

**COMMUNICATION WORKERS UNION
EASTERN NUMBER FIVE BRANCH**

Branch Rules

February 2007

1. NAME

The Branch of the Communication Workers Union shall be known as the Eastern Number Five Branch.

2. OBJECTIVES

The objectives 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;

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. 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.
2. 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. 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

1. All members and representatives will act in strict accordance with the rules and policies of the CWU at all times.
2. 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.
3. The Branch will attend and take an active part in all national, regional and local meetings that affect the Branch membership.
4. All representatives of the branch have a responsibility to ensure that all issues are dealt with promptly and efficiently.
5. 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.
6. 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.
7. 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.
8. Each Branch shall strive to ensure proportionality in Branch organisation and leadership.

9. 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. Each 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. Each Branch shall elect a Branch Committee, which shall include as a minimum the following elected Branch Officers and members:
 - a. Chair
 - b. Secretary
 - c. Treasurer/Financial Secretary
 - d. Equality Officer
 - e. Political Officer
 - f. Six other Branch Committee members
3. Branches may also elect other branch officers and branch committee members as required and agreed by the Branch.
4. Between AGM's each Branch shall hold regular Branch Committee or membership meetings for the effective governance of the Branch.
5. A Branch shall not instruct or permit any Branch Officer to act in a manner contrary to the Rules and Objectives or prevent them from acting in accordance with the Rules and Objectives of the Union.
6. Branches shall, where applicable, establish retired members' sections which would be entitled to elect a Section Committee to deal with retired members' problems. The Branch should appoint an Officer or Committee member of the Branch to service the retired members' section.

4.5 Branch Election Procedures

A Nominations

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

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

B. Biographical Details

Members who consent to being nominated for election to hold office shall also furnish biographical details with the nomination form.

C. Voting Papers

Voting papers shall be issued to each member as may be appropriate for each election to be held, by post in a sealed envelope together with precise instructions as to ballot arrangements, which shall have been decided 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 results of the ballot shall be counted by scrutineers under the supervision of the Returning Officer and they shall each sign a certificate declaring the results for the publication to the membership.

D. Canvassing

Canvassing is not allowed under National Rules.

E. Positions Falling Vacant between AGM's

(1) Officers - Any vacancies which may arise amongst Officers between elections shall be filled under the procedures detailed above.

(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 candidates, an election shall be held.

5.1 Officers of the Branch

The Branch Officers shall be elected in accordance with the procedures set out in these rules

1. Chair
2. Secretary
3. Deputy Secretary
4. Treasurer
5. Political Officer
6. Equality Officer
7. Women's Officer
8. Editor
9. Youth Officer
10. Seven Other Committee Members

5.2. Duties of Branch Officers

5.2.1 Branch 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

5.2.2 Branch 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, 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.

5.2.3 Branch Treasurer

- 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.
- 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.

5.2.4 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.

5.2.5 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.

5.2.6 Deputy Branch Secretary

- (a) To deputise for the Branch Secretary
- (b) To carry out specific tasks as agreed from time to time by the Branch Committee.

To prepare an Annual Report for presentation to the membership.

5.2.7 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
- 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.

There are no specific agreements on facilities time for branch women's officers with any of the main employers with whom the CWU currently negotiates. This means that any facilities and support for the branch women's officer needs to be negotiated separately with the employer or built into the overall allocation of paid release.

Inevitably, branch women's officers, like all union officers, will have to use some of their own time in making the role a success.

Branch women's officers will require support from their branch, region and CWU HQ. It will be up to each branch and region to determine how best to give that support.

CWU head office recognises that branch women's officers will have a variety of skills and experiences and therefore is committed to working with women's officers, branches and regions to provide appropriate training and development wherever possible.

5.2.8 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.

6. Branch Committee

1. The Branch Committee shall consist of;
 - a) Branch Officers listed in these rules
 - b) Members of the Branch holding CWU office outside the Branch who shall be ex officio, having the right to speak but not to vote.
 - c) Counters Sectional Secretary
 - d) Letters Sectional Secretary
 - e) Area Health and Safety Rep
 - f) Area Delivery Rep
 - g) Area Distribution Rep
 - h) Area Processing Rep
2. Meetings
The Committee shall normally meet monthly.
3. 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.
4. 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.

7. Branch General Meetings Including Annual General Meeting

- a) The Branch shall hold 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) 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 25 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.
- c) All Branch General Meetings shall adopt suitable Standing Orders.
- d) The quorum for a Branch General Meeting shall be one more than the committee present.
- e) Not less than 28 days prior notice shall be given to members of any Branch General Meeting, other than for a Special Branch Meeting.
- f) The terms of Motions etc. intended to be submitted to a meeting shall be in the hands of the Branch Secretary 7 (seven) days before the meeting.
- g) The Branch Secretary shall publish the terms of Motions at least 4 (four) days before the meeting.
- h) Amendments to any published Motions must be handed to the Chair by the opening of the meeting.
- i) Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Branch Chair.

8. Sectional Organisation

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
- 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.

.2 Retired Members Section

There shall be a Class C Section of the Branch organised as follows:

(1) The AGM shall appoint a Chair and Secretary of the Section from nominations received from Class C Members. Such appointments to be renewed at each subsequent AGM or in the event of a vacancy, at the next appropriate General Meeting of the Branch.

(2) The AGM shall give an express invitation to all Class C Members to attend such meetings as are required for the business of the Section.

(3) All matters discussed at Class C Meetings shall be of a consensus basis, and reported to the Branch Secretary for onward reporting to the Branch Committee.

(4) Both Section Chair and Secretary may, on the express invitation of the Branch Committee, attend Branch Committee Meetings for report purposes, but they will not be eligible to vote nor to debate any business except that for which they have been specifically invited.

(5) A nominated Officer of the Branch or a person nominated by the Committee at it's first meeting of the Branch year shall act as liaison officer between the Branch and the Class C Members. Any such responsibilities may on authority of the Branch

Committee be delegated to Section or Unit Representatives.

8.2.1 LETTER SECTION SUB COMMITTEES

There will be Letter Section Sub Committees in all Units with Industrial Relations Representatives. Each Committee shall be made up of the Unit Rep, Unit Safety Rep and not more than Six elected members from the Unit concerned.

The Sub Committee should meet at least six times a year and at the first meeting elect a Chair. These Committee Meetings will be at no cost to the Branch except for the cost of Travel when Committee Members are not on site.

The Sub Committee members will be elected in accordance with Branch Rule 4.5 and have powers as laid out in Rule 8.8. The above Sub Committees shall be governed by the Rules and Standing Orders of the Eastern No5 Branch.

8.2.2 There shall be a coordinating Committee for Peterborough and shall include all Branch Industrial Representatives within Peterborough, this will include Logistics, CHD and ParcelForce Sales Representatives.

The Area Delivery, Distribution, Processing, health and Safety Representatives shall attend as Ex Officio.

The Sub Committee should meet at least 10 times a year and shall be elected under Branch Rule 4.5 and have the powers laid out in Branch Rule 24.

The Peterborough APC co-ordinating Committee shall be governed by the Rules and Standing Orders of the Eastern No5 Branch.

(6.2) There shall be an APC Secretary and an Chair and these will be elected under Branch Rule

8.4 Election of Sectional Officers

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

8.5 Section Committees

1. A Sectional Committee shall be comprised of;
 - a) The Section Officers.
 - b) Lay members of the Section elected in accordance with the procedures set out in these rules.
2. Sectional Committees shall normally meet monthly

8.6 Section Meetings

- a) The Sections shall not hold less than one meeting each year, to be prior to the Branch AGM in each year.
- b) Special Sectional Meetings may be convened on the authority of the Branch Committee or on the authority of the Sectional Committee or by written requisition to the Branch Chair signed by not less than one third of the unit reps in the Section or 10 per cent of the members of the Section. A requisition for a Special Sectional 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 Sectional Meeting shall be that for which it is convened and as stated in the notices convening the meeting.
- c) All Special Sectional Meetings shall adopt suitable Standing Orders.
- d) The quorum for a Special Sectional Meeting shall be twice the Unit Reps present plus one. (The definition of a Unit Rep is those individuals who hold IR Credentials)

- e) The terms of Motions etc. intended to be submitted to a meeting shall be in the hands of the Branch Secretary 7 (seven) days before the meeting.
- f) The Branch Secretary shall publish the terms of Motions at least 4 (four) days before the meeting.
- g) The Chair of the Meeting shall be agreed by the Branch Chair at least twenty four hours prior to the Meeting
- h) Amendments to any published Motions must be handed to the Chair by the opening of the meeting.
- i) Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Chair with the agreement of no less than two thirds of those present.

8.7 Special Unit Meetings

- a) Special Unit Meetings may be convened on the authority of the Branch Committee or on the authority of the Sectional Committee or by written requisition to the Branch Chair signed by not less than 10 fully paid up or 10 per cent of the members of the Unit (which ever is the larger). A requisition for a Special Unit 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 Unit Meeting shall be that for which it is convened and as stated in the notices convening the meeting.
- b) All Unit Meetings shall adopt suitable Standing Orders.
- c) The quorum for a Unit Meeting shall be 10 or 10 per cent of the members of the Unit (which ever is the larger)
- d) The terms of Motions etc. intended to be submitted to a meeting shall be in the hands of the Branch Secretary 7 (seven) days before the meeting.
- e) The Branch Secretary shall publish the terms of Motions at least 4 (four) days before the meeting.
- f) The Chair of the Meeting shall be agreed by the Branch Chair at least twenty four hours prior to the Meeting
- g) Amendments to any published Motions must be handed to the Chair by the opening of the meeting.
- h) Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Chair with the agreement of no less than two thirds of those present.

8.8 POWERS OF SECTIONS/UNITS

(A) Each of the Sections shall be responsible for the maintenance of Union Membership in the offices, departments and grades covered by the Section and for carrying out Branch Policy within the Section. Each Section shall have the power to make representations on all matters relating solely to members of the Section.

(B) Matters affecting the Membership of more than one Section shall be referred to the Branch Committee.

(C) All communications between the Section and Union Headquarters should pass through the Branch Secretary.

9. 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. General

1. 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.
2. 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.
3. Each Branch shall keep proper accounting records compatible with CWU HQ Finance Dept systems.
4. Each 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.
5. At least two signatures shall be required for withdrawals from any account held in the Branch name.
6. 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.
7. 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.
8. Branches shall not use chartered accountants unless authorised in writing by the SDGS; such accountants shall be appointed by CWU HQ Finance Dept.
9. 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.
10. 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.

11.a Officials/Representatives shall be paid such remuneration which shall be no more than 5% of the rebate income spread across Officers listed below. The actual amounts shown below;

1. Branch Chairman	150.00
2. Branch Secretary	250.00
3. Deputy Secretary	100.00
4. Sectional Secretary Letters	150.00
5. Sectional Secretary Counters	150.00
6. Branch Treasurer	200.00
7. Branch Editor	100.00
8. Area Processing Rep	100.00
9. Area Distribution Rep	100.00
10. Area Delivery Rep	100.00
11. Equality Officer	100.00
12. Legal & Medical Letters	100.00
13. Youth Officer	100.00
14. Women's Officer	100.00
15. Retired Officers (2)	100.00

B. Committee Members as defined in Rule 8.5, who are not also Branch Officers, shall be, subject to approval by the Branch AGM, each paid a sum not to be less than £20.

C. Where an Officer/Representative performs CWU activities above Branch Level or in exceptional circumstances is substituted for long periods of time, the Branch Committee may authorise discretionary payments to the appropriate substitutes (s).

D. No person shall be able to have more than one honorarium, and will be entitled to the larger amount.

12. Each Branch may 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.

13. 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.

14. Each Branch shall make provision in it's constitution to ensure compliance with these Rules.

6. Financial Administration

(a) 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 three signatures being required on each cheque prior to issue.

7.1 Finance Committee

The composition of the Finance Committee shall be;
 Chair, Secretary, Treasurer
 3 Branch Committee members

7.2 The Finance Committee shall meet monthly prior to each Branch Committee meeting.

3. The Finance Committee shall provide each Branch Committee meeting with a written report.

4. The Finance Committee must satisfy itself that all Branch accounts are correct on a monthly basis by reference to bank statements, ledgers, receipts, cheque and deposit books.

5. 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.

6. Procedures

a) The Branch shall normally hold only two accounts (General and Political Fund), however a welfare 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.

10.1. DELEGATION TO CONFERENCE

- a) All Conference delegations shall normally include the Branch Secretary.
- b) The Branch Committee must ensure that all constituency/business interests are represented.
- c) The Branch shall strive to ensure proportionality in its delegations

Annual/ Special Conference

(1) Annual Conference delegations shall include the Branch Secretary, Sectional Secretary's, RML Area Representatives Delivery, Distribution and Processing, Health Safety (RML), Political Officer and Equality Officers or their accredited deputies. RML Trainee delegates will be elected by the Sectional Committee and shall represent as wide a cross section of the Sectional membership as possible. This process to be carried out at the February meeting prior to Annual conference. The Branch Chair and Treasurer shall attend in alternate years. Each business section, i.e. Letters, Parcels, Counters may take delegates in addition to the above to fill the remaining number of seats proper to the Business Section Conference, this figure as designated by CWUHQ as at the 31st December each year.

The total number of any delegation to a Business Sectional Conference shall not exceed the designated number and shall include the Sectional Secretary and Area Representatives in it's number.

Special Conferences

Delegations shall include the Branch Secretary and the Sectional Secretary's concerned, or their accredited deputies.

If the treasurer indicates funds are available and the Branch AGM agrees, additional visitors may attend. In anticipation of agreement at the Branch AGM, Sections may nominate only at their AGM's, members as additional visitors. Additional members should represent as wide a cross-section of the Branch Membership as possible.

Delegates attending Conference shall be subject to the absolute discretion of the Branch Committee.

10.2. 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.

11. MEMBERS APPROACHING UNION HEADQUARTERS

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

12. 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.

13. INDUSTRIAL ACTION

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

14. 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.

15. 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.

16. EDUCATION

The Branch Secretary shall arrange a Branch Weekend Training School each year. The objects of the school shall be to train Unit/Shift Representatives. An Executive Council or Divisional Representative or Regional Secretary may be invited to be the tutor at such schools. The cost of funding such schools shall be borne by Branch Funds.

17. DEATH BENEFIT

There will be a payment from the Branch Funds of £268 (as at November 1997) should a member die whilst in membership of the Union. The payment will be made to the spouse, next of kin or other legal assignee, taking into account the wishes of the member in respect of a TSB12 form (Death Nomination Form) lodged with the Headquarters of the Communication Workers Union. The payment will increase each year in line with the formula outlined in ex UCW Rule 15.1.c.

18. EQUAL OPPORTUNITIES COMMITTEE

This Committee shall be led by the Branch Equal Opportunities Officer and Womens Officer. There should be Six additional members elected by the whole membership under Branch Rule 4.5, any Officer elected to a CWU National Advisory Committee shall also attend. The Committee will meet tri monthly (or at other times under the authority of the Branch Committee) and will consider items in regards Equal Opportunities, items brought forward by the Branch Committee and matters brought forward from Section/Unit Committees, and report back to the Branch Committee.

The Branch Chair and the Branch Secretary will be ex officio members.

10L Learning Reps

To promote, develop and help implement the Branch and CWU Education policy

Reasoning The role of Learning Rep is now on an equal legal footing as the Health & Safety Rep. We need Reps and their duties should be defined (however loosely).

New Rule**10M Local Representatives**

To convene meetings of the workplace committee and make reports as appropriate to the Branch and Section.

To act as the Industrial Relation Representative in the workplace. To assist members in conduct and attendance issues. To be responsible for promoting the Branch & CWU Equality policy and prevention of harassment of our members.

To recruit members.

To open display and circulate information on behalf of the Branch.

This is not exhaustive.”

Reasoning The role of Unit Representatives has never been defined and therefore expectations unclear this change will correct the anomaly.

New Rule**10N Sectional Secretaries**

To convene meetings of the Sectional committee and make reports as appropriate to the Branch and Section.

To ensure Section recommendations on National Agreements and appropriate elections are widely circulated.

To ensure the coordination of policy across the Section

This is not exhaustive.”

Reasoning The role of Sectional Secretary has never been defined and therefore expectations unclear this change will correct the anomaly.

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
- (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.