



# **IWW Rule Book**

**The rule book of  
the Wales Ireland Scotland England Regional Administration  
(WISERA)**

**Updated August 2019**

## **Preamble to the IWW Constitution**

The working class and the employing class have nothing in common. There can be no peace so long as hunger and want are found among millions of the working people and the few, who make up the employing class, have all the good things of life.

Between these two classes a struggle must go on until the workers of the world organize as a class, take possession of the means of production, abolish the wage system, and live in harmony with the Earth.

We find that the centering of the management of industries into fewer and fewer hands makes the trade unions unable to cope with the ever growing power of the employing class. The trade unions foster a state of affairs which allows one set of workers to be pitted against another set of workers in the same industry, thereby helping defeat one another in wage wars. Moreover, the trade unions aid the employing class to mislead the workers into the belief that the working class have interests in common with their employers.

These conditions can be changed and the interest of the working class upheld only by an organisation formed in such a way that all its members in any one industry, or in all industries if necessary, cease work whenever a strike or lockout is on in any department thereof, thus making an injury to one an injury to all. Instead of the conservative motto, "A fair day's wage for a fair day's work," we must inscribe on our banner the revolutionary watchword, "Abolition of the wage system."

It is the historic mission of the working class to do away with capitalism. The army of production must be organised, not only for everyday struggle with capitalists, but also to carry on production when capitalism shall have been overthrown. By organising industrially we are forming the structure of the new society within the shell of the old.

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## **1 Name**

1.1 The name of the union is 'Industrial Workers of the World'.

1.2. The Regional Administration will be named after the 4 nations which comprise its territory, namely the Wales, Ireland, Scotland and England Regional Administration (WISE-RA) and here after will be referred to as the union.

## **2 Aims and Objectives**

The aims and objectives of the union will be as follows:

- a) To promote the aims of the union as set out in the Preamble to the Constitution.
- b) To co-operate with other friendly organisations as and when necessary to promote the interests of workers.
- c) To promote the educational and cultural well being of members.
- d) To oppose capitalism and any force in society that seeks to divide the workers from one another.
- e) To recruit members to the Industrial Workers of the World.

## **STRUCTURE**

### **3 Delegate Executive Council**

3.1 The Delegate Executive Council will have general supervision over all affairs of the union between annual conferences, and will watch vigilantly over the union's interests throughout its jurisdiction.

3.2 The Delegate Executive Council shall have power to make decisions on issues of policy impacting the finance and administration of the union. This includes amending policy when necessary. Policy here is understood to mean union best practice within the rules and procedures contained in the rule book, manual of policies and procedures and annual conference.

3.3 The Delegate Executive Council should aim to reach a gender balance and be diverse, supporting both equality and diversity in its structures (departments, committees, etc.).

3.4 The Delegate Executive Council will comprise the regional officers and one delegate from each chartered branch of the union.

3.5 The regional officers will have voice but not vote on the Delegate Executive Council.

3.6 The Delegate Executive Council will design and enact administrative procedures in between annual conferences as necessary to meet the aims and objectives of the union and in line with union rules as laid out in this rule book and policies of the union.

3.7 The Delegate Executive Council will consist of one standing delegate from each branch. The term and remit of that delegate will be decided upon by each branch, but no delegate can be in post for more than 2 years.

3.8 Should that delegate not be able to attend a Delegate Executive Council meeting a temporary substitute should be elected in their place.

3.9 The Delegate Executive Council shall elect two delegates to act as chair- person and secretary for the council from its own number.

3.10 The Delegate Executive Council will be assisted by the officers and members of all organisations and branches subordinate to the union. It will appoint such organisers as the conditions of the organisation may justify in consultation with the relevant departments.

3.11 The Delegate Executive Council shall have the power to create temporary officer posts, and to co-opt members of the union in good standing to serve as officers, if the need arises between annual conferences, as with existing officer posts. Members co-opted in this way would be non-voting members of the Delegate Executive Council, on a par with elected officers. Such co-opted officers would serve until the following annual conference, when a vote on the creation of the new post would be put to the membership

3.12 The Delegate Executive Council will not appoint or cause to be appointed any organiser against the protest of, and without first notifying, the relevant departments having jurisdiction in the territory in which the organiser is to operate.

3.13 All organisers so appointed will at all times work under the instruction of the Delegate Executive Council, and will report to all relevant departments their activities between sessions of the council.

3.14 The Delegate Executive Council will have power to issue and revoke charters to branches, industrial and area councils and to form or dissolve groups

3.15 The Delegate Executive Council will have power to suspend without notice any officer of the union to allow investigation into any alleged bad practice or misdemeanour.

3.16 The Delegate Executive Council will have authority over all union publications in consultation with relevant departments.

3.17 The Delegate Executive Council will have the power to visit any subordinate body of the union, and have full authority to examine and audit all accounts of such bodies and to enforce the use of a uniform system of bookkeeping.

3.18 The Delegate Executive Council will meet at least four times per year on the call of the chairperson or majority vote of the Delegate Executive Council. The Delegate Executive Council should meet in person except in exceptional circumstances.

3.19 The Delegate Executive Council will be quorate whenever five or more voting members are present or delegates from over 50% of chartered branches are present. Individual Delegate Executive Council members hold no special authority outside the remit imposed on them within the duties of the Delegate Executive Council.

3.20 Decisions of the Delegate Executive Council are made by majority vote of branch delegates by email or by show of hands at Delegate Executive Council meetings. Voting will be open and transparent. Minutes will record the number of votes for and against, and abstentions on all business.

3.21 The Delegate Executive Council will be in perpetual meeting making decisions by mail or email between quarterly meetings.

#### **4 Departments**

4.1 The Delegate Executive Council will establish competent departments to carry out responsibilities as agreed by annual conference.

4.2 Such departments will be subordinate to, and report to, the Delegate Executive Council and Annual Conference.

#### **5 Committees**

5.1 The Delegate Executive Council will create committees to carry out work of the union

5.2 All committees will have a secretary elected by the membership biennially / appointed by the DEC.

5.3 All committees will report to the Delegate Executive Council via the department they come under.

## **6 Finance**

### **Funding:**

6.1 The Delegate Executive Council will have the power to levy branches at any time provided that the reasons for the levy are explained and a full account is given of expenditure.

6.2 The Regional Administration will be funded by an amount equal to 50% of the average dues collected in any month.

6.3 In emergency the union may raise additional funds through a levy of branches and members.

6.4 Chartered branches shall receive funds from the Regional Administration which shall be equal to 50% of the mean average dues paid to the Regional Administration in pounds (GBP) during the previous period multiplied by the number of current paying members in that branch at the end of the quarter.

6.5 The Regional Treasurer will scrutinise all budgets put forward by officers and department chairs before submitting a recommendation to the Delegate Executive Council which will approve, reject or amend them.

### **Expenses:**

6.6 Travelling expenses of delegates will be met from branch funds. In the event of a branch having insufficient funding these expenses will be met from funds held by the Regional Administration.

## **7 Regional Officers**

7.1 Regional Officers will include all Fellow Workers elected or appointed to hold any position external to a branch, this will include; chairs of departments, secretaries of committees, area and general organisers

7.2 The Regional Officers will be elected by a biennial ballot as provided in section 8

7.3 All Regional Officers are answerable to the Delegate Executive Council and must attend the Delegate Executive Council when required.

7.4 On stepping down, outgoing officers will contribute to the training of new officers for up to 60 days.

7.5 No Regional Officer of the WISE-RA should hold more than two consecutive terms in any single Officer role, and should not take on any more than two consecutive Officer roles, encompassing regional level administration, limiting their formal participation in the administration of WISE-RA to eight years or less except when no other candidate is willing to stand for the role. After this eight year period, there should be a minimum two year bar from any officer roles at both branch and regional level.

## **8 Method of Nomination and Election**

8.1 Three months prior to the annual conference of each election year the Regional Secretary on behalf of the Delegate Executive Council will publish and distribute to all members of the union a notice calling for nomination of officers. Nominations may be made by any part of the union.

8.2 The election will commence using the election process specified in section 10 below.

8.3 On the ballot an option of re-open nominations (RON) will appear.

a) Should RON win the vote the Regional Secretary will re-advertise for nominees and hold a new election within one month.

b) Votes will then be counted by a reconvened Election Committee, ideally drawn from members of the same branch.

c) RON will appear on the ballot regardless of the number of candidates.

8.4 If the ballot is in the main conducted electronically through the database (ie the position of Regional Secretary is not being contested) the votes will be counted by an election committee consisting of the Membership Officer, the Membership Administrator and one other officer selected by the Delegate Executive Council.

8.5 If the post of Regional Secretary is contested and a paper ballot has been conducted the votes will be counted by an election committee to be elected from annual conference.

8.6 An announcement of the result will be made at the annual conference and communicated to the wider membership.

8.7 The successful candidate will take up office at the close of conference and will serve for two years.

## **9 Duties of Regional Administration Officers**

### **Regional Secretary:**

9.1 The secretary will convene meetings of the Delegate Executive Council and will have full power to, co-ordinate the publication and distribution of the internal bulletin in advance of annual conference, and will oversee the activities of other officers.

9.2 The secretary (or appointed proxy) will represent the union nationally and internationally subject to oversight by the Delegate Executive Council.

9.3 The secretary will be a signatory to the union bank account.

9.4 The secretary will receive all correspondence, co-ordinating responsibility for action.

9.5 The secretary shall ensure all motions that are heard by conference are in order.

9.6 Should the secretary feel a motion is out of order for conference business they will first attempt to assist the member to bring it into order.

9.6.1 Any out of order motions will be referred to the Delegate Executive Council for ratification.

9.6.2 Members may appeal this decision to conference.

### **Regional Treasurer:**

9.7 The treasurer will be responsible for compiling a financial report to each meeting of the Regional Administration.

9.8 The treasurer will be responsible for managing the union bank account.

9.9 The treasurer will be a signatory to the union bank account.

9.10 The treasurer will be responsible for the payment of expenses to members and payment of contractors for work done.

9.11 The treasurer will be responsible for creating a draft annual budget for the union, and liaising with the Delegate Executive Council, branch officers, department chairs, and general and area organisers as per union rules and procedures.

9.12 The treasurer will be responsible for the calculation and transfer of funding to branches and the allocation of funds to department budgets as per union rules and procedures set at Annual Conference.

### **Regional Membership Officer:**

9.13 The membership officer shall ensure all the tasks of the membership administrator are completed to an adequate standard. This shall be either through ensuring the membership administrator role is filled or where the position is vacant ensure the tasks are completed through delegation and/or completing the tasks themselves.

9.14 The membership officer will be the Data Officer of the union and will be responsible for implementing processes to ensure compliance under the General Data Protection Regulations. If this post should be vacant then the Regional Secretary will assume the role of Data Officer until the post is filled.

9.15 The membership officer shall respond to all requests for information regarding membership, either by passing the query to the administrator (if technical information is needed or changes need to be made) or answering the question themselves.

9.16 The membership officer shall submit an annual report of their activities to conference and regularly report to the executive council.

9.17 The membership officer shall liaise with the membership administrator and resolve concerns through dialogue. Anything the membership officer is unable to resolve shall be referred to the executive council or annual conference as appropriate.

## **10 Vacancies**

10.1 A post normally elected by the membership of the union becomes vacant if:

- a) the holder of the post resigns;
- b) two consecutive Delegate Executive Council meetings conclude in which the holder of the post does not give a report or is absent and has not sent apologies; or
- c) the holder of the post is removed from office by some other valid procedure.

10.2 Vacant posts will be communicated to the membership.

10.3 Until the post can be filled, the Regional Secretary will assign the duties of the post to another officer (or department member, in the case of department roles) or, where this is not possible, decide which duties will go unfulfilled. If the Regional Secretary post is vacant, then the officers acting together will do this.

10.4 The post will be filled only by ballot of all members following a timeline of: 1 month from resignation for nominations; followed by 2 weeks for collating and announcing; and finally one month for all ballots to be counted and announced, unless the vacant term has six months or fewer remaining. The Delegate Executive Council may appoint an officer or delegate to the role on an acting basis while the ballot is arranged. In the event that six or fewer months remain in the term of the vacant post, the Delegate Executive Council may appoint an officer or delegate to fill the post. The filling of a vacancy is to complete the term of office, i.e., the end of the term is unchanged. However, for the purposes of determining eligibility to serve again, incomplete terms of office will count as full terms, unless the post being filled has six or fewer months remaining.

## **11 Recall of Officers**

11.1 If branches representing 10% of the combined membership of the union within Wales, Ireland, Scotland and England demand a recall ballot of an officer or Delegate Executive Council delegate this will be held within 28 days of the receipt of this demand.

## **12 Component Parts**



12.1 The union will be composed of workers brought together in an organisation consisting of Workplace Union Branches, Local Industrial Union Branches, General Membership Branches, Unwaged Members Branches and groups.

Branches will exist in one of four forms. These are:

#### 12.2 Workplace Union Branches

Where ten or more members work at the same workplace they will form an Industrial Union Workplace Branch.

#### 12.3 Local Industrial Union Branches

Where ten or more members work in the same industry and the same locality but not the same workplace, and are therefore unable to form a branch under the terms of section 12.2 above, they will form a Local Industrial Union Branch.

#### 12.4 General Membership (or Mixed Industries) Branches

Where ten or more members work in different industries in the same locality they will form a General Membership (or Mixed Industries) Branch.

#### 12.5 Unwaged Members Branches

Where ten or more unwaged members live in the same locality they may form an Unwaged Workers Branch of Industrial Union 680.

#### 12.6 Groups

Where less than ten members live in the same locality or work in the same workplace they may form a group. Groups are attached to their local branch and may combine with them for the purposes of electing delegates to annual conference

Branch procedures:

12.7 Where any member is not a member of a Workplace Union Branch, Industrial Union Branch or Unwaged Members Branch they will be a member of their nearest General Membership (or Mixed Industries) Branch.

12.8 Branches of the union will do the following:

- a) Meet at least monthly in the first or second week of the month
- b) Make all decisions by majority vote.
- b) Send an agenda to all members no later than seven days in advance of said branch meeting.
- c) Hold an annual general meeting (within 14 months of the previous AGM) at which the election of branch officers will take place.
- d) Maintain a branch bank account.
- e) To elect at least three branch officers, including a treasurer, secretary and delegate to the Delegate Executive Council.
- f) To inform members of internal union affairs on a regular basis.

In addition, the branch should aim to elect a membership and recruitment officer, communications officer and access and equalities officer.

New Branches:

12.9 All groups of the union will endeavour to fulfil the following:

- a) To meet at least monthly and make all decisions by majority vote.
- b) To meet in the first or second week of any month in which annual conference is scheduled to take place, to send an agenda to all members no later than seven days in advance of said meeting, and to elect and mandate a delegate to the annual conference.
- c) To hold an annual general meeting in which the election of group officers will take place.
- d) To elect at least a group secretary.
- e) To inform members of internal union affairs on a regular basis.

- f) To regularly report to the branch they're attached to.
- g) To move towards chartering as a branch within a reasonable time frame, with support and oversight from their local branch and area organiser.

12.10 New branches will be chartered by the Delegate Executive Council so long as the prospective branch presents a 'Petition to Charter' including the following:

- a) The names of at least two prospective branch officers (including a treasurer and secretary).
- b) A declaration to abide by the rules of the union and Regional Administration.
- c) The signatures of at least ten members in good standing who wish to be members of the new branch.
- d) A commitment to apply for a branch bank account within three months.
- e) Administrative procedures in place as per the union policy, and confirmed by an area organiser, general organiser or secretary of an area council.

### **13 Quorum**

13.1 Not less than five members shall constitute a quorum for the transaction of branch business.

13.2 No paid official of any part of the Industrial Workers of the World shall be permitted to vote in branch meetings.

### **14 Local Co-Ordination**

14.1 Where four or more branches of the union exist in the same area or locality they will apply to the Delegate Executive Council to charter an Area Council so long as the prospective council presents

a 'Petition to Charter' including the following:

- a) The name of a prospective Area Council secretary.
- b) The signatures of at least four branch secretaries who wish to form the Council.
- c) Administrative procedures in place as per the union policy, and confirmed by an area organiser or general organiser.

14.2 The Area Council will co-ordinate the work of the union in an agreed given area and appoint organisers as may be deemed necessary, subject to the approval of the Delegate Executive Council.

The Area Council will not be represented at the Delegate Executive Council.

### **15 Industrial Co-ordination**

15.1 Where four or more branches of the union exist in the same industry they may apply to the Delegate Executive Council to charter an Industrial Council so long as the prospective council presents a 'Petition to Charter' including the following:

- a) The name of a prospective Industrial Council secretary.
- b) The signatures of at least four branch secretaries who wish to form the Council.
- c) Administrative procedures in place as per the union policy, and confirmed by an area organiser or general organiser.

15.2 The Industrial Council will co-ordinate the work of the union in an agreed given area and appoint organisers as may be deemed necessary, subject to the approval of the Delegate Executive Council. The Industrial Council will not be represented at the Delegate Executive Council.

## **16 International**

16.1 The Regional Administration WISERA is a co-ordinating body within the IWW international with affiliated ROCs as per Article III of the International Guides and Principles

16.2 Whilst affiliated ROCs are subordinate to the Regional Administration the Regional Administration will give voice to all affiliated ROCs through the RA/ROCLaRC (Regional Administration / Regional Organising Committee Liaison and Representation Committee)

16.3 The RA/ROCLaRC will determine matters that

a) are not specific to any one part of the Administration

b) have impact on all or several of affiliated ROCs

16.4 The RA/ROCLaRC will by majority vote have the power to call for an electronic referendum of all members within the Regional Administration to be conducted, by the Regional Secretary with the assistance of secretaries from the Regional Organising Committees, only on any matter that has been determined by the Regional Administration that is considered to be to the detriment of the affiliated Regional Organising Committees.

16.5 The result of any referendum so called, will have recommendation status and shall not be binding on the Regional Administration. The outcome of any such referendum must be given great consideration.

## **MEMBERSHIP**

### **17 Membership**

17.1 The union actively opposes bigotry and discrimination on and off the job. No applicant will be excluded from the union because of race, ethnicity, sex gender, nationality, creed, disability, or sexual orientation. No unemployed or retired worker, no working-class student, apprentice, carer, prisoner or unwaged volunteer on a project initiated by the union or any subordinate body of the union will be excluded from membership on the grounds that they are not currently receiving wages.

17.2 Membership can be denied to those workers whose employment is incompatible with the aims of this union.

17.3 All applicants will agree to abide by the constitution and regulations of the union, to diligently study its principles, and acquaint themselves with its aims, objectives and mission outlined in the Preamble.

### **18 Training and Education**

18.1 The union will endeavour to provide all members with training and education in the methods and ideas of the union.

18.2 The union will prioritise the development of members' capabilities to contribute to the organisational capacity of the union and/or the members' ability to participate fully in the union's democracy.

### **19 Dues**

19.1 It is the policy of the IWW that no financial barrier shall prevent any worker from joining.

19.2 Membership dues are payable on the first day of each calendar month to the union.

19.3 Membership dues shall be payable in Pounds Sterling or Euros at the following rates based on net monthly income.

#### Pounds Sterling

£230 or less		£1
£231 - £778		£2
£779 - £1343		£5
£1344 - £1910		£10
£1911 - £2477		£18
£2478 or greater		1%

#### Euros

€274 or less		€1
€275 - €925		€3
€926 - €1600		€6
€1601 - €2276		€12
€2277 - €2951		€22
€2952 or greater		1%

19.4 The DEC may set a zero rate in certain circumstances which shall be reviewed annually.

19.5 Members whose dues are three months in arrears (from the first of the month when dues were payable) shall cease to be members and will not be entitled to any rights or benefits in the union or from exercising any union office.

## 20 Information

20.1 The union will publish, at least annually, an internal bulletin to inform members of internal affairs. This must contain the minutes of the previous annual conference, and an agenda and details of all motions on notice and discussion topics for the next, as well as the deadlines for submissions for the next internal bulletin. The internal bulletin must reach members no less than two months before the next annual conference.

20.2 The chair or other officer of every Delegate Executive Council meeting will compile a written report of the meeting, which will be distributed to branches and members.

20.3 The minute taker of every Regional Administration meeting will distribute accurate minutes of that meeting to all branches no more than 21 days after that meeting. A copy of these minutes will be placed on the internal section of the Regional Administration website no more than 21 days after that meeting.

## **21 Complaints procedure**

21.1 Complaints shall be related to matters which impact the union. A complaint should be directly related to the union's affairs and the rights of its members. Among the offences for which remedial actions, discipline and penalties may be imposed against any member, or branch or other grouping are:

- a) wilfully failing to comply with the Preamble or IWW rule book and policies.
- b) engaging in corruption or other financial malpractice in respect of the funds or property of the union.
- c) acting in a manner that is against union interests or causes reputational harm.
- d) bringing false complaints with malicious intent against a member, officer, or grouping of the Union.
- e) bullying, abuse, harassment, discrimination, disruptive or uncomradely behaviour, or other misconduct.

All complaints will be dealt with under the agreed complaints policy.

## **MEETINGS AND DECISION MAKING**

### **22 Annual Conference**

22.1 The Regional Secretary will call an annual conference, which will determine the principles and policies of the union in the jurisdiction of the Regional Administration. The conference will have the power to change the union rules by a two-thirds majority.

22.2 The date of the annual conference will fall between eleven and thirteen months of the previous conference. The date and venue will be announced by the Delegate Executive Council no less than three months in advance.

22.3 Representation at the annual conference will be from branches via their delegates. The ratio of delegates to branch membership will be determined and may be varied from conference to conference by the Delegate Executive Council taking into consideration all matters financial and political at the time that the DEC deems relevant. The ratio for each Conference will be set at least three months in advance of Conference and will be recorded in the Manual of Policy and Procedure.

22.4 Where agreement cannot be found on a change to the delegate member ratio the ration will remain as it was set at the previous conference.

22.5 Delegates from branches more than 200 miles away from the venue can carry their own vote and up to two further votes, in accordance with the total number of votes the branch would be entitled to if it sent a full delegation.

22.6 An extraordinary conference may be called at the request of two branches or by the Delegate Executive Council.

22.7 Branches will elect and mandate their delegate not earlier than 21 days beforehand.

22.8 As delegates carry a mandate from their branch, votes at conference will be open and transparent, in practice by a 'show of hands'. Conference will record votes for and against, and abstentions on all business.

22.9 Conference is the supreme decision-making body of the union.

### **23 Referenda**

23.1 The Delegate Executive Council or Annual Conference may by majority vote refer an issue of controversy to a vote by membership referendum (paper or electronic). The same process may be initiated at the request of branches constituting at least 25% of the current membership at the time of application or 3 branches. The Regional Secretary will facilitate the referendum and ensure that the motion clearly states the rule(s) it intends to amend or in the case of creating new rules that they are appropriately numbered.

23.2 Ballot papers will be sent by post or electronically to individual members no later than 21 days before the closing date of the ballot.

23.3 On the closing date for the receipt of ballots the referendum ballot committee will count electronic and individual postal ballots and compile a report, which will be issued to all members.

23.4 All matters put to referendum will be determined by a vote equal to 2/3 of votes cast.

### **24 Organising Summit**

24.1 The Organising Dept will call an annual Organising Summit for the Regional Administration, which will educate members on organising skills and discuss organising strategy.

24.2 The date of the Organising Summit will fall between eleven and thirteen months since the previous summit. The date and venue will be announced by the Organising Dept no less than three months in advance.

24.3 The Organising Dept will ask members for items for the agenda three months beforehand and the final agenda will be circulated a month before the Organising Summit.

24.4 Any member of the union in good standing, or guest invited by the Organising Department will be allowed to attend.

24.5 Any Organising Summit will record and circulate minutes of discussion.

## **EXTERNAL RELATIONS**

### **25 Relations with Employers**

25.1 While the aim of the union is to abolish the employment relationship the regulation of relations will rest with the appropriate branches, save that:

a) No branch will be permitted to agree arrangements for the deduction of union dues from wages.

b) No branch will be permitted to agree to any strike-breaking or the undertaking of any work boycotted by another union.

### **26 Political Parties**

26.1 The Regional Administration will not seek to formalise links with any political party, organisation or anti-political group save that branches or groups of the union may co-ordinate activities with any organisation sympathetic to the broad aims of the union.

### **27 Speakers and Organisers**

27.1 No member of the union will present themselves as spokespersons of the union without first having been authorised by the Delegate Executive Council, the annual conference, or a subordinate part of the union.

27.2 No member authorised by rule 27.1 to speak for the union will advocate any political party.

## **28 Publications and Media**

28.1 The Delegate Executive Council will produce materials to inform workers outside the union of the union's activities.

28.2 The Delegate Executive Council will maintain a website and other online capabilities to inform workers outside the union of its activities and to facilitate the union's procedures.

28.3 The Delegate Executive Council will maintain a Manual of Policies and Procedures which will be an authoritative record of current policy, procedure and guidance, and which will be made available to all members on request.

## **AMENDMENTS**

### **29 Amendments to rules**

29.1 Amendments to this constitution can only be made by a two-thirds vote at the annual conference (see Rule 22.1) or referendum of all members.

## **ADDENDUM**

30.1 All ballots are held in secret.

30.2 The rules are written in accordance with the Trade Union Acts 1871 to 1990.