

MANCHESTER CLERICAL BRANCH RULES AND CONSTITUTION

The following rules shall apply to this Branch of the Communication Workers Union, as ratified by the National Executive Committee of the Union.

RULE 1 - NAME

The name of the Branch shall be the "Communication Workers Union Manchester Clerical Branch".

RULE 2 – OBJECTS

- 2.1 Locally organise, recruit and maximise membership levels and to maintain accurate branch membership records.
- 2.2 Protect and promote the interests of members in accordance with the objectives as expressed in the National Rules and policies of the union.
- 2.3 Keep members informed on local, regional and national matters.
- 2.4 Effectively consult members on local issues affecting their work.
- 2.5 Implement the policies and directives of the NEC, Industrial Executives and conferences of the union.

In pursuance of those objects the Branch shall:-

- 2.6 Arrange for representation of appropriate Consultative Committees.
- 2.7 Instruct its representatives thereon in regard to matters to be raised at the meetings of the staff side of the Committees.
- 2.8 Receive and consider reports of the business transacted at the meetings of the local Consultative Committees.

RULE 3 – MEMBERSHIP

3.1 Branch membership

The membership of the Branch shall include all those:

- employed at the offices of BT in the Greater Manchester area;
- employed at the BT offices in Lancaster and Carlisle – these being deemed members of the 'Lancaster Section' of the Manchester Clerical Branch as defined in the Lancaster Section Constitution;
- employed at the offices and shops of O2 in the north west of England;
- employed at the North West offices of, and covered by CWU recognition agreement at Steria;
- members on portability or retired membership terms;
- Other groups or persons agreed between the Branch and CWU Headquarters

3.2. Branch Responsibilities

- 3.2.1 All members and representatives will act in strict accordance with the rules and policies of the CWU at all times.
- 3.2.2 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.

3.3. Minimum Standards

The Branch is committed to ensuring that it provides effective and professional representation to all members in line with the following minimum standards:

- a. The Branch will attend and take an active part in all national, regional and local meetings that affect the Branch membership.
- b. All representatives of the branch have a responsibility to ensure that all issues are dealt with promptly and efficiently. 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.
- c. 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
- d. The 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
- e. The Branch shall strive to ensure proportionality in Branch organisation and leadership.
- f. The Branch shall ensure that all members are aware of their entitlements and obligations as defined in the national rules

3.4. Members Approaching Union Headquarters

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

RULE 4 - ORGANISATION

The organisation of the Branch shall be vested in an Annual General Meeting, Special General Meetings, a Branch Executive Committee and the Officers of the Branch.

4.1. Annual General Meeting

- a. The Annual General Meeting shall be held not later than the end of March. It shall receive and consider a Report and Statement of Accounts from the Branch Executive Committee, and determine the Branch policy for the ensuing year. It shall

confirm the election of Branch Officers and Executive Committee and of 2 lay auditors for the ensuing year. It will also agree Branch nominations to National/Section Committees and motions to be forwarded for debate at National/Section Conferences.

- b. Notice giving the time, date and place of the Annual General Meeting, and inviting motions and nominations should be circulated to the members at least 35 days prior to the AGM.
- c. Motions for the Annual General Meeting and nominations for the election of Branch Officers, or the election of the Branch Executive Committee, shall be received by the Secretary 21 days prior to the date thereof. The Agenda for the meeting shall be circulated to all members 14 days prior to the meeting.
- d. The election to all posts under this constitution shall be conducted by the Branch Auditors. Ballot papers shall be issued to all members 14 days prior to the meeting and returned 7 days prior to the meeting. Results shall be declared at the meeting.
- e. Voting at the meeting shall be by show of hands, except when a ballot of the meeting is demanded before the question is put. Such a demand must be supported by at least two thirds of the members present.
- f. A Special General Meeting shall be held at any time at the written request of 20% of the members, or at the discretion of the Branch Committee. The notice convening the meeting giving the time, date and place of the meeting together with the Agenda for the meeting shall be circulated to members at least 7 days prior to the date of meeting.

Rule 4.2. Delegations and affiliations

- a. The Chairman and Secretary shall normally represent the Branch at National/Section Annual Conferences and Special Conferences. The choice of any additional delegates, which must take account of the need for proportionality, will be determined by the Branch Executive Committee and ratified at the Annual General Meeting.
- b. Local delegations shall normally be appointed by and from members of the Branch Executive Committee and whenever possible the Branch Secretary shall lead the delegation
- c. The Branch may affiliate to organisations in accordance with National Rules.

4.3. Branch Executive Committee

- a. The Branch Executive Committee shall normally meet bi-monthly and shall consist of the Officers and 15 annually elected Committee members (within this fifteen there shall be five reserved seats for BT, five reserved seats for O2 and two reserved seats for portable members).
- b. The Branch Executive Committee shall have power to co-opt additional members in an advisory capacity and to appointed such sub committees as may be deemed necessary. The Branch Executive Committee shall have power to fill vacancies that occur during its term of office.

- c. Any member absent from a meeting of the Branch Executive Committee, or it's sub committees, shall furnish an explanation for such absence. Any member absent from 3 consecutive meetings of a Committee without adequate reason, shall be deemed to have resigned from the Committee.
- d. The Branch Executive Committee shall conduct the business of the Branch in conformity with the policy of the Union and in accordance with the instructions of the Annual or Special General Meeting.
- e. It shall deal with all business remitted to the Branch by the Union and shall take such action in connection therewith as may be required.
- f. The Branch Executive Committee shall render to the Annual General Meeting a report of its activities during the year and a Statement of Accounts.

4.4. Branch Occupational Committees

The Branch Executive Committee shall be authorised to establish Occupational Committees where these are deemed necessary. Such committees shall be officered by appropriate officers of the Branch. The number of lay-members serving on an Occupational Committee shall be determined by the Branch Executive Committee. Such committees will deal only with occupational business as directed by the Branch Executive Committee.

4.5 Branch Officers

- a. The Branch Officers who shall be elected annually shall consist of a Chairman, Secretary, Treasurer, Vice-Chairman, Lancaster Section Secretary, and eight Assistant Secretaries (inclusive of three reserved seats for BT and three reserved seats for O2). The Branch Executive Committee shall have the authority to fill any vacancies that occur during its term of office.
- b. The duties and facilities to be allocated to each Officer shall be determined by the Branch Executive Committee. These shall include the designated duties, assigned to named officers, of Equality Officer, Youth Officer and Women's Officer. The Officers shall render a report to each meeting of the Branch Executive Committee with regard to the business of the office held.

4.6 Lancaster Section

There shall be a Lancaster Section of the Branch which will be run in accordance with a constitution as agreed by members of the Lancaster Section and as endorsed by the Annual General Meeting of the whole Branch.

RULE 5 - FINANCE

- 5.1. The financial year of the Branch shall correspond with the financial year of the Union (January to December).
- 5.2. The Branch shall receive from subscriptions the amount of rebate as determined by the rules and constitution of the Union. The Branch shall ensure that the finances of the Branch are conducted in strict accordance with the rules and policies of the Union.

- 5.3. The Branch shall produce a financial plan for the following year.
- 5.4. The monies received by the Branch in accordance with paragraph 5.2 shall constitute the funds of the Branch. These shall be administered in accordance with the policy of the Union, with requirements of the Annual, Ordinary or Special General Meeting and at the discretion of the Branch Committee. The Branch Treasurer shall produce at each normal Executive Committee meeting a current Statement of Accounts together with the relevant books and supporting vouchers which shall be inspected and initialled by the Branch Chairman.
- 5.5. There shall also be a political fund which shall be managed by a Political Officer appointed from among the elected officers, and which will be subject to a full audit by the 2 appointed lay Branch auditors.
- 5.6. Honoraria may be granted to those Officers as approved by the Branch Annual General Meeting.
- 5.7. The Branch Annual General Meeting 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.
- 5.8. 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.
- 5.9. The lay Branch Auditors shall produce a signed statement that shall be circulated to members for consideration at the Branch Annual General Meeting, and also a copy sent to CWU HQ Finance Dept declaring they have executed their responsibilities.

RULE 6 - GENERAL

- 6.1. A quorum at any meeting of the Branch Executive Committee or its sub-committees shall consist of a majority of members elected to the Committees.
- 6.2. The procedures to be followed in the case of industrial action must be in accordance with the prevailing National Rule and relevant legislation.
- 6.3. All matters of a disciplinary nature arising from the rules and regulations of the Union affecting Union members shall be dealt with in accordance with the prevailing National Rule.
- 6.4. The Branch shall not be dissolved except with the consent of the Union. Upon dissolution any monies remaining in the funds of the Branch together with all documents, vouchers and records shall be handed over to the Union.
- 6.5. The rules shall not be altered or amended except by a two-thirds majority vote cast at an Annual or Special General Meeting and with the overriding approval of the National Executive Committee.

- 6.6. 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 Annual General or Special General Meeting. Should any dispute arise between any member or group of members of the Branch, such disputes should be considered by the Branch Executive Committee and a report made to the next Annual or Special General Meeting.

