

## **BRANCH RULES**

### **1. BRANCH NAME**

The Branch shall be “(The Birmingham University”) Branch of UNISON.

### **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 by the Branch or at Regional/National level and the first contribution is made.
- (c) A meeting of the Branch or Branch Committee may decide not to support a membership application but such a decision must be consistent with the Rules and with Statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- (d) All members must comply with the Rules
- (e) The NEC may terminate an individuals membership in accordance with the Rules

### **5. BRANCH STRUCTURE**

- (a) There will be an Annual General Meeting (AGM) of the Branch to elect Branch Officers and members of the Branch Committee
- (b) Other general meetings may be called by the Branch Committee or by 20 members of the Branch or 5% 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 Branch Secretary, in consultation with the Treasurer and Chair, will determine the formula to be used when assessing annual awards recommended for the work of Officers and Stewards.
- (f) The AGM will ratify the type and amount of recompense i.e. honoraria, for work undertaken by Officers and Stewards of the Branch on an annual basis.
- (g) Honoraria agreed at the AGM will be paid by the Unison National Office in accordance with HMRC Guidelines as set out in the Unison document 'Scheme for the Payment of Honoraria'

## **6. BRANCH OFFICERS**

- (a) The Branch shall elect the following Officers annually:
  - Branch Chairperson
  - Branch Secretary
  - Treasurer
  - APF Officer
  - Equality Officer(s)
  - Health & Safety Officer
  - Others to be determined as necessary for the effective operation of the Branch
- (b) Branch Officers may be nominated by the Branch Committee or any two members, with the exception of the APF Officer who will be elected by APF members only
- (c) All nominations must be received in writing at least 2 weeks before the AGM
- (d) Each nominee will be notified and given right to withdraw not later than 7 days before the AGM.
- (e) If there is more than one candidate a vote will be held.
- (f) The vote may be conducted by a show of hands or by a ballot
- (g) 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
  - X representatives of self organised groups
  - One or more Stewards from each 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% (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 procedure to be used at the meeting should be explained clearly.
- d) The quorum for Branch meetings shall be 40 members.
- e) When a Branch meeting is not quorate it will be designated an Extraordinary Executive Committee Meeting. Exceptions to this will be the AGM and any meeting where voting on changes to pay, terms and conditions are required.
- f) Branches must maintain records of meetings, financial records, books of accounts and other appropriate records to enable the Branch to function

## **9. MEDIA COMMUNICTAIONS**

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 APF membership.
- b) This branch shall be affiliated to Birmingham Trades Union Council (BTUC)
- c) Affiliations to other external bodies which support UNISON aims and objectives may be agreed at the AGM or any other branch meeting

## **11. DONATIONS**

- a) 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 Rules.

## **12. EXPENSES**

- a) Rates of expenses for members attending meetings on behalf of the Branch shall be as set down in the Unison document 'Scheme for the Payment of Expenses in Branches'.

## **13. APPROVAL/ALTERATIONS TO BRANCH RULES**

- a) Branch Rules must be agreed by 66 % (two thirds) of members present and voting at a quorate Branch meeting.
- b) Branch Rules must be approved in accordance with UNISONs procedures.
- c) Any changes to Branch Rules must be agreed and approved in the same way.