

## **BEXLEY UNISON BRANCH RULES**

### **1. BRANCH NAME**

The Branch shall be called Bexley Branch.

### **2. RELATIONSHIP TO NATIONAL ORGANISATION**

- a. Branch Rules shall be in accordance with national rules, 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 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 the decision must be consistent with the rules and with the 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 20 members of the branch or 5 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. Each branch shall keep a bank/building society account in the name of the branch.
- e. The quorum for a general meeting shall be 2 ½ per cent of the branch.

## **6. BRANCH OFFICERS**

- a. The branch shall elect the following officers annually:

- Branch Chairperson
- Branch Secretary
- Treasurer
- Education Co-ordinator
- Equality Officer(s)
- Health & Safety Officer
- Communications Officer
- International Officer
- Membership Officer
- Young Member's Officer
- Welfare Officer
- Labour link Officer
- Retired Members' Secretary

others to be determined as necessary for the effective operation of the branch.

- a. 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.
- b. All nominations must be received in writing at least 4 weeks before the AGM.
- c. Each nominee will be notified and given the right to withdraw not later than 21 days before the AGM.
- d. If there is more than one candidate, a vote will be held.
- e. The vote will be conducted by a ballot.
- f. In the event of a ballot, official papers will be supplied and each member of the branch shall be entitled to one vote in respect of each

post to be filled. Arrangements may be made for a postal ballot if appropriate.

## **7. BRANCH COMMITTEE**

- a. Representation on the branch committee will be agreed by the AGM and will include:
  - branch officers
  - representatives of self-organised groups
  - one or more stewards from each section, work group or workplace.
- 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. 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. Branches shall set a quorum for branch meetings and branch committee meetings
- e. Branches must maintain records of meetings

## **9. MEDIA COMMUNICATIONS**

Communications to the media on behalf of the branch shall be made only by officer(s) authorised by the branch committee.

## **10. 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.

## **11. 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.

## **12. EXPENSES**

Rates of expenses for members attending meetings on behalf of the branch shall be agreed by the AGM subject to any national scheme.

## **13. HONORARIA**

The Branch shall have the power to pay honoraria, the amounts and recipients to be agreed by the Annual General Meeting.

## **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.