

NATIONAL UNION OF
MINEWORKERS
(Colliery Officials' and Staffs' Area)
Region No. 4

RULES

1975

All previous rules rescinded

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All previous rules rescinded

NAME

1. (a) The Union shall be called "National Union of Mineworkers (Colliery Officials' and Staffs' Area) - Region No. 4" (in these Rules referred to as "the Regional Organisation") and its principal office shall be at 58 Station Road, Sutton-in-Ashfield, Notts. NG17 5GA, or such other place as its members may decide.

(b) The Regional Organisation shall be part of the National Union of Mineworkers (Colliery Officials' and Staffs' Area) (hereinafter referred to as "the Union").

CONSTITUTION

2. The Regional Organisation shall be comprised of officials and staffs (including persons engaged in a supervisory capacity or on clerical or administrative duties) employed in or in connection with the coalmining industry and ancillary undertakings of the National Coal Board situated in the North Derbyshire, North Nottinghamshire, South Nottinghamshire and South Midlands Areas.

OBJECTS

3. The objects of the Regional Organisation shall be:-

(a) To support the objects of the National Union of Mineworkers and of the Union insofar as members of the Regional Organisation are affected thereby.

(b) To raise funds by contributions, fines, donations and levies for mutual help and industrial and trade union purposes (within the objects of the Union).

(c) To improve and elevate the technical and general knowledge of the members in connection with their employment, and with a view thereto to provide for the delivery of lectures and the holding of classes, and to institute and establish scholarships, grants, rewards and other benefactions.

(d) To engage in any educational work by furnishing support (financial or otherwise) as determined by the Regional Committee.

(e) To acquire in the names of the Trustees of the Regional Organisation property both real and personal, to any extent and in any lawful manner, whether by way of purchase, taking upon lease, gift, bequest, devise, prescription or otherwise, and to dispose of the same at any time at the discretion of the Regional Committee.

MEMBERSHIP

4. (a) Any person who, on becoming employed in or in connection with the coalmining industry and ancillary undertakings of the National Coal Board in the North Derbyshire, North Nottinghamshire, South Nottinghamshire and South Midlands Areas, and is eligible for membership under the Constitution who is admitted to membership of the Union shall automatically and at the same time become a member of the Regional Organisation without payment of any entrance fee.

(b) No person shall be admitted to, or remain in membership of, the Regional Organisation who is not a member of the Union.

INTERPRETATION

5. (a) The term "financial member" when used in these Rules shall mean:-

- (i) a member who has duly paid all the contributions, levies and fines payable by him, or
- (ii) a member who has not paid the contributions, levies and fines as they have become due, but whose arrears are less than a sum equivalent to two calendar months' contributions.

(b) The term "full member" when used in these Rules shall mean a member of 18 years of age and over, and the term "half member" when used in these Rules shall mean a member under the age of 18 years.

(c) Words denoting the masculine gender shall be deemed to include the feminine.

(d) Words in the singular shall include the plural and words in the plural shall include the singular.

CONTRIBUTIONS

6. (a) Each member shall pay to the Regional Organisation the contributions and levies in accordance with the Rules of the Union.

(b) Any member not in receipt of full or half wages or the equivalent during sickness shall, instead of paying the contribution according to rule, pay 6p per week in respect of such terms of sickness and (notwithstanding anything stated in these Rules to the contrary) provided that such payments are made within one month of the member resuming work following the illness he shall, in the meantime, be deemed to be a financial member and shall retain the full rights of a financial member.

(c) The Delegate Council shall have power to call special levies and impose them on the Regional Organisation when necessary.

ARREARS OF CONTRIBUTIONS

7. (a) If any member allows his contributions, levies or fines to fall into arrears and if such arrears amount to a sum equivalent to two calendar months' contributions, the member shall thereupon cease to be entitled to any benefits or services until the whole of the arrears are paid, and for a period of one calendar month after payment of such arrears.

(b) If a member allows the arrears to remain unpaid for a period of three calendar months from the date that his contributions first fell into arrears, he shall thereupon cease to be a member of the Regional Organisation.

(c) A member whose membership has ceased under the provisions of this rule shall be readmitted to membership only in accordance with the provisions of the Rules of the Union.

(d) No benefit shall be payable to any member out of the funds of the Regional Organisation for a period of three calendar months immediately following the date upon which he is readmitted to membership.

RIGHT OF APPEAL

8. (a) Any member who claims he is being dealt with contrary to the Rules of the Regional Organisation shall have power to appeal to the Regional Committee and they, after hearing both sides of the question, shall give their decision. If the member is not satisfied with such decision, he shall have the right of appeal to the Delegate Council. All appeals to the Delegate Council in accordance with this rule shall be made in writing to the Regional Officer within a period of six calendar months from the date of the decision by the Regional Committee, and no appeal to the Delegate Council shall be considered by the Delegate Council unless the appeal has been made within that period of time.

(b) If a member be not satisfied with the decision of the Delegate Council, he shall have the right of appeal to the Union, in accordance with the procedure laid down in the Rules of the Union.

DEFALCATIONS

9. If a member takes away, appropriates, withholds, misapplies, or otherwise deals with any funds of the Regional Organisation, the Union or the National Union of Mineworkers, or any property of the Regional Organisation, the Union or the National Union of Mineworkers in circumstances which constitute a felony, misdemeanour or statutory offence, he shall be prosecuted according to law, and on conviction shall not thereafter be eligible for any office unless on appeal to the General Council of the Union it be decided by them that he shall be eligible (and on this question, the decision of the General Council shall be final and binding on all parties).

MISCONDUCT

10. (a) If any member or officer wilfully commits a breach of these Rules, the Regional Committee shall have power to expel him or to suspend him from membership of the Regional Organisation for a special period, during which period he shall be liable to pay full contributions to the Regional Organisation, but shall be disqualified from holding any office within the Regional Organisation, from attending any Committees and meetings of the Regional Organisation and from receiving benefits therefrom.

(b) Should a member be not satisfied with such decision, he shall have a right of appeal as laid down in Rule 8 of these Rules.

GOVERNMENT

11. Subject to the authority of the General Council of the Union, the general management of and incidental to the affairs of the Regional Organisation shall be vested in the Delegate Council as provided for in Rule 12 of these Rules. In the periods between meetings of the Delegate Council, the Regional Committee appointed in accordance with the instructions of the General Council of the Union shall administer the business and affairs of the Regional Organisation.

DELEGATE COUNCIL

12. (a) Delegate Councils shall be held every half-year.

(b) Branches shall send representatives in the proportion of one Delegate for every fifty members, or part thereof.

(c) Each Branch shall be entitled to submit one Motion only.

(d) Motions shall be in the hands of the Regional Officer not later than four calendar months before the date of the Delegate Council. Copies of such Motions as are accepted by the Regional Committee shall be in the hands of Branch Secretaries not later than three calendar months before the date of the Delegate Council. Amendments to Motions shall be in the hands of the Regional Officer not later than two calendar months before the date of the Delegate Council. Copies of the Agenda shall be in the hands of Branch Secretaries not later than one month before the date of the Delegate Council.

(e) The Regional Committee shall have power to exclude from the business to be considered by a Delegate Council any Motion that has been previously voted upon in the immediately preceding Delegate Council.

(f) The Regional Committee shall also have power to exclude from the business to be considered by a Delegate Council any Motion which appears to the Regional Committee to be contrary to the objects and rules of the National Union of Mineworkers, the Union or the Regional Organisation.

(g) Where any Motion is excluded from the Agenda of a Delegate Council as provided in (e) and (f) above, such decision shall be recorded in the Agenda for the Delegate Council and shall be subject to review by the Delegate Council.

(h) The Income and Expenditure Account, Balance Sheet and Auditor's Report shall be presented for adoption to a Delegate Council held during the succeeding year.

(i) The Council shall transact the business of the Regional Organisation and shall discuss matters appertaining to the administration of the funds. Except in the case of a Special Meeting of the Delegate Council, it shall consider Motions submitted by the Regional Committee and the Branches.

(j) The business to be discussed at a Special Meeting of the Delegate Council shall be restricted to the emergency situation necessitating such a meeting, and any question raised by the Regional Committee. A Special Meeting of the Delegate Council may be convened at any time by the Regional Committee.

(k) Each Delegate and Regional Committee member shall be paid a fee as determined from time to time by the Regional Committee for attending a Delegate Council, plus his actual travelling expenses.

(l) Members of the Regional Committee shall be entitled to attend meetings of the Delegate Council and shall be permitted to participate in the discussion but as such shall have no voting powers at such meetings, except that the President may give a casting vote in the case of an equality of votes.

(m) The date and venue of a Delegate Council shall be fixed by the Regional Committee.

REGIONAL COMMITTEE

13. (a) The Regional Committee shall consist of the Regional Officer, the members of the General Council of the Union (elected in accordance with the Rules of the Union) to which the Regional Organisation is entitled, together with the number of members required to bring the Regional Committee to a total of not more than eight (excluding the Regional Officer). Where a person is appointed a General Council member of the Union, he shall be deemed to be the Regional Committee member for the Voting Panel in which his Branch is included, and the remaining Voting Panels shall be filled by an individual ballot of the membership in the respective Voting Panels concerned. The Voting Panels shall be constituted as laid down from time to time by the Delegate Council.

(b) Each member of the Regional Committee (other than the Regional Officer) shall remain in office for two years and each year in May half shall retire, but shall be eligible for re-election.

(c) In the event of a member of the Regional Committee (other than the Regional Officer) resigning or being removed by death or otherwise before his period of office has expired, such office shall be filled by co-opting to the Regional Committee the candidate who polled the second highest vote in the Voting Panel concerned in the previous election. If the outgoing member of the Regional Committee was returned unopposed for his last term of office, then a member shall be elected (by an individual ballot of the membership in the Voting Panel concerned) to hold office for the unexpired period of the outgoing member's term of office.

(d) Any person, being a financial member of the Regional Organisation, is entitled to be nominated for any position within the Regional Organisation or the Union.

(e) The vacancies relative to both Regional Committee seats and General Council seats shall be notified to Branches, and a nomination form sent to them at the same time. Branches shall be given at least one month in which to make a nomination and return the Nomination Form to the Regional Officer.

(f) Upon receipt of Nomination Forms from Branches, the Regional Officer shall cause to be sent to Branches a Voting Paper (in the case of an election for a General Council seat) or individual voting papers (in the case of an election for a Regional Committee seat).

(g) Canvassing and/or election addresses are not allowed.

(h) Where a Branch Secretary is a candidate in any election, the Branch Voting Paper or individual voting papers (as the case may be) shall not be sent to him, but to another official of the Branch properly appointed by the Branch for the express purpose of conducting the Ballot.

(i) Ballot counts shall be taken as directed by the Regional Committee, who shall also appoint a Returning Officer and Scrutineer for each Ballot count.

(j) Immediately the Ballot count is completed, the result of the Ballot shall be communicated to candidates and Branches forthwith.

OFFICIALS

14. The Officials of the Regional Organisation shall be the President, who shall be appointed annually by and from the members of the Regional Committee, and a Regional Officer appointed in accordance with the Rules of the Union.

PRESIDENT

15. (a) In addition to performing whatever other duties may from time to time be entrusted to him as an Official of the Regional Organisation by the Delegate Council or the Regional Committee, the President shall preside at all meetings of the Delegate Council and the Regional Committee, and shall see that the business of the Regional Organisation is conducted in a proper manner and according to the Rules, and that in the conduct of the affairs of the Regional Organisation the Rules are duly and properly carried out.

(b) The President, as Chairman of a meeting, shall have no vote, but in the case of an equality of votes, either at a meeting or in the case of a postal vote, he shall have a casting vote.

(c) A retiring President shall be eligible for re-election.

(d) The President may be removed from office and a successor appointed for the remainder of the term by the Regional Committee.

REGIONAL OFFICER

16. (a) The Regional Officer, who shall be appointed in accordance with the Rules of the Union, shall also act as Treasurer.

(b) He shall conduct the correspondence for and on behalf of the Regional Organisation and shall attend all meetings of the Delegate Council and the Regional Committee and keep records of their proceedings.

(c) He shall receive all moneys payable to the Regional Organisation and shall not retain under his control any sum or sums of money not immediately required for the purpose of the Regional Organisation and shall see that all moneys not so required shall be paid into the National Westminster Bank, Ltd., or invested in the names of the Trustees in accordance with Rule 17 (d) hereof.

(d) He shall at all times carry out the directions of the General Council of the Union insofar as the administration of the Regional Organisation as part of the Union is concerned, and the directions of the Delegate Council or the Regional Committee insofar as the business of the Regional Organisation is concerned.

(e) He may participate in any discussion relative to the business and affairs of the Regional Organisation or the Union but shall not be permitted to vote at any meeting held in accordance with the Rules of the Regional Organisation.

(f) In urgent cases he shall have power to act, and report the same to the Regional Committee as early as possible.

(g) The Regional Officer may only be removed from office in accordance with the Rules of the Union.

TRUSTEES

17. (a) There shall be two Trustees, who shall hold office during the pleasure of the members.

(b) Any casual vacancy among the Trustees shall be filled by the Regional Committee, or in such manner as the Regional Committee may determine.

(c) A Trustee may be removed from office by a Special Meeting of the Delegate Council, upon the recommendation of the Regional Committee.

(d) All the real and personal property of the Regional Organisation shall be vested in the names of the Trustees. So much of the funds of the Regional Organisation as may not be wanted for immediate use shall be invested in such of the following ways as the Regional Committee shall direct:-

- (i) Upon deposit with the National Westminster Bank, Ltd., or any joint stock Bank approved by the Regional Committee.
- (ii) Any investments from time to time sanctioned by law for the investment of trust funds.
- (iii) Any public stocks or funds or Government Securities of Great Britain or any British Dominion.
- (iv) Stocks, shares or securities the capital whereof or a minimum rate of interest or dividend thereon is guaranteed by the British Government or the Government of any British Dominion.
- (v) Stocks, bonds, mortgages or securities (by whatsoever name they may be called) of any public, municipal or local body or authority situated in Great Britain.
- (vi) Stocks, bonds, debentures, debenture stock or mortgage or securities (by whatsoever name they may be called) of the National Westminster Bank, Ltd. or of any Building Society in Great Britain, or of any railway, shipping, canal, dock, harbour, gas, water, electric light or power or wireless company or other public utility company or any banking or insurance company incorporated by Royal Charter or by Special Act of Parliament at Westminster or incorporated under any general Act of such Parliament.
- (vii) In the purchase of freehold or leasehold property or the erection of buildings.
- (viii) On loan to, or in the stocks, shares, debentures or securities (by whatsoever name they may be called) of any limited company or otherwise incorporated body formed to carry on any newspaper, publishing or printing business, the activities of which (in the opinion of the Regional Committee) are calculated to assist and advance the objects of the Union or the Regional Organisation or the interests of workmen in general.
- (ix) On loan to any other Trade Union

AUDIT

18. (a) The Regional Committee shall in each year of account appoint a qualified auditor to audit the accounts of the Regional Organisation and its Balance Sheet for that year. For the purposes of this rule, "qualified auditor" means a person who is a qualified auditor under Section 6 of the Trade Union and Labour Relations Act, 1974.

(b) A qualified auditor appointed to audit the accounts and Balance Sheet of the Regional Organisation for the preceding year of account shall be re-appointed as auditor of the Regional Organisation for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:-

- (i) a resolution has been passed at a Delegate Council appointing somebody instead of him, or providing expressly that he shall not be re-appointed, or
- (ii) He had given to the Regional Organisation notice in writing of his unwillingness to be re-appointed, or
- (iii) He is ineligible for appointment as auditor of the Regional Organisation for the current year of account, or
- (iv) He has ceased to act as auditor of the Regional Organisation by reason of incapacity.

(c) Where notice is given of an intended resolution to appoint some person in place of a retiring auditor and the resolution cannot be proceeded with at the meeting because of the death or incapacity of that person, or because he is ineligible for appointment as auditor for the current year of account, the retiring auditor shall not automatically be re-appointed by virtue of this rule.

(d) For the purpose of this rule, a person is ineligible for appointment as auditor of the Regional Organisation for the current year of account if, but only if:-

- (i) He would be precluded from section (e) of this Rule from acting as auditor for that year, or
- (ii) He is not a qualified auditor at the time when the question of his appointment falls to be considered.

(e) None of the following persons shall act as auditor of the Regional Organisation:-

- (i) An officer or employee of the Regional Organisation.
- (ii) A person who is a partner of, or in the employment of, or who employs, such an officer or employee.
- (iii) a body corporate.

(f) The auditor shall, in accordance with Sections 18 to 22 of the Trade Unions and Labour Relations Act, 1974 make a report to the Regional Organisation on the accounts examined by him and on the Income and Expenditure Account and Balance Sheet of the Regional Organisation for the year of account in respect of which he is appointed.

ANNUAL RETURN

19. (a) Every year before the 1st June, the Regional Officer shall send to the Registrar of Friendly Societies an annual return relating to the affairs of the Regional Organisation, and shall relate to the preceding calendar year.

(b) The annual return shall be in such form and be signed by such persons as the Registrar of Friendly Societies may require. For the express purpose of signing the annual return, the Regional Officer shall be deemed to be the Secretary of the Regional Organisation.

BRANCHES

20. (a) The Branches of the Regional Organisation shall be those Branches of the Union in the North Derbyshire, North Nottinghamshire, South Nottinghamshire and South Midlands Areas of the National Coal Board.

(b) Vacancies relative to the positions of Branch Chairman, Branch Vice-Chairman, Branch Secretary, Branch Treasurer and Branch Committee shall be notified by the Branch Secretary to a Branch meeting one month before the official concerned is due to retire.

(c) At the next following meeting of the Branch nominations for the offices concerned shall be divulged to the Branch.

(d) Each Branch shall determine the procedure for the voting of any of the positions mentioned in section (b) of this rule, which may be either by show of hands at a Branch meeting or by an individual ballot of the members of the Branch.

(e) No member shall be eligible for election unless he is a financial member.

(f) Each Branch shall meet at least once every month, when the business of the Regional Organisation, the Union and the Branch shall be laid before the members present for their approval or otherwise. Each Branch shall fix the date, time and venue for its own meetings.

BRANCH OFFICIALS AND COMMITTEE

21. (a) Each Branch shall elect a Chairman, Vice-Chairman, Secretary and a Committee of not less than six members. Branches may, if they so desire, appoint a Treasurer in addition to the aforementioned Branch officials. Five members of the Committee shall form a quorum.

(b) One half of the Committee shall retire annually and the duly elected incoming members of the Committee shall take their places, and upon the expiration of twelve calendar months thereafter, the other half of the Committee shall retire and the duly elected incoming members of the Committee shall take their places. The elections shall thus relate to each half of the Committee alternately and shall be held annually.

BRANCH CHAIRMAN AND VICE-CHAIRMAN

22. (a) The Chairman and Vice-Chairman of each Branch shall each hold office for two years. If a casual vacancy occurs, this shall be filled in such manner as the Branch may decide.

(b) The Chairman of each Branch must zealously watch the interests of the Branch, superintend all business relative thereto, preside at meetings and see that all cases are dealt with according to the Rules of the Regional Organisation.

(c) He shall have power to call special meetings of the Branch, with the approval of the Branch Secretary.

(d) The Vice-Chairman shall, in the absence of the Chairman, preside at all meetings of the Branch and assume responsibility as the Chairman must accept in accordance with these Rules.

BRANCH SECRETARY

23. (a) The Secretary of each Branch shall hold office for two years. If a casual vacancy occurs, this shall be filled in such manner as the Branch may decide.

(b) He shall attend all meetings of his Branch. He shall keep the accounts of the Branch in such form, manner and place as the Regional Committee shall appoint, and shall conduct such correspondence as belongs to his office.

(c) He shall send to the Regional Officer all application for membership forms immediately after admission of the member concerned.

(d) He shall prepare and submit to the Branch auditors an Income and Expenditure Account and Balance Sheet for the previous year ended on 31st December on the forms provided for that purpose by the Regional Officer. When the accounts have been duly verified and signed by the Branch auditors they shall be submitted to the Branch meeting for approval. The Branch Secretary shall then immediately forward the audited accounts to the Regional Officer.

(e) He shall render a Monthly Financial Statement on the approved form to reach the Regional Officer not later than the Tenth day of each month in respect of the preceding month. The Monthly Financial Statement shall also be submitted to the Branch Committee meeting and the Branch meeting.

(f) Any Branch Secretary, on resigning office, shall give his Branch one month's notice in writing, and on termination, shall deliver to the Branch all books, papers and other property of the Regional Organisation.

BRANCH TREASURER

24. (a) The Branch Treasurer (where appointed) shall hold office for two years. If a casual vacancy occurs, this shall be filled in such manner as the Branch may decide.

(b) He shall carry out such duties as are from time to time assigned to him by the Committee of the Branch.

BRANCH AUDITORS

25. (a) Each Branch shall elect from amongst its members two auditors, each of whom shall serve for twelve months. No official of the Branch shall be eligible to audit the books of the Branch.

(b) The duties of auditors shall be to audit the Income and Expenditure Account and Balance Sheet of the Branch as presented to them by the Branch Secretary. They shall, in the course of the audit, examine all books kept by the Branch or its officials. They shall report whether such books have or have not been correctly and properly kept. They shall demand receipts for every item of expenditure and money deposited.

(c) All audits must commence within seven days after the close of the financial year.

ACCREDITED REPRESENTATIVES

26. (a) Each Branch shall appoint Accredited Representatives as required to serve the members at each Unit/Office.

(b) The election of an Accredited Representative shall be confined solely to the members employed at the Unit/Office concerned, and shall be carried out in the manner agreed among themselves.

BRANCH SALARIES, FEES AND HONORARIA

27. (a) Each Branch Secretary and each Branch Treasurer (where appointed) shall be paid a salary for his services as determined from time to time by the Regional Committee.

(b) For attendance at Committee meetings all members shall be paid a fee as determined from time to time by the Regional Committee.

(c) Each auditor shall be paid for his services a fee as laid down from time to time by the Regional Committee.

(d) Accredited Representatives shall, subject to their Branch reports of satisfactory service having been rendered, receive an honorarium (based on the maximum number of members represented at any one time during the year) as determined from time to time by the Regional Committee. Such honorarium shall be paid by Branches at the December meeting in each year.

INVESTMENT INCOME

28. All the investment income of the Regional Organisation shall be paid directly to the Midland Counties Colliery Officials' and Staffs' Friendly Society.

INDUSTRIAL ACTION

29. (a) Notwithstanding anything to the contrary contained in the preceding rules, all property (whether real or personal), investments, securities and cash belonging to or held in trust for the Regional Organisation or any of its Branches shall be precluded from being used for financing strikes, lockouts or any other industrial action as defined in Section 29 of the Trade Union and Labour Relations Act, 1974.

(b) Notwithstanding anything stated in these Rules to the contrary, this rule shall be incapable of being revoked, altered or revised as laid down in Section 20 (2) of the Trade Union and Labour Relations Act, 1974.

AMENDMENTS

RELATIONSHIP OF THESE RULES TO THE RULES OF THE UNION

30. In any matter in which there is a conflict between these Rules and the Rules of the Union, the Rules of the Union shall apply. In cases of doubt the matter shall be decided by the General Council of the Union and be subject to the right of appeal at the next succeeding Delegate Meeting of the Union following the decision of the General Council.

ALTERATION OF RULES

31. No new rule shall be made, nor shall any of the rules herein contained or hereafter to be made, be amended, altered or rescinded otherwise than with the consent of the Delegate Council.

INSPECTION OF BOOKS

32. Any member or any person having an interest in the funds of the Regional Organisation or any Branch of it may inspect the books at all reasonable times at the principal office, or at any place where the books of any Branch are kept.

DISSOLUTION

33. (a) Subject to the authority of the General Council of the Union, the Regional Organisation may be dissolved with the consent of a majority of its members ascertained by ballot vote which should be under the supervision and control of the Regional Committee.

(b) Any surplus funds shall be disposed of as the majority of its members may decide.