all be either in attendance at the meeting or have tendered their apologies. 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 was convened as stated in the notices convening the meeting.
- 7.3 All General meeting shall adopt the Standing Orders as per Rule 27.
- 7.4 The quorum for a Branch Meeting shall be 20 members present.
- 7.5 Not less than 21 days prior notice shall be given to members of any Branch General meeting, other than for a Branch Special General Meeting.
- 7.6 The terms of motions etc. intended to be submitted to a meeting shall be in the hands of the Branch Chair 14 days before the meeting.
- 7.7 The Branch Secretary shall, as far as possible, publish the terms of the resolution etc, 13 days prior to the meeting.
- 7.8 Amendments to any published motions etc to be submitted to the Branch Chair by 0900 hours, 7 days prior to the meeting, and published by the Branch Secretary 6 days prior to the meeting
- 7.9 Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Branch Chair.

## **8 BRANCH ELECTION PROCEDURES**

### **8.1 Election Arrangements**

Branches 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

### **8.2 Nominations**

No member shall be elected to any office without having first been nominated in writing by two members of the Branch, one as proposer, the other as seconder, and with the candidate's written consent to the nomination.

Such written nomination papers will be sent to the Branch Chair, or other designated Branch officer, as determined by the Branch Committee which shall be shown in the notice(s) inviting the nominations. The notice(s) shall also state clearly the closing date by which they shall be received, which date shall allow members 21 clear days in which to propose nominations.

### **8.3 Biographical Details/Election Address**

Candidates for election may provide a written address of no more than three hundred words with their photograph and biographical details with the nomination form as follows.

Candidates for Royal Mail Unit and Substitute Representatives may only provide biographical details with the nomination form as follows:

#### **STANDARD NOMINATION FORM**

These details shall be published, as supplied at least 7 days prior to Election Day and shall be included with the ballot paper(s).

### **8.4 Voting Papers**

Voting papers shall be issued to all members as may be appropriate for each election to be held by post in a sealed envelope together with a copy of each nominee's biographical details/Election Address as supplied by the individual nominee, and with precise instructions as to ballot arrangements and timescale as agreed by the Branch Committee and notified to the membership in advance at the time of calling for nominations. The election procedures as published must be adhered to at all times.

The postal ballot shall be counted by scrutineers, appointed by the Branch Committee, under the supervision of the Returning Officer, and they shall each sign a certificate declaring the results, for publication to the membership.

### **8.5 Canvassing - Canvassing is not allowed.**

### **8.6 Positions falling vacant between Annual General Meetings**

In the event of a vacancy the Branch Committee shall agree suitable arrangements to ensure continued representation of the membership.

#### **8.6.1 Officers**

Any vacancy which may arise amongst the Officers, Area and Unit Representatives and their substitutes shall be filled under the procedure as

per Rules 8.1 - 8.5.

#### **8.6.2 Committees**

Any vacancies which may arise on any Committee between elections, shall be filled by the highest unsuccessful candidate in the preceding election for the vacant position. In the event of the position being refused or there being no unsuccessful candidate an election shall be held.

**8.7** Any nomination received for a Branch Officers position on behalf of a member who is on the Supervisor/ Managers Acting List, Temporarily promoted to a Supervisor/Manager or a substitute Supervisor/Manager will be invalid.

**8.8** Any member who holds an Officer or Representative position within the Branch who applies for a managerial post will no longer be eligible to continue in their role as an Officer or Representative within the Branch.

**8.9** In the event of the membership losing confidence in an Official or an accredited Representative between elections, they must make a requisition for a Special General Meeting calling for a motion of "no confidence" in the named Official or Representative.

In the event of the motion being carried the Official shall cease office immediately or the Representative shall immediately cease to be an accredited Representative and an election called as per Rule 8.

## **9 DUTIES OF BRANCH OFFICERS**

### **9.1 Chair**

- 9.1.1 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 Branch Secretary, order Special meetings when necessary.
- 9.1.2 The Chair must ensure that the Branch has proper organised procedures to cater for Branch ballots.
- 9.1.3 To be a member of the Finance Committee.
- 9.1.4 To prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the Branch Annual General Meeting.

### **9.2. Vice-Chair**

The Vice-Chair shall deputise in the absence of the Chair.

### **9.3. Secretary**

- 9.3.1 To enrol members and to keep a record containing necessary particulars in conjunction with the Branch Treasurer.
- 9.3.2 To conduct the general business of the Branch.
- 9.3.3 To convene the meetings of the Branch Committee, in consultation with the Branch Chair and to provide a report to each meeting.
- 9.3.4 To prepare all documents ordered by a General Meeting of the members or the Branch Committee, and to forward, publish or present them in accordance with instructions by the same authorities.
- 9.3.5 To furnish the National Executive 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 that have been carried at the Branch Annual General Meeting to the National Organising Secretary.
- 9.3.6 To ensure that those responsible within the Branch keep the members informed of any agreements, negotiations and decisions that affect them.
- 9.3.7 To make arrangements for the Branch Office to be staffed on a daily basis to ensure the prompt opening of mail, circulation of publications etc.
- 9.3.8 To collect, and keep readily available all information and data likely to be of service to the Branch.
- 9.3.9 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 a motion has received the approval of a duly constituted Branch meeting.
- 9.3.10 To report briefly to Branch General Meetings, the proceedings of the Branch Committee.
- 9.3.11 To prepare and present to the membership a report of the work of the Sections and the Branch, such report to be supplied to the membership at least seven days before the Branch Annual General meeting.

- 9.3.12 To be a member of the Finance Committee and any Sub Committee.
- 9.3.13 To arrange the preparation of, under the direction of the Branch Chair, any ballot papers required for Branch elections under Branch Rule 8 and ensure that they are provided to the Election Officer.
- 9.3.14 To ensure that the autonomous Sections within the Branch are working effectively.

#### **9.4 Assistant Secretary**

- 9.4.1 To assist and deputise for the Branch Secretary as required.
- 9.4.2 To make notes of Branch Meetings and to assist the Branch Secretary to prepare minutes.
- 9.4.3 To prepare and present to the membership a bi-monthly journal to include the work of the Branch and matters of possible interest to the members.

#### **9.5 Treasurer**

- 9.5.1 To keep separate accounts for each fund of the Branch.
- 9.5.2 To control the collection of subscriptions and levies.
- 9.5.3 To receive all monies collected on behalf of the Branch.
- 9.5.4 To remit to the Senior Deputy General Secretary any monies due to Union Headquarters by National Rule or by a decision of a Conference.
- 9.5.5 To deposit all funds into Unity Trust Bank or as otherwise determined by CWU Headquarters.
- 9.5.6 To pay all proper claims on the Branch as they become due.
- 9.5.7 To present an audited balance sheet at the Branch Annual General Meeting for each account held by the Branch.
- 9.5.8 To exhibit to the members a copy of the balance sheets and audited accounts not less than 7 days prior to the Branch Annual General Meeting.
- 9.5.9 To have cash, bank statements, and account books available at each Branch Committee Meeting.
- 9.5.10 To retain all financial vouchers for at least two years from the date of the annual audit.
- 9.5.11 To keep all statements of accounts and balance sheets for a period of seven years.
- 9.5.12 To ensure that the Branch accounts are submitted to CWU Headquarters by the advertised date.
- 9.5.13 To attend the bi-monthly Finance Committee Meetings and to provide all relevant documentation to the Committee.
- 9.5.14 To report to each Branch Committee Meeting the proceedings and recommendations from the Finance Committee.
- 9.5.15 To transfer annually an amount of not less than 3% of the total Branch rebate into the Branch Defence Fund.

9.5.16 To prepare for exhibition to the members a list of affiliations and donations made by the Branch in the previous financial year.

9.5.17 To prepare and provide to the Branch Secretary an annual report in time to allow the report to be supplied to the membership at least 7 days before the Branch Annual General Meeting.

#### **9.6 Returning Officer**

9.6.1 To supervise all Branch & Section election ballot counts as per the procedure in Rule 8 and provide to the Branch Chair a certificate confirming the result of the ballot.

9.6.2 To count the returned ballot papers when a ballot is held as per Rule 6.4.5 and to provide a certificate to the Branch or respective Section Chair confirming the result.

9.6.3 The Returning Officer shall be entitled to claim legitimate travel expenses incurred for his/her attendance at Branch and Section election/referendum ballots, which must be supported by adequate documentation.

#### **9.7 Political Officer**

9.7.1 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.

9.7.2 To recruit as many CWU members as possible to the Labour Party

9.7.3 To liaise and communicate with the CWU Regional Political Committees, CLP Secretaries, Trade Union Liaison Officers and the Regional Labour Party Office over election and CLP campaigns and general political activity. Assist in the distribution of Labour Party literature to the membership.

9.7.4 To prepare and provide to the Branch Secretary an annual report in time to allow the report to be supplied to the membership at least 7 days before the Branch Annual General Meeting. To provide an Annual Report to be submitted to the Branch.

9.7.5 To provide and maintain a local Branch Political Bulletin which will inform Branch members of political issues and activities of interest to them.

9.7.6 To assist in the political training and education of the Branch membership.

9.7.7 To co-ordinate any CWU political campaigns throughout the Branch membership

9.7.8 To be a member of the Political sub-committee.

#### **9.8. Equality Officer**

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

9.8.2 To establish a liaison with properly constituted local groups within the geographical area

9.8.3 To advise other Union Officers on Equal Opportunities issues arising in negotiations and representations.

9.8.4 To prepare reports to the Branch covering Equal Opportunities work and on issues the Officer wishes to bring to the attention of the Branch.

9.8.5 To prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least 7 days before the Branch Annual General Meeting.

### **9.9 Legal & Medical Secretary**

9.9.1 To maintain a central register of all Legal & Medical cases and to receive and process Legal & Medical correspondence with members, the Union's Legal & Medical Department and the Union Solicitors on behalf of the Branch.

9.9.2 To provide a written report to each Branch Committee covering Legal & Medical work and on issues the Officer wishes to bring to the attention of the Branch.

9.9.3 To prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the Branch Annual General Meeting.

### **9.10 Women's Officer**

9.10.1 To Promote issues affecting Women

9.10.2 To report to the Branch Committee on relevant issues

9.10.3 To escalate any relevant issues to senior Branch/Regional Officers where necessary.

9.10.4 To act as a point of contact between female members and the Branch.

9.10.5 To act as a point of contact between CWU HQ and the branch on issues concerning female members.

9.10.6 To provide information to female members (which the Women's officer may themselves receive from CWU national or regional level).

9.10.7 To attend Regional Women's Committees and the CWU Women's conference.

9.10.8 To play a leading role in any recruitment or organisational campaigns where potential female workers are being targeted.

9.10.9 To provide a written report to each Branch Committee covering issues affecting Women and on issues the Officer wishes to bring to the attention of the Branch.

9.10.10 To prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the Branch Annual General Meeting

### **9.11 Youth Officer**

To represent members in the Branch under the age of 30 and to have a leading role in helping to organise and recruit such members.

9.11.1 To promote issues affecting young people.

- 9.11.2 To report to Branch Committee on relevant issues.
- 9.11.3 To escalate any relevant issues to senior Branch/Regional Officers where necessary.
- 9.11.4 To act as a point of contact between young members and the Branch.
- 9.11.5 To act as a point of contact between CWU HQ and the branch on issues concerning young members.
- 9.11.6 To provide information to young members (which the Youth officer may themselves receive from CWU national or regional level).
- 9.11.7 To attend Regional Youth's Committees and the CWU Youth conference.

**10. BRANCH FINANCES**

- 10.1. All Branches shall ensure that the finances of the branch are conducted in strict accordance with the rules and policies of the union.
- 10.2. Every Branch shall produce a financial plan for the following year.
- 10.3. The rules governing all Branch financial matters shall be detailed in the Branch Rules or attached as an appendix to the Branch Constitution.
- 10.4. 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 vouchers, receipts, bank statements, documents, accounts books, remittance forms and ledgers shall be examined to verify accuracy or otherwise. 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.

## **11 FINANCIAL ADMINISTRATION**

### **11.1 Trustees**

- 11.1.1 There shall be three trustees, Branch Chair, Branch Secretary and Branch Treasurer.
- 11.1.2 All Branch property including money, securities, equipment etc. shall be vested in the Trustees.
- 11.1.3 The Trustees shall be empowered to sign cheques on behalf of the Branch, any two of the three signatures being required on each cheque prior to issue.

### **11.2 Finance Committee**

- 11.2.1 The Branch Committee shall maintain a Finance Committee.
- 11.2.2 The Finance Committee shall consist of the Branch Secretary, Branch Chair, Branch Treasurer and three Branch Committee members.
- 11.2.3 The Finance Committee shall meet bi-monthly prior to the Branch Committee.
- 11.2.4 The Finance Committee shall provide the Branch Committee with a written report.
- 11.2.5 The finance Committee must satisfy itself that all Branch accounts are correct on a bi-monthly basis by reference to bank statements, ledgers, receipts, cheque and deposit books.
- 11.2.6 Delegates are entitled to remuneration for their attendance as per Branch Rule 6.2.4, 6.2.5 & 6.2.6
- 11.2.7 The quorum for the Finance Committee will be four.

### **11.3 Financial Year**

- 11.3.1 The Branch financial year shall commence on 1st January and close on the 31st December each year.
- 11.3.2 The Branch accounts shall be subject to audit by CWU Headquarters and the Union's professional auditor.
- 11.3.3 All documentation pertaining to all Branch accounts including CWU HQ forms must be submitted to CWU Headquarters by the advertised date.

### **11.4 Procedures**

- 11.4.1 The Branch shall hold only three accounts (General, Defence and Political Fund).
- 11.4.2 All payments to individual members, Officers and Representatives must be made by cheque.
- 11.4.3 Trustees must under no circumstances sign blank cheques.
- 11.4.4 Cash withdrawals must be kept to an absolute minimum and only in accordance with limits agreed with CWU Headquarters.
- 11.4.5 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.

## **12 DELEGATION TO CONFERENCE**

- 12.1 All Conference delegations shall normally include the Branch Secretary.
- 12.2 If more than one delegate is permissible the Branch Committee must ensure that all constituency/business interests are represented. Each Branch shall strive to ensure proportionality in its delegations.
- 12.3 Visitors may be elected by the Branch Committee if monies are available as agreed by the Branch Committee.
- 12.4 Delegates attending Conference will receive subsistence rates in accordance with national Rules.
- 12.5 The Annual Conference delegation shall consist of delegates as per the entitlements to Group and Section Conferences as per National Rule, or less, as determined by the Branch Committee.
- 12.6 All Annual Conference delegations shall consist of the Branch Chair and Section Secretaries, by right of office.
- 12.7 The Postal Group delegation shall be elected by the Postal Section Committee, but must consist of the appropriate Postal Assistant Section Secretaries and at least one delegate from each of the four Royal Mail functions. Royal Mail Area representatives from the Branch shall attend Annual Conference by right of office. Should there be no Royal Mail Area Representative from any function within the Branch, then one of the Unit Representatives from the function will, by right of office, attend Annual Conference as part of the Royal Mail delegation.
- 12.8 All delegations to Special Group and Section Conferences shall consist of the appropriate Section Secretaries, or Postal Assistant Section Secretaries as appropriate, by right of office.
- 12.9 The delegation to Special Group and Section Conferences shall consist of delegates as per the entitlements to Group and Section Conferences as per National Rule, or less, as determined by the Branch Committee.
- 12.10 Delegates and visitors attending Conference must accept that they may have to address Conference, if it proves necessary for them to do so.

### **13 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) Each Branch shall strive to ensure proportionality in its delegations

### **14 BRANCH OFFICIALS HONORARIA**

- 14.1 Officials/Representatives shall be paid such honoraria as is agreed upon by the Branch Annual General Meeting (subject to a minimum 1% and a maximum 5% Branch annual rebate).
- 14.2 Any member of the Branch holding more than one position for which an honorarium is paid from Branch funds as set out in these rules, shall only be paid one honorarium. The largest honoraria appropriate to the positions held shall be the one paid.

### **15 MEMBERS APPROACHING UNION HEADQUARTERS**

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

### **16 DISPUTES AND INTERPRETATIONS OF RULES**

- 16.1 Should any point arise on which these rules are vague or silent, such points should be decided by the Branch Chair and submitted to the next General meeting.
- 16.2 Should any dispute arise between any member or group of members of the Branch, such dispute should be settled by the Branch Committee and reported to the next General meeting.

**17            ALTERATIONS TO RULES & STANDING ORDERS**

- 17.1        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.
- 17.2        Any amendments carried shall not be implemented until submitted to and approved by the NEC

**18            INDUSTRIAL ACTION**

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

## **19 SECTIONS**

- a) Where a 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 and Chair elected by and taken from its members. The Secretary of a Constituency shall, as a minimum, be an Assistant Secretary of the Branch.
- d) A Branch must 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.
- e) At every session of the Union's Conference, upon the determination of occupational and constitutional issues, a Branch with Constituency Sections may, where a common Branch policy cannot be agreed, divide its votes, including card votes, on a Constituency basis.
- f) Single Constituency Branches and Constituencies within a Branch shall have authority to form such business and divisional sections as are required to meet occupational needs.

**19.1** There shall be 2 sections of the Branch which will be known as follows:

- 19.1.1 Postal
- 19.1.2 Retired Members

**19.2** The Sections will represent members within the Branch area as follows:

- 19.2.1 Postal – all members employed in Royal Mail Group and associated companies within the Postal Industry.
- 19.2.3 Retired Members – there shall be a Retired Members Section of the Branch organised as per the Constitution appended to these Rules.

**19.3** Other Sections of the Branch, including Youth/Women's may be established as required by the Branch Committee and shall be organized as per the Constitution appended to these Rules.

## **20 SECTION OFFICERS**

The Sections shall elect biennially (except Retired Members), as per the procedure in Rule 8, except the nomination must be proposed and seconded by two members from the relevant Sections, the following:

### **20.1 Postal**

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Assistant Secretary
- e) Assistant Secretary Parcelforce

Nominations for positions at a), b), c), or d), must be nominated and seconded by two members of the Postal Section membership.

Nominations for position e) must be nominated and seconded by two members from the respective business based membership

**20.2** Any nomination received for a Section Officer's position or Section Committee on behalf of a member who is on the Supervisor/Manager acting list, temporarily promoted to a Supervisor/Manager or a substitute Supervisor/Manager will be invalid.

**20.3** The Retired Members Section Chair and Secretary shall be elected from amongst its members at the first General Meeting of the Section following the Branch Annual General Meeting. This arrangement will be carried out in conjunction with the Branch Secretary.

## **21 DUTIES OF SECTION OFFICERS**

### **21.1 Chair**

The Chair shall preside and be responsible for the conduct of all Section Meetings; he/she shall sign all minutes of Section Meetings, and, in consultation with the Secretary, order special Meetings when necessary.

### **21.2 Vice Chair**

The Vice Chair shall deputise in the absence of the Chair.

### **21.3 Secretary**

21.3.1 To assist the Branch Secretary in the recruitment and maintenance of the membership in their Section.

21.3.2 To co-ordinate Section policy and to be the principle negotiating Officer with management, if appropriate.

21.3.3 To conduct the general correspondence of the Section and to forward all correspondence to Union Headquarters via the Branch Secretary.

21.3.4 To convene the meetings of the Section Committee(s) in consultation with the Section Chair.

21.3.5 To prepare all documents, memorials, circulars etc; ordered by the Section General meeting of the members or by the Section Committee(s), and to forward, publish or present them in accordance with instructions by the same authority.

21.3.6 To furnish the Branch Secretary with such details, statistics, or reports regarding the Section or its members as may be required.

21.3.7 To keep the members informed of any agreements, negotiations and employers decisions which may affect them.

21.3.8 To provide the Branch Secretary with copies of all agreements reached with the employer.

21.3.9 To collect and keep readily available all information and data likely to be of service to the Section.

21.3.10 To forward to the Branch Secretary in time to enable him/her to comply with such dates as are provided for in the Union's national Rules any motion or amendment to motion which the Section intends to lay before the Annual Conference after such motion or amendment to motion has received the approval of a duly constituted Section meeting.

21.3.11 To report briefly to each Section General Meeting, the proceedings of the Section Committee, to include printed details of individual attendances at the Section Committee.

21.3.12 To prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the first Section Annual General Meeting.

### **21.4 Assistant Secretary**

21.4.1 To assist and deputise for the Section Secretary as required.

21.4.2 To take notes of Section meetings and to assist the Section Secretary to prepare minutes.

**22        POSTAL    ASSISTANT    SECRETARIES,    AREA    AND    UNIT  
REPRESENTATIVES**

- 22.1        The Branch shall be responsible for conducting biennial elections, under the procedure in Rule 8, for all Area/Unit Representatives and their substitutes that fall within the geographical area of the Section.
- 22.2        The Area/Unit Representatives, and their substitutes, if members of the Branch, shall by right of office be members of their respective Section Committee.
- 22.3        All Postal Assistant Secretaries, Area/Unit Representatives shall be responsible for negotiations proper to their Area/Unit as laid down in the appropriate Industrial Relations agreement.
- 22.4        All Postal Assistant Secretaries, Area/Unit Representatives shall furnish their respective Section Secretary with all agreements appertaining to their Area/Unit as soon as such agreements are available.
- 22.5        The Royal Mail Area Representatives that fall within the geographical area of the Branch will prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the first Section Annual General Meeting.
- 22.6        If the Royal Mail Area Representatives are not from the Branch, the appropriate Royal Mail Unit Representatives will prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the first Section Annual General Meeting.

## **23 AREA AND UNIT HEALTH AND SAFETY REPRESENTATIVES**

- 23.1 The Branch shall be responsible for conducting biennial elections, under the procedure in Rule 8, for the Area and all Unit Health and Safety Representatives that fall within the geographical area of the Section.
- 23.2 If there are no nominations, for the position of Unit Health and Safety Representative, then the respective Unit Representatives will assume the role and responsibilities of the Health and Safety Representative for their Unit.
- 23.3 The Royal Mail Area Health and Safety Representative will attend all Royal Mail Health and Safety Committees that fall within the geographical area of the Royal Mail Section.
- 23.4 The Royal Mail Area Health and Safety Representative will prepare and provide to the Branch Secretary an Annual Report in time to allow the report to be supplied to the membership at least seven days before the first Section Annual General Meeting.

## **24 SECTION COMMITTEES**

**24.1** The Section Committees shall comprise of:

24.1.1 The Section Officers as listed in Rule 20.

24.1.2 Each Section shall elect biennially using the procedure as per Rule 8, except that the nomination must be proposed and seconded by two members from the relevant Sections, their respective Section Committees as follows:

24.1.2.1 Postal – 15 lay members, of whom at least one must be from Quadrant, one from OTM Ltd, and one from Logistics. Royal Mail Unit and Area Representatives, their substitutes, the Royal Mail Area Health and Safety Representative, Parcelforce Unit Representatives and their substitutes, shall be members of the Committee by right of office, if members of the Branch.

**24.2** The Section Committees shall elect from their Committees the required number of sectional delegates to the Branch Committee.

**24.3** The Section Committees will meet as follows:

24.3.1 The Postal Committee will normally meet bi-monthly. The quorum for the meeting will be 12.

**24.4** Section Committee members who fail to attend Section Members or committee meetings twice in succession without an acceptable apology for their absence will rescind their position.

**24.5** Delegates to the Section Committees shall be entitled to claim legitimate travel expenses and child care costs incurred for their attendance at the Section Committee meetings.

**24.6** Unit and Area Representatives shall be entitled to claim loss of earnings incurred for their attendance at the Postal Section Committee.

## **25 POWERS OF SECTIONS**

- 25.1** The Postal Section 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. The Section shall have the power to make autonomous decisions and representations on all matters relating solely to the members of the Section. Issues relating to members employed in Parcelforce will be the responsibility of the appropriate Postal Assistant Secretary.
- 25.2** Matters affecting the membership of more than one Section shall be referred to the Branch Committee.
- 25.3** All communications between the Sections and Union Headquarters shall be copied to the Branch Secretary.
- 25.4** Sections shall set up such sub sections as they deem necessary; such sub sections shall be regulated under these Rules.
- 25.5** Other Sections of the Branch including Youth, Women's and Retired Members shall be organised in line with the relevant Section Constitution appended to these rules. Such constitutions will be ratified by the Branch Annual General Meeting.

**26 SECTION MEETINGS**

**26.1** The Sections shall not hold less than one meeting each year, to be prior to the Branch AGM in each year.

**26.2** Special Meetings of the Sections shall be convened as necessary by the Section Committee, or by written requisition to the Section Chair signed by a sufficient number of the members of the Section as follows, who must all be either in attendance at the meeting or have tendered their apologies:

26.2.1 Postal – 10 members

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 discussed at a Special General Meeting shall be that for which it was convened as stated in the notice(s) convening the meeting.

**26.3** All Section Meetings shall adopt the Standing Orders as per Rule 27.

**26.4** The quorum for a Section Meeting shall be a sufficient number of members present as follows:

26.4.1 Postal – 10 members

**26.5** The arrangements for the notification of Section General Meetings and for the receipt of and publication of motions and amendments will be as per Rule 7.5 - 7.9

## **27 BRANCH STANDING ORDERS**

- 27.1 The order of Business shall be read to the meeting by the Chair at the commencement of the meeting and shall be as follows:
- a) Minutes of the previous meeting.
  - b) Matters arising there from.
  - c) Officers reports.
  - d) Motions.
- 27.2 Rules of Debate
- 27.2.1 Any member who wishes to speak shall address the Chair, and direct his/her speech strictly to the subject under discussion.
- 27.2.2 Every motion must be proposed and seconded before it can be discussed and put to the vote. In the absence of 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 the proposer or the seconder and the motion may then be put. No speech may occupy more than six minutes without the consent of the meeting.
- 27.2.3 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, if the member persists in his/her behaviour, they shall retire from the rest of the meeting.
- 27.2.4 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 made by previous speakers, and shall not include any new matter. After the reply the vote shall be taken.
- 27.2.5 Any member shall be entitled, with the permission of the Chair, to rise to a point of order. A member so rising shall be entitled to be heard forthwith.
- 27.2.6 The ruling of the Chair on all questions of order and of matters arising in a debate shall be final, and not open to discussion unless challenged as defined in Standing Order 27.7
- 27.2.7 A motion or amendment may be withdrawn by the mover or the seconder with the consent of the meeting, which shall be signified without debate. Should permission be refused, the debate shall continue.
- 27.2.8 Any member may formally move or second a motion or amendment, reserving his/her right to speak later in the debate.
- 27.2.9 The motions for the previous question, next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions.
- 27.3 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 recount. The Chair shall not vote unless the votes for and against be equally divided, in which case he/she shall exercise his/her casting vote.

#### 27.4 Decisions

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

#### 27.5 Suspension of Standing Orders

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

#### 27.6 Secretary's Report

It shall be permissible under these 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.

#### 27.7 Chair's Decisions

The Chair's decision on the construction of Standing Orders and 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.