

Finance

1. There shall be 4 signatures for the EGU bank account and always 2 Officers signatures from these 4 on cheques. The Treasurer shall at times be one of the signatories for large sums over £150.00.
2. There will be monthly written finance reports to the "Executive".
3. Accounts will be produced to the "Executive meetings monthly by the Treasurer. Also each 1/2 yearly in conjunction with the Auditor at least 2 of these to be presented at Branch meetings. These accounts will be available to any member that would make a request in writing to the Chair/lead Member. A full accounting will be provided to all members at a GM every 2 years.
4. Any expenses that are incurred by any member on behalf of EGU will be paid when receipt is produced.
5. All financial Transactions including any donations shall be operated through the account of EGU.
6. If EGU wishes to purchase any equipment for the benefit of EGU will need approval by the "Executive".
7. There shall be a petty cash float not to exceed £50.

Grievance Procedure

A members who believes they have a grievance against another member, whether by reason of that member's conduct or that members being in breach of the Constitution, should put their complaint in writing to the EGU Chair within 10 days of the incident occurring or within 10 days of being made aware of the incident.

The Chair shall place the complaint before the Executive at it's next meeting. Should the Executive consider the complaint to be sufficiently serious to require it. The Executive will refer the complaint to an independent investigator, who will report back to the Executive within 14 days.

Should the Executive then decide that the matter should proceed to a hearing. The Executive shall within 14 days convene a Panel of the Chair and 4 of it's members to determine the matter. Both parties to the complaint have the right of personal representation by another member of the EGU. The decision of the Panel shall be final and binding upon both parties.

Equal Opportunities Statement

EGU has a commitment to the membership. No members will be discriminated against irrespective of Gender, Age, Sexual Orientation, Disability, Religious Belief, Marital Status, Political Opinion or Race. EGU will work positively with the membership to ensure they will not be discriminated against.

EMPLOYEES
GENERAL UNION

EGU

THE CONSTITUTION OF
THE EMPLOYEES GENERAL UNION

The Purpose of the Union

Structure

EGU must have as members no less than 50 ordinary members of the Union. EGU must have membership open without restriction to those that agree to join the EGU and abide by its "Constitution".
The EGU will work within its Constitution.

Name: The Union will be known as the Employees General Union and will be referred to as EGU.

Affiliation

The EGU may affiliate to other organisations, if at least 50% of the membership agree.

Aims and Objectives

To provide and ensure Fairness, Equality for all its members. To support members when requested. EGU shall work with Employers who recognise a Trade Union and their employees who are members of the EGU.
EGU will support its members and represent individuals and collectively.

To liaise with small and large businesses to improve our members working conditions, without discrimination and inequality. The EGU will work in partnership with other unions on pay and conditions. (Collective Bargaining)

EGU shall encourage people to join it and for them to become Trade Unionists within EGU. Training will be offered to members who wish to advance within EGU to represent its members and will be active in recruiting members to make sure their voice is heard.

The EGU will represent its members in their place of work and any external forum.

To increase membership and to be a strength locally and to extend its remit in the future

Powers

1. The power is within the strength of its membership. Any changes to the "Constitution" should be proposed at a GM and agreed by the membership.
Ballot papers will be sent to the membership for any of change to the "Constitution", giving 14 days notice of an GM and 14 days notice of an EGM (Extraordinary General meeting). This can be called by the "Executive".

General Meetings

General meetings will be held every 2 years

2.

Members that are unable to attend a GM will receive ballot papers to be able to vote for candidates that wish to put themselves forward or be nominated for election every 2 years.
Therefore a GM will not be concluded until all votes have been counted.
Ballot papers will be sent out 14 days before the GM with nomination papers and a list of nominees that have been either nominated or re-applying officers.
Closure for nominations will be 21 days before a GM at Midday.

3. Officers will be elected to a GM every 2 years. The officers will be:

Chair/Lead Member - Shall chair all meetings of EGU and will hold the casting vote at meetings. He/She will be the spokes person for EGU and represent the membership collectively at any negotiations for the benefit of the membership.

Deputy Chair/Lead Member - Shall deputise for the Chair /Lead Member in His/Her absents.

Branch Secretary - Shall be responsible for the running of the Branch and will be responsible for convening all meetings of EGU keeping minutes of all meetings and submit these for acceptance at the next meeting. To represent all members individually and collectively. To keep an up to date membership list.

Treasurer - Shall keep the accounts of EGU and submit at the AGM of EGU a statement of Income and Expenditure and any other financial statements are requested by the Executive monthly. Some cheques may require the Treasurers co- authorisation.

Assistant Branch Secretary - Shall deputise for the Branch Secretary in His/Her absents.

Education Officer - Shall liaise with members/ shop stewards by email/ post, to keep them updated on courses/ training sessions that are available. To write regular reports for the Executive.

Equal Opportunities Officer - Will keep up to date with Government legislation and attend any seminars that are in keeping with this post and write reports for the Executive.

Auditor - Shall be responsible for Auditing EGU accounts every 1/2 year and for the GM.

4. Shop Stewards - Shall be elected within their section by fully paid up membership. These elections should be every 2 years in line with the GM.

Shop Stewards will be elected by meeting of their section and forms will be signed and an attendance sheet to be completed. There will be an adjudicator present and this will be either another shop steward or an Officer of EGU.

5. Officers and Shop Stewards will form a Committee. This committee will be called the "Executive" and have the power to make general decisions on behalf of the membership. These meetings will be monthly.

6. The "Executive" may deem it appropriate to request the membership at the Branch meetings which would be held minimum twice yearly to ratify decisions.

Membership

Membership is open to anyone who wishes to join a fully democratic union. The fee for membership will be:

Full Time - 25 hrs +	=	£7.50p - monthly
Part Time - 12 - 24hrs	=	£ 3.75p - monthly
Retired members	=	£20.00p - life membership