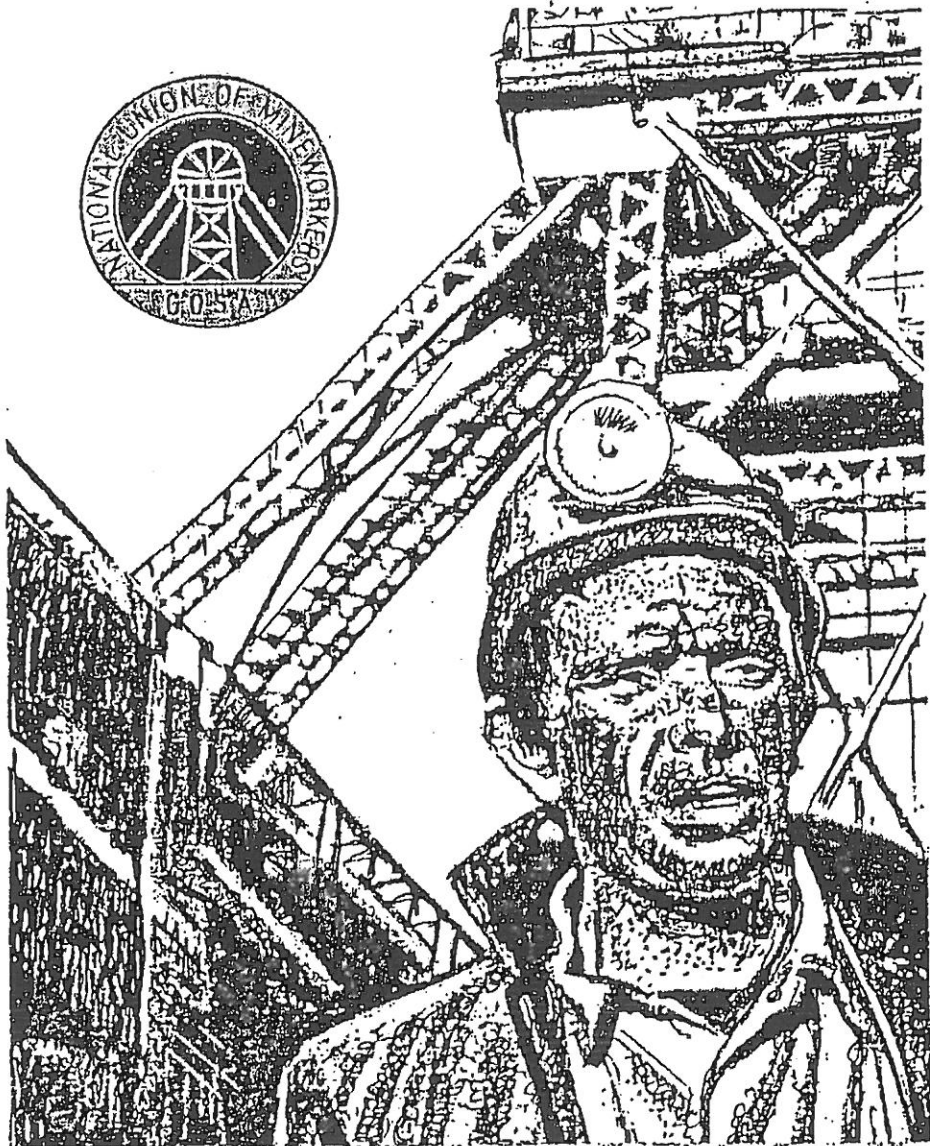


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# COSA RULES



**NATIONAL UNION OF MINeworkERS**  
**(COLLIERY OFFICIALS AND STAFFS AREA)**

COSA Region No 1  
Trafalgar House  
Carlisle Square  
Newcastle-upon-Tyne  
NE1 6UQ

COSA Region No 2  
11 Chequer Road  
Hyde Park  
Doncaster  
Yorks

COSA Region No 3  
Les Story House  
88 Bradford Street  
Bolton  
Lancs

COSA Region No 4  
58 Station Road  
Sutton-in-Ashfield  
Notts  
NG17 5GA

COSA Region No 5  
Unity Buildings  
Albert Road  
Pontypridd  
South Wales

COSA Region No 8  
7 Eastercraig Gardens  
Saline  
Fife  
Scotland

**RULES**

Register No 202T  
1994

**NAME**

1. The Union shall be called the "National Union of Mineworkers" (COLLIERY OFFICIALS AND STAFFS AREA) and in these Rules referred to as "the Union" and its offices shall be at COSA Region No 1, Trafalgar House, Carliol Square, Newcastle-upon-Tyne, COSA Region No 2, 11 Chequer Road, Hyde Park, Doncaster, Yorks, COSA Region No 3, Les Story House, 88 Bradford Street, Bolton, Lancs, COSA Region No 4, 58 Station Road, Sutton-in-Ashfield, Notts, COSA Region No 5, Unity Buildings, Albert Road, Pontypridd, South Wales, COSA Region No 8, 7 Eastercraig Gardens, Saline, Fife, Scotland.

The Union shall be a constituent part of the National Union of Mineworkers (in these Rules referred to as "the National Union").

**CONSTITUTION**

2. The Union shall be composed 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 in Great Britain.

**OBJECTS**

3. The objects of the Union and the purposes to which the funds may be applied shall be:-

- (a) To support and put into effect the objects of the National Union insofar as the members of the Union are affected thereby;
- (b) To raise funds by contributions, fines, donations and levies for mutual help and industrial and trade union purposes and for the provision of benefits hereinafter referred to.

**MEMBERSHIP**

4. (a) For the purposes of Union administration, the members shall be divided into Regions as specified in the Schedule hereto. The Council may, with the consent of the National Executive Committee of the National Union, amend the Schedule from time to time.
- (b) Where in consequence of changes in conditions of employment or otherwise the National Union ceases to be solely or principally responsible for collective bargaining in respect of any member or members, or where a trade union other than the National Union is recognised by the National Union as the trade union entitled to represent such member or members, the Union shall, if so directed by the National Executive Committee, and after giving such member or members an opportunity of being heard, terminate the membership of such member or members.

**NEW ENTRANTS**

5. (a) Members of a Trade Union (affiliated to the TUC) who become employed in any of the grades which render them eligible for membership of the Union shall be admitted to membership upon production of a Clearance Card or Transfer Certificate without being called upon to pay an entrance fee. The Clearance Card or Transfer Certificate must be handed to the Secretary of the appropriate Branch within twenty-eight days immediately following the date upon which the person concerned commences work in the appropriate grade. This provision shall apply to a member transferring his/her membership from another constituent association within the National Union.
- (b) Persons under 18 years of age who apply for membership on their taking up employment for the first time shall be admitted to membership through one of the Branches without being called upon to pay an entrance fee.
- (c) Members covered by paragraphs (a) and (b) shall be entitled to benefits from the funds of the Union immediately following the date upon which they are admitted to membership.

**CONTRIBUTIONS AND LEVIES**

6. (a) Each member shall pay a contribution to the funds of the appropriate Regional Organisation of which he/she is a member, which shall be applied for Industrial and Trade Union purposes and for the payment of such benefits as are agreed by the Regions concerned.
- (b) Each Region shall be responsible to the Union for such fees and levies as are required under the Rules of the National Union and, in addition, shall pay a contribution to the Area Funds of a sum equal to £0.0008 for each £1 of the minimum of the CO4 salary per calendar month per full member and £0.0004 for each £1 of the minimum of the CO4 salary per calendar month per half member.
- (c) The Council shall have power to call special levies and impose them on the members of the Union when necessary.

**ARREARS OF CONTRIBUTIONS**

7. If any member allows his/her contributions, levies and fines to fall into arrears, and if such arrears amount to a sum equivalent to eight weeks contributions, the member shall therefore cease to be entitled to any benefits or services until the whole of the arrears are paid and for a period of four weeks after payment of such arrears.

If a member allows the arrears to remain unpaid for a period of three calendar months from the date when his/her contributions first fell into arrears he/she shall thereupon cease to be a member of the Union.

A member whose membership has ceased under the provisions of this Rule shall be re-admitted to membership on payment of a fee not to exceed the arrears of contributions.

No benefit shall be payable to any member out of the funds of the Union for a period of thirteen weeks immediately following the date upon which the member rejoins the Union and pays all contributions, finds and levies in accordance with the Rules.

**DEFINITION OF "FINANCIAL MEMBER"  
"FULL MEMBER" AND "HALF MEMBER"**

8. The term "financial member" when used in these Rules shall mean:-

- (a) A member who has duly paid all the contributions, levies and fines payable by him/her; or
- (b) 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.

The term "full member" when used in these Rules shall mean a male member of 18 years of age and over or a female member of 18 years of age and over conditioned to the principle of equal pay or the equivalent, and the term "half member" when used in these Rules shall mean:-

- (a) A member under the age of 18 years; or
- (b) A female member not conditioned to the principle of equal pay or the equivalent.

**GOVERNMENT**

9. The general management of and incidental to the affairs of the Union shall be vested in the Meeting of Delegates (in these Rules referred to as the "Delegate Meeting") as provided for in Rule 10. In the periods between Delegate Meetings, the General Council (in these Rules referred to as the "Council"), as provided for in Rule 15, shall administer the business and affairs of the union, including the expenditure and administration of the funds of the union, and shall perform all duties laid down for it by resolution of the Delegate Meeting.

**MEETINGS OF DELEGATES**

10. The Delegate Council Meeting in which the authority and Government of the Union shall be vested, shall function at meetings preceeding the Conference of the National Union of Mineworkers.

For the Purpose of transacting the business of the Union. The Delegate Meeting(s) may be for a period of two days and shall be held within a period of 1st April and 31st July. The dates and venue of the Meeting(s) shall be fixed by the

**General Council.**

A Special Delegate Meeting may be convened at anytime by the General Council, but only in the event of the previous consent of the National Executive Committee or the National Officials of the National Union having been obtained shall the expenses properly incurred in connection therewith be a charge against the funds of the National Union.

11. The Delegate Meeting shall transact the business of the Union and shall discuss matters affecting the welfare of the membership; except in the case of a Special Meeting, it shall consider resolutions submitted by the Council and the Branches; it shall receive a report of the Council's proceedings, and receive the Auditor's report on the financial position of the Union for the previous year ended 31st December.

A Branch shall be permitted to submit three resolution for the Agenda of the Annual Meeting. The business to be discussed at a Special Delegate Meeting shall be restricted to the emergency situation necessitating such a meeting, and any question raised by the Council.

The Council shall have power to exclude from the business to be discussed at the Annual Meeting any proposition that has been previously voted upon in either of the two immediately preceding Annual Meetings and also any proposition that appears to them to be contrary to the objects and Rules of either the National Union or the Union; where such a proposition is so excluded by the Council, its decision shall be recorded in the Agenda for the Annual Meeting and shall be subject to review by the Annual Meeting.

12. Members of the Council of the Union shall be entitled to attend the Delegate Meeting and shall be permitted to participate in the discussion but as such shall have no voting powers at such meetings. The member of the Union who acts as its representative as a member of the National Executive Committee of the National Union shall be entitled to attend Delegate Meetings and participate in the discussion but as such shall have no voting powers at such meetings.

**APPOINTMENT OF DELEGATES**

13. Each Branch (consisting of more than 29 members) shall from time to time appoint one of its members to attend the Delegate Meeting. No Branch shall be represented by more than one delegate.

The Council shall arrange for the grouping of Branches where the membership of such Branches is under 29.

For the purposes of the rules dealing with this particular question, half members shall be considered equal to full members.

**METHODS OF VOTING**

14. When a Branch Vote is taken at a Delegate Meeting or when, on the instructions of the Council, Branches are requested to

record a vote by post, each Branch shall have one vote for each financial member on the books of the Branch.

#### GENERAL COUNCIL

15. The Council, shall consist of the President, Vice President, N.E.C Member, the Regional Officers of the Union and members appointed by the Regions on the basis of one member for each 500 members or fractional part thereof. Each meeting shall be held for a period of one day only.

16. For the purpose of electing the Regional members on the Council, each Branch may nominate one candidate (who must be a full financial member of the Union in accordance with these Rules). The names of the candidates so nominated shall be submitted to the vote of the members within each Region when they may vote for the appropriate number of candidates required from that particular region on the Council, except in the circumstances referred to in the following paragraph. The person receiving the highest number of votes ( where more than one person is required, the appropriate number of persons receiving the highest number of votes) shall be the member(s) of the Council and subject to procedure laid down in Rule 20 they shall hold office for a period of three years, except that the representation from any Region shall be adjusted annually relative to the Region's audited membership as at the previous 31st December.

In the case of a Region, where members are employed in two distinct geographical coalfields, the Council may take such steps as it deems necessary to ensure that fair and proper representation is afforded between these two coalfields, having regard to the distribution of the membership within the Region.

Retiring members shall be eligible for re-election.

The member of the Union who acts as its representative of the National Executive Committee of the National Union shall be entitled to attend meetings of the Council and participate in the discussion, but as such shall have no voting power.

17. If, by reason of death, resignation or removal of any member of the Council, there shall be at any time a vacancy in the membership of the Council, then this vacancy shall be filled by ballot of the membership in the Region concerned. The successful candidate shall hold office for the balance of the period which the predecessor was to serve. The ballot procedure shall have regard for the requirements of Rule 16 insofar as fair and proper representation in some regions is to be maintained between the coalfields.

18. Subject to the authority vested in the National Executive Committee of the National Union and in the Delegate Meeting, the general business of the Union shall be supervised and dealt with by the Council. The Council of the Union shall also be responsible to the National Executive Committee of the National Union for the detailed administration and organisation of the union, including



- (a) the establishment and maintenance of a satisfactory regional organisation and the Branches within each Region;
- (b) all negotiations in connection with the conditions of employment of the members and other matters affecting the welfare of the members arising out of their employment, other than those negotiations for which the National Executive Committee of the National Union is directly responsible; and
- (c) the submission of reports to the National Executive Committee of work done and proceedings taken.

Subject to the over-riding authority of the National Executive Committee of the National Union, the Council may delegate to the Branches such powers as may be properly exercised by the Council itself.

19. The Council may delegate any of its power to Sub-Committees consisting of such members of the Council as they may think fit and may authorise the establishment of Regional Committees; both Sub-Committees and Regional Committees where appointed shall, in the exercise of the power delegated to them, conform to any Regulations that may be imposed on them by the Council.

20. In the year 1990, all the General Council Members, with the exception of Regional Officers and the N.E.C Member shall seek re-election to the Council.

Thereafter, subject to requirements of Rule 16, they shall seek election every three years.

#### OFFICIALS

21. There shall be three Officials, the President, Vice-President and N.E.C Member. The N.E.C Member shall hold Office for 3 years from the date which he/she was declared elected. He/she shall be eligible to be re-elected.

#### PRESIDENT

22. The President shall be elected triennially.  
The President shall preside at all meetings held in connection with the business of the union and see that the business of the union is conducted in a proper manner and according to the Rules, and that in the conduct of the affairs of the Union the Rules are duly adhered to. He/she shall at all times have regard to the Rules of the National Union and satisfy himself/herself, so far as possible, that no action taken by the Union conflicts with the Rules of the National Union.  
The President, as Chairman of a meeting, shall have no vote but in the case of equality of votes either at a meeting or in the case of a postal vote he/she shall have a casting vote.



A retiring President shall be eligible for re-election.  
A casual vacancy in the office of President shall be filled by the Council or in such manner as the Council may determine.

#### VICE-PRESIDENT

23. The Vice-President shall be elected triennially.  
In the absence of the President, the Vice-President shall preside at meetings held in connection with the business of the union and shall assume such responsibilities as the President must accept in accordance with the Rules of the Union.  
A retiring Vice-President shall be eligible for re-election.  
A casual vacancy in the office of Vice-President shall be filled by the Council or in such manner as the Council may determine.

#### N.E.C MEMBER

24. (a) The N.E.C Member, who shall act a Treasurer, shall conduct the correspondence for and on behalf of the union and the Council, and shall attend all Delegate Meetings and Council Meetings. He/she shall arrange to keep records of their proceedings as provided in the Rules. He/she shall have 'prepared' and submit to the Council and the auditors a Balance Sheet showing the Financial position of the Union for each year ending on the 31st December. He/she shall receive all monies payable to the Union, other than those the disposition of which is otherwise specifically provided for by the Rules. He/she shall not retain under his/her control any sum or sums of money not immediately required for the purposes of the Union and shall see that all monies not so required shall be paid into the bank, or invested in the names of the Trustees in accordance with Rule 25. He/she shall also prepare the Annual Returns and transmit them to the Certification office for Trade Unions and Employers' Associations and all the statutory enactments for the time being in force.
- (b) He/she shall at all times carry out the directions of the Delegate Meeting or Council.
- (c) He/she may participate in any discussion relative to the business and affairs of the Union but shall not be permitted to vote at any meetings held in accordance with the Rules of the Union.
- (d) He/she shall be appointed in accordance with the Rules of the National Union of Mineworkers.
- (e) The appointment of the N.E.C Member shall be terminated by three months notice given on either side, but such notice shall only be given by the union in pursuance of a resolution of the Delegate Council.

**TRUSTEES**

25. There shall be three Trustees in whom all the Funds and property of the union shall be vested. They shall be appointed biennially by a Branch vote and shall hold office as from the Delegate Meeting.

Any casual vacancy among the Trustees shall be filled by the Council or in such manner as the Council may determine.

So much of the Funds of the union as may not be wanted for immediate use shall be placed on deposit with a Bank, or invested in the names of the Trustees in any investments from time to time sanctioned by law for the investment of trust funds as the Council shall direct.

**AUDITORS**

26. Subject to the approval of the National Executive Committee of the National Union, qualified accountants shall be appointed by the Council to audit the books of the union. The accountants shall issue a report in respect of the accounts of the National Union at such intervals and in such form as may be prescribed by the National Executive Committee and shall also issue a report in respect of the accounts of the union at such intervals and in such form as may be prescribed by the Council.

**REGIONAL ADMINISTRATION**

27. The Council shall, with the consent of the National Executive Committee of the National Union, establish an appropriate administration centre in each of the Regions.

**OFFICERS**

28. There shall be appointed such officers as the Council deem necessary for the purpose of administration in each Region. Such officers shall be appointed by ballot vote in the Region concerned.

Regional Officers may, if the Council are satisfied the circumstances of the Region require it, be employed on the basis of full-time employment but only where the consent of the National Executive Committee of the National Union to such an appointment has been obtained shall such persons be regarded as full-time permanent officials of the National Union.

The Regional Officers shall at all times carry out the instructions of the Council. Where employment as a Regional Officer involves full-time employment, the person elected shall hold office for five years from the date on which he/she was declared elected. He/she shall be eligible for re-election.

**COMMITTEE**

29. The Regional Committee, where established on the instructions of the Council, shall consist of the Regional Officer for the particular Region, the member(s) of the Council

from the Region, together with no more than eight members appointed from among the members of the appropriate Region in accordance with the procedure decided by the Council.

#### POWER OF REMOVING OFFICERS AND GENERAL COUNCIL

30. (a) The Council shall have power to suspend any official or officer, including a Trustee, of the Union without previous notice. The official so suspended shall thereupon cease to perform any duties as an official of the Union but shall be entitled to appeal to the Delegate Meeting. Notice of such appeal must be given to the N.E.C Member within one month from the date of the decision of the Council. If the Delegate Meeting resolves to cancel the suspension, such resolution shall be final, but if the suspension be confirmed by the Delegate Meeting the official shall be entitled to appeal to the National Executive Committee of the National Union. Notice of such an appeal must be delivered to the Secretary of the National Union within one month from the date of the decision of the Delegate Meeting. The National Executive Committee, whose decision shall be final, shall have power to confirm or cancel the suspension or to dismiss the official concerned. An official who is dismissed under this Rule shall be entitled to receive three months' notice terminating his/her employment as an official of the Union, but during the currency of such notice shall be entitled to perform on behalf of the Union only such duties (if any) as may be prescribed by the National Executive Committee of the National Union.
- (b) Removal of the Council shall be subject to the following conditions:-
- (i) A resolution to that effect must be passed by a majority of at least four-fifths of the delegates present at a specially convened Delegate Meeting.
  - (ii) Such resolution must be confirmed by a Branch vote with a majority in favour of the resolution of at least two-thirds of the total Branch voting power.

#### BRANCHES - FORMATION AND CONSTITUTION

31. The procedure to be followed on the formation of new Branches and the constitution thereof shall be decided upon from time to time by the Council.

#### BRANCH MEETINGS

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

**BRANCH OFFICIALS AND COMMITTEE**

33. Each Branch shall elect a Chairperson, Vice-Chairperson and Secretary and a Committee of not less than four members. (Branches may, if they so desire, appoint a Treasurer in addition to the aforementioned Branch Officials). No member shall be eligible for election unless at the date of his/her election he/she is a financial member within the meaning of these rules and, if during the term of office as Chairperson, Vice-Chairperson, Treasurer, Secretary or Member of Committee, he/she becomes unfinancial, he/she shall be disqualified from holding office until his/her contributions are fully paid up to date in accordance with these Rules, and in accordance with the Rules of the Branch. One half of the Committee shall retire annually and the duly elected incoming members of the Committee shall take their places, and upon expiration of twelve calendar months thereafter, the 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 half of the Committee alternatively and shall be held annually.

Branch officials and members of the Committee may be removed from office in pursuance of a resolution approved by a special meeting of the Branch specially convened for the purpose.

**BRANCH CHAIRPERSON AND VICE-CHAIRPERSON**

34. The Chairperson and Vice-Chairperson of each Branch shall be elected by ballot of the members present at the Annual Meeting of the Branch held in December, and shall hold office until the conclusion of the second Annual Meeting following their election.

The Chairperson of every 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. He/she shall have power to call special meetings of the Branch with the approval of the Branch Secretary.

The Vice-Chairperson shall, in the absence of the Chairperson, preside at all meetings of the Branch and assume such responsibility as the Chairperson must accept in accordance with the Rules.

**BRANCH TREASURER**

35. The Branch Treasurer (where he/she is to be appointed in accordance with Rule 33) shall be elected by ballot of members present at the Annual Meeting of the Branch held in December, and shall hold office until the conclusion of the second Annual Meeting following his/her election. He/she shall carry out such duties as are from time to time assigned to him/her by the Committee of the Branch.

**BRANCH SECRETARY**

36. The Secretary of each Branch shall be elected by ballot of the members present at the Annual Meeting of the Branch held in December, and shall hold office until the conclusion of the second Annual Meeting following his/her election.

The Branch Secretary shall keep an account of all money's received from members of the Branch and shall pay over such money's to the banking account of the Branch. He/she shall transfer to the Funds of the Union, at such intervals as may be prescribed by the Council, the contributions and other income payable to the union in accordance with these Rules. He/she shall have his/her books ready for inspection at any time that the Delegate Meeting, the Council or the Committee of the Branch may desire to see them and shall, in the book provided for that purpose, enter the name and address and date of entrance of all members of the Branch.

He/she shall attend all meetings of the Branch Committee and all Branch Meetings and take the minutes thereof, and have charge of the books, documents, papers and correspondence relative to the business of the Branch. He/she shall make returns of income and expenditure or the number of financial or unfinancial members as may be from time to time required by the Delegate Meeting or Council and also enter all clearances granted and received.

**BRANCH AUDITORS**

37. Every 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.

The duties of Auditors shall be to audit the income and expenditure of a Branch. They shall, in the course of the audit, examine all the 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 examine the expenditure of the Branch whether relating to benefits, payments to other Branches, the Regional Office of the Union, or other incidental expenses. They shall demand receipts for every item of expenditure and money deposited. They shall examine the accounts of every member who has been on benefit.

They shall examine the yearly report of the Branch Secretary and, on being satisfied of its correctness by examination of all necessary documents, shall sign the same. Such reports shall contain a statement of the receipts and expenditure during the last year of the money in the hands of the Branch at the commencement and conclusion of the year, and any other necessary information relative to the accounts, or the way in which the same are kept.

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

They shall be paid £3.00 each, plus out-of-pocket expenses, for their services.

They shall certify to the Regional Office of the Union, under separate cover, that their respective accounts are in order,

immediately after their audit. This shall be in addition to signing Branch Balance Sheets.

#### BRANCH EXPENDITURE AND PAYMENTS TO BRANCH OFFICIALS

38. The Council shall decide from time to time on the procedure to be followed in connection with Branch finance and on the amount, if any, which shall be retained by the Branches.

#### RIGHT OF APPEAL

39. Any member who claims that he/she is being dealt with by his/her Branch contrary to the Rules of the Union shall have power to appeal to the Council and they, after hearing both sides of the question shall give their decision, and if the member is not satisfied with such decision he/she shall have the right of appeal to the Delegate Meeting.

Appeals to the Delegate Meeting, in accordance with the above provisions, shall be made in writing to the N.E.C Member within a period of six calendar months from the date of the decision of the Council and no appeal to the Delegate Meeting under this or the preceding paragraph shall be considered by the Delegate Meeting unless the appeal has been made within that period of time. If the member be not satisfied with the decision of the Delegate Meeting, he/she shall have the right to appeal in keeping with Rule 29 of the National Rules.

#### DEFALCATIONS

40. If any member or members take away, appropriate, withhold, misapply, or otherwise deal with any funds of the Union or of the National Union or any property of the union or of the National Union in circumstances which constitute a felony, misdemeanour or statutory offence, he/she, or they, shall be prosecuted according to law, and on conviction shall not thereafter be eligible for any office unless on appeal to the Council it be decided by the Council that he/she shall be eligible (and on this question the decision of the Council shall be final and binding on all parties).

#### MISCONDUCT

41. If any member or officer wilfully commits a breach of these Rules, the General Council shall have power to expel him/her or to suspend him/her from membership of the Union for a specified period during which period he/she shall be liable to pay full contributions to the Union but shall be disqualified from holding any office within the Union, from attending any Committees and meetings of the Union and receiving any benefits from the Union.

If a member is not satisfied with such decision he/she shall have a right of appeal to the Delegate Meeting. Should he/she still be dissatisfied with the decision of the Delegate Meeting then he/she shall have the right to appeal to the National Executive Committee of the National Union provided the appeal is made within four weeks from the date of the decision of the Delegate Meeting. The decision of the National Executive



Committee of the National Union on the matter shall be binding on all parties.

#### COMPLAINTS AGAINST OFFICERS

42. Any member or members having a complaint to make concerning the acts or defaults of the Union officials or Regional officers must forward particulars of the grounds of such complaints to the N.E.C Member, who shall bring the matter to the notice of the next meeting of the Council. The Council shall consider the facts of the case and give its decision thereon. If a member be not satisfied with the decision of the Council he/she shall be entitled to appeal to the Delegate Meeting.

Any member or members having a complaint to make concerning the acts or defaults of Branch Officers must first forward the complaint to the Branch Secretary for consideration by the Committee of the Branch. If the member or members be not satisfied with the decision of the Branch Committee, the member or members can then forward such complaint to the N.E.C Member, following which the complaint shall be dealt with in accordance with the procedure outlined in the preceding paragraph.

No appeal under this Rule can be considered by the Delegate Meeting unless notice of intention to appeal is given to the N.E.C Member within a period of four calendar months from the date of the decision of the Council.

#### RELATIONSHIP OF UNION RULES TO RULES OF NATIONAL UNION

43. In any matter in which there is a conflict between the Rules of the Union and the National Union, the Rules of the National Union shall apply; in cases of doubt the matter shall be decided by the National Executive Committee of the National Union and such decision shall be subject to the right of appeal set out in Rule 30 of the Rules of the National Union.

#### ALTERATIONS TO RULES

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

#### INSPECTION OF BOOKS

45. Any member or any person having an interest in the funds of the Union shall at all reasonable times be entitled to inspect the books and the names of members of the Union at the registered office of the Union.

46. (a) The Union may be dissolved with the consent of four-fifths of the members, ascertained by ballot vote, the voting upon which shall be under the supervision and control of the Council.
- (b) In the event that a Region ceases to exist as a section of the union, the total assets of that Region existing



at the time of cessation shall forthwith pass directly to the Area Organisation and shall be applied by the Area Organisation as it shall in its absolute discretion think fit.

- (c) For the avoidance of doubt, the assets of the said Region shall under no circumstances pass to any other section of the Union or any other Organisation whatsoever without the prior written consent of the Area Organisation.

#### CLAIMS FOR DAMAGES AT COMMON LAW

47. No assistance shall be given by the Union to any member in respect of any claim for damages unless the member concerned makes application for assistance through his/her Branch on a specific form which will be provided on request by the Branch for this purpose, and also notifies the N.E.C Member on a specific form, which will also be provided by the Branch on request, that the member has made application for assistance to his/her Branch. If the Branch fails to act on the member's application or if the member is informed that such assistance will not be given, the member shall have the right of appeal to the General Council whose decision as to whether or not the Union shall give such assistance shall be final.

48. No strike action, other than National action, decided by a ballot under Rule 26 of the Rules of the National Union, shall be taken by this Area unless an Area ballot signifies that a majority of the membership is in favour of such action.

## SCHEDULE

REGION	COVERING
No 1	Durham Northumberland
No 2	Yorkshire
No 3	Cumbria Kent Lancashire London North Wales Staffordshire
No 4	Derbyshire Leicestershire Nottinghamshire Warwickshire
No 5	Gloucestershire South Wales
No 8	Scotland

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**STANDING ORDERS**

1. A Branch shall be permitted to submit 3 Resolutions for the Agenda of a Delegate Meeting. Resolutions to be forwarded to the N.E.C Member by not later than eight weeks before the date of the Delegate Meeting.  
A Preliminary Agenda for a Delegate Meeting shall be forwarded to the Branches at least six weeks before the Meeting, and Branches shall be entitled to submit amendments to any Resolutions contained in the Preliminary Agenda. Amendments to Resolutions must reach the N.E.C Member not later than fourteen days before the date of the Delegate Meeting.
2. There shall be appointed for the efficient conduct of the business of the Delegate Meeting:
  - (a) Two Doorkeepers
  - (b) Two Tellers

Doorkeepers shall be appointed by the Regions in rotation on request by the N.E.C Member prior to the date of the Meeting. Tellers shall be appointed by the Regions in rotation on request by the N.E.C Member prior to the date of the Meeting, and be approved by the Meeting.
3. All voting in the first instance shall be by show of hands. In the event of a vote by show of hands being challenged by any Delegate there shall be taken a Branch vote. In the event of an equality of votes, the Chairperson shall have a casting vote.
4. A decision of the Chairperson can only be challenged by a motion 'that the Chairperson's decision be not upheld', such motion to be seconded and supported by two additional Delegates. The motion is only carried if at least two-thirds of the Delegates voting at the Meeting support it.
5. An 'emergency motion' can only be put to a Meeting by consent of at least three-fourths of those voting at such Meeting. All such 'emergency motions' to be submitted in writing to the N.E.C Member.
6. A motion shall be moved and seconded before there can be any general discussion thereon. The mover of a motion shall be limited to ten minutes and all subsequent speakers to five minutes. No person shall speak more than once upon any motion but any person may rise to a point of order or to ask a question. The mover of a motion shall be allowed five minutes for reply, when he/she shall confine his/her remarks to answering the points which have been raised in opposition to the motion during the debate.

7. When an amendment to a motion is moved, no second amendment shall be discussed until the first amendment is disposed of. If an amendment is adopted it becomes the 'substantive motion', upon which further amendments may be moved.
8. A motion of 'next business' shall be treated as an amendment. If adopted, the Meeting shall proceed to discuss the next item on the Agenda; if lost, the general debate shall continue.
9. A motion 'that the question be put' may, at the discretion of the Chairperson, be put to the Meeting forthwith without amendment or debate. Should the motion be adopted, the mover of the original proposal may reply to the debate, after which the Chairperson shall put the question under discussion to the vote.
10. A motion of 'previous question' shall be treated as an amendment. If adopted, the Meeting shall proceed to discuss the next item on the Agenda. The Chairperson need not accept a motion of 'previous question' if he/she considers the subject before the Meeting warrants further discussion or that a decision on the question should be taken.
11. These Standing Orders may, by resolution supported by a least two-thirds of those present and voting, be suspended so far as the time limit for speakers is concerned, either for any particular motion or all of them.