

ACTS



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RULES

OF THE

**CONFEDERATION OF
SHIPBUILDING AND
ENGINEERING UNIONS**



AMU

OF THE

UNITED KINGDOM

tssa

Head Office:

140-142 WALWORTH ROAD
LONDON SE17 1JW



Established July 28th, 1936

incorporating

Federation of Engineering & Shipbuilding Trades
Instituted 16th December, 1890

EESA



Mr. Alan Robson, *General Secretary*



As amended 19th June, 2001



EMA

NAME, OFFICE AND OBJECTS

1. The name of the organisation constituted under these rules shall be the Confederation of Shipbuilding and Engineering Unions (“the Confederation”).
2. The Confederation’s Head Office shall be at 140 – 142 Walworth Road, London, SE17 1JW, or at such other place as the Executive Council shall from time to time decide.
3. The objects of the Confederation shall be:
 - (a) To promote the organisation and representation by the appropriate affiliated trade unions of all workers in the shipbuilding, engineering and allied industries (“the relevant industries”).
 - (b) To improve the economic and social conditions and generally to promote the interests of those members of affiliated trade unions who are employed in the relevant industries.
 - (c) To assist affiliated trade unions to promote these objects and for this purpose to encourage co-operation and co-ordination between affiliated trade unions.
 - (d) In accordance with the provisions of these rules to regulate relations between affiliated trade unions and to assist in the resolution of disputes between affiliated trade unions and between those of their members who are employed in the relevant industries and their employers.
 - (e) To do all such things as may, in the opinion of the Annual General Meeting, the Statutory General Council or the Executive Council, assist in furthering any of these objects.

RULE II

MEMBERSHIP, AFFILIATION FEES AND LEVIES

1. The members of the Confederation shall consist of those trade unions which represent employees in the relevant industries and which have been admitted and continue to be affiliated to the Confederation in accordance with these rules.
2. Applications for admission shall be referred to and must be approved by either the Biennial Meeting or Statutory General Council Meeting.
3. All trade unions which are members of the Confederation shall also be affiliated to the Trades Union Congress and the membership of the Confederation of any trade union which is not affiliated to the Trades Union Congress shall cease forthwith.
4. In September of each year each affiliated trade union shall inform the General Secretary of the number of its members who are employed in the relevant industries and that Union shall affiliate to the Confederation for the forthcoming calendar year on the basis of that number.
5. Each affiliated trade union shall pay to the Confederation at the beginning of each calendar year an affiliation fee for that year of such amount for each of its affiliated members as shall be determined from time to time by the Executive Council, provided that the affiliation fee paid by each union shall be not less than such minimum fee for that year as may be prescribed by the Executive Council.
6. If the Confederation's income from affiliation fees is insufficient to meet the Confederation's expenditure, the Executive Council shall have the power to impose a levy on each affiliated trade union of such amount for each of its affiliated members as the Executive Council may consider necessary to cover the shortfall.

7. Any affiliated union which wishes to leave the Confederation shall give twelve months' notice in writing to the General Secretary and shall continue to be liable to pay all affiliation fees and levies falling due before the date such notice expires.

8. Any trade union whose membership of the Confederation is suspended shall continue to pay affiliation fees during the period of such suspension. Any trade union whose membership of the Confederation is terminated in accordance with these rules shall continue to be liable to pay all monies due to the Confederation prior to the date of such termination and shall forfeit any and all interest it may have in the funds and property of the Confederation.

RULE III

BIENNIAL MEETING & STATUTORY GENERAL COUNCIL MEETING

1. There shall be a Biennial Meeting of the Confederation in June of each alternate year consisting of representatives of the affiliated trade unions. The number of representatives to which a Union shall be entitled shall be determined by reference to its affiliated membership as follows:

<i>Affiliated Membership</i>	<i>Number of Representatives</i>
Less than 10,000	Two
10,000 – 19,999	Four
20,000 or more	Twelve

In the years between Biennial Meetings there will be a meeting of the General Council in June for the purpose of considering any business as determined by the Executive Council and any other requirements imposed on it by the Rules of the Confederation. Such meeting will be called the Statutory General Council Meeting.

2. The Biennial Meeting shall receive and consider a report prepared on behalf of the Executive Council on the business of the Confederation and reports from each District Committee on their activities since the last Biennial Meeting, together in each case with a statement of income and expenditure during the preceding calendar year. It shall consider motions and amendments thereto submitted by affiliated trade unions in accordance with procedures laid down by the Standing Orders Committee.

The Statutory General Council Meeting shall receive and consider a report prepared on behalf of the Executive Council on the business of the Confederation reports from each District Committee on the activities during the year preceding the Statutory General Council Meeting, together in each case with a statement of income and expenditure during the preceding calendar year.

3. In addition to the representatives of the affiliated trade unions, one delegate from each District Committee shall be entitled to attend the Biennial Meeting, but those delegates shall not be entitled to vote.

4. Voting at the Biennial Meeting and the Statutory General Council shall usually be by show of hands, but at any time before a matter has been put to a vote, a representative of an affiliated trade union may require that it is put to a card vote. On a card vote each affiliated trade union shall be entitled to one vote each of its affiliated members. Save where these rules provide to the contrary, all decisions shall require a simple majority of the votes cast.

5. The Biennial Meeting shall elect by card vote the President, certain members of the Executive Council and the Standing Orders Committee, all of whom shall take office from the end of that meeting. The immediate Past President shall be the Vice-President. The President, and in his absence the Vice-President, shall chair the Biennial Meeting and all meetings of the Statutory General Council

and the Executive Council. The Standing Orders Committee shall prepare the agenda for the Biennial Meeting and shall determine the procedures governing the conduct of that meeting and the submission of motions and amendments thereto.

6. These rules may be amended by the Biennial Meeting or by a special meeting of the Statutory General Council convened for that purpose, provided that the proposed amendments have been circulated to each affiliated trade union at least one month before the meeting. The Executive Council may submit a motion to amend the rules to the Biennial Meeting, or to a special meeting of the Statutory General Council. An affiliated trade union may submit proposals to amend the rules to the Biennial Meeting provided such proposals have been submitted to the General Secretary not less than three months before the Biennial Meeting commences. The General Secretary shall circulate all such proposals to amend the rules to each affiliated trade union.

7. All expenses of representatives of affiliated trade unions attending Biennial Meetings and Statutory General Council meetings shall be borne by the unions they represent.

8. Representatives of or delegates from affiliated trade unions at all meetings and on all bodies of the Confederation must either be full-time officials employed by that trade union or in full-time employment in the relevant industries.

RULE IV

STATUTORY GENERAL COUNCIL

1. The Statutory General Council shall meet on such occasions as may be determined by the Executive Council. It shall consist of representatives of the affiliated trade unions, determined on the same basis as for the Biennial Meeting.

2. Any affiliated trade union may request Executive Council to convene a meeting of the statutory General Council for a stated purpose and a representative of that union shall be entitled to attend the Executive Council to explain the reasons for such a request. If 25% or more of the total number of affiliated trade unions request that a Statutory General Council meeting be convened for a specified purpose, the Executive Council shall convene such a meeting.

3. The Statutory General Council shall determine any questions of policy relating to the general administration of the Confederation which may be referred to it.

4. The Statutory General Council shall have power to suspend from the Confederation any affiliated trade union which, in the Statutory General Council's opinion, is not complying with the policy of the Confederation. Any affiliated trade union suspended by the Statutory General Council shall have the right of appeal to the next Biennial Meeting, or to such earlier meeting of the Statutory General Council as may be called for the purpose of hearing that appeal.

RULE V

EXECUTIVE COUNCIL

1. There shall be an Executive Council consisting of representatives of affiliated trade unions. The number of representatives on the Executive Council from any one affiliated trade union shall be limited by reference to its **combined** affiliated membership as follows:

**Combined Affiliate
Membership**

50,000 – 100,000

100,001 – 250,000

250,001 – 500,000

Over 500,000

**Maximum Representatives
on the Executive Council**

Two

Four

Six

Ten

Trade unions with an affiliated membership of 100,000 and over will be committed to the inclusion of female representation within their maximum representation as detailed above.

1a. In addition to Rule V para. 1, three seats on the Executive Council will be set aside for those trade unions with less than 50,000 affiliated membership. The three vacancies will be elected at the Biennial Meeting, on the basis of one nomination per affiliated trade union. Following this, the full membership of the Executive Council must be endorsed by the Biennial Conference.

2. Subject to the overall control of the Biennial Meeting and the Statutory General Council, the Executive Council shall be responsible for the general administration and conduct of the Confederation's affairs, for conducting negotiations on behalf of the Confederation and for determining matters of policy. All agreements entered into by the Executive Council shall be reported to the Biennial Meeting or the Statutory General Council Meeting.

2a. The voting at Executive Council, on all matters, may, if requested, be on the basis of a card vote.

3. The Executive Council shall meet on each day of the Biennial Meeting and on six other occasions during the year as determined by the General Secretary ("the statutory meetings") and on such other occasions as may be determined by the Executive Council.

4. At its first meeting the Executive Council shall appoint sub-committees for:

- (a) The Engineering Industry;
- (b) The Shipbuilding Industry;
- (c) Such other industries or sectors, or other purposes as the Executive Council shall deem appropriate.

The Executive Council shall appoint from its members individuals to chair each such sub-committee. The other members of the sub-committee must be members of the Executive Council, or members of the principal executive committee of an affiliated trade union, or a national officer with executive authority from that union. The Executive Council may delegate to each or any such sub-committee such of the Executive Council's powers as it shall deem fit.

5. If an appointed representative of an affiliated trade union is unable to attend a meeting of a sub-committee of the Executive Council, that union may send a substitute provided that substitute has the qualifications required for a member of a sub-committee.

6. The Executive Council shall appoint professional auditors to examine the Confederation's accounts up to the end of 31st December each year and to prepare a written report thereon, which shall be submitted to either the Biennial Meeting or Statutory General Council Meeting.

7. The Executive Council shall have power in furtherance of the objects of the Confederation:

(i) to purchase, sell, lease, hold or otherwise deal in land or other property;

(ii) to secure advances from time to time or to raise loans either by mortgage or otherwise and on such terms as the Executive Council may deem expedient upon any of the assets of the Confederation;

(iii) to lend money with or without security;

(iv) to direct and to authorise the Trustees of the Confederation to provide such security upon any assets both real and personal of the Confederation as it may require in respect of such loans and advances.

8. The Executive Council shall have power to suspend or remove from office any officer of the Confederation who fails to carry out his or her duties to the satisfaction of the Executive Council, provided that any such decision is notified to each affiliated trade union within two weeks thereof and is ratified by a further meeting of the Executive Council within one month of such notice, and further provided that any such officer shall have the right to appeal against that decision to the next Biennial Meeting or such earlier meeting of the Statutory General Council, as may be called for the purpose of hearing that appeal.

Rule VI

GENERAL SECRETARY

1. There shall be a General Secretary who shall be based at the Confederation's Head Office. Subject to the direction of the Executive Council, the General Secretary shall be responsible for the administration of the Confederation's affairs. The Confederation's staff shall be engaged by and be under the control of the General Secretary. The General Secretary shall act as Secretary to the Biennial Meeting and all Councils of the Confederation and sub-committees thereof.

2. The General Secretary shall be elected by either the Biennial Meeting or the Statutory General Council Meeting and, subject to satisfactory performance of his or her duties, shall remain in office until attaining sixty-five years of age. The salary and terms and conditions of employment of the General Secretary shall be determined from time to time by the Executive Council provided that the Executive Council shall not be entitled to impose a reduction. The General Secretary may resign on three months' written notice given to the President.

3. In the event of a vacancy arising, the Executive Council shall call for nominations from each affiliated trade union. Each candidate must be a member of an affiliated trade union. The successful candidate shall be the person who receives the most votes in a card vote at either the Biennial Meeting or the Statutory General Council Meeting. At least fourteen days must be allowed for nominations and the election shall not take place for at least another twenty-one days after the close of nominations.

Rule VII

DISTRICT COMMITTEES

1. There shall be District Committees covering areas of the United Kingdom. The number of delegates from each affiliated trade union shall be determined by reference to its affiliated membership within the District as follows:

*Affiliated Membership
within a District*

Number of Delegates

Up to 250	One
251-500	Two
501-1,000	Three
1,001-2,000	Four
2,001- 4,000	Six
Over 4,000	Eight

2. Each affiliated trade union which has a branch or branches in the area of a District Committee shall affiliate to that District Committee.
3. The District Committee shall meet bimonthly. At its Annual General Meeting, the District Committee shall elect a President and a Secretary and, where necessary, sub-committees. Each District Committee may frame local rules for the conduct of its meetings. Such local rules shall be subject to the approval of the Executive Council and in no case shall they supersede or take precedence over these rules. All voting at District Committees shall be by show of hands.
4. The District Committee shall consider all matters affecting members of affiliated trade unions employed in the district. All matters raising issues of policy shall be referred to the Executive Council.
5. The District Committee shall at all times be subject to the overall direction and control of the Biennial Meeting, the General Council and the Executive Council shall act in accordance with the policy of the Confederation as determined by them.
6. The District Committee shall keep minutes of all meetings and shall be the only medium of communication between the District Committee and Confederation.

The District Secretary shall forward a copy of all documents and minutes to the General Secretary.

7. All legitimate expenditure incurred by the District Committee shall be defrayed by the Confederation and reported to either the Biennial Meeting or Statutory General Council Meeting. Each affiliated trade union shall be responsible for paying any expenses that its delegates incur in attending meetings of the District Committee.

8. Each District Committee shall be entitled to send one delegate to the Biennial Meeting. The Confederation shall reimburse such reasonable travelling expenses as that delegate shall incur, together with such delegation expenses and lost time payments (if applicable) as shall equal those payable from time to time by the trade union which has the largest affiliated membership.

9. Lost time payments shall be made to delegates who lose wages attending the Biennial Meeting, or on other delegations on Confederation business which are approved in advance by the Executive Council.

Rule VIII

REGIONAL COMMITTEES

1. There shall be Regional Committees covering areas as determined by the Executive Council. The number of delegates from each affiliated trade union shall be determined by reference to its affiliated membership within the Region as follows:

<i>Affiliated Membership within a Region</i>	<i>Number of Delegates</i>
Up to 500	Two
501- 4,500	One per every 1,000 members
Over 4,501	One per every 2,000 members thereafter.

2. Each affiliated trade union which has an branch or branches in the area of a Regional Committee shall affiliate to that Regional Committee.
3. The Regional Committee shall meet quarterly. At its Annual General Meeting, the Regional Committee shall elect a President and a Secretary and, where necessary, sub-committees. Each Regional Committee may frame local rules for the conduct of its meetings. Such local rules shall be subject to the approval of the Executive Council and in no case shall they supersede or take precedence over these rules. All voting at Regional Committees shall be by show of hands.
4. The Regional Committee shall consider all matters affecting members of affiliated trade unions employed in the region. All matters raising issues of policy shall be referred to the Executive Council.
5. The Regional Committee shall at all times be subject to the overall direction and control of the Biennial Meeting, the General Council and the Executive Council shall act in accordance with the policy of the Confederation as determined by them.
6. The Regional Secretary shall keep minutes of all meetings and shall be the only medium of communication between the Regional Committee and the Confederation. The Regional Secretary shall forward a copy of all documents and minutes to the General Secretary.
7. All legitimate expenditure incurred by the Regional Committee shall be defrayed by the Confederation and reported to either the Biennial Meeting or Statutory General Council Meeting. Each affiliated trade union shall be responsible for paying any expenses that its delegates incur in attending meetings of the Regional Committee.

8. Each Regional Committee shall be entitled to send delegate(s) to the Biennial Meeting. The Confederation shall reimburse such reasonable travelling expenses as that delegate shall incur, together with such delegation expenses and lost time payments (if applicable) as shall equal those payable from time to time by the trade union which has the largest affiliated membership.

9. Lost time payments shall be made to delegates who lose wages attending the Biennial Meeting, or on other delegations on Confederation business which are approved in advance by the Executive Council.

Rule IX

MISCELLANEOUS POWERS AND OBLIGATIONS

1. An affiliated trade union which proposes to enter into an agreement with an employer or employers, or proposes to support industrial action pursuant to a claim which would alter the terms or conditions of employment of members of affiliated trade unions employed in the relevant industries which have previously been governed by national negotiations in which the Confederation has played a part, shall, before doing so, inform the Executive Council of the details of the proposed agreement or claim and consult with the Executive Council thereon.

2. If the employment or income of members of an affiliated trade union employed in the relevant industries are threatened by a dispute involving members of another affiliated trade union, the Confederation will, at the request of any affiliated trade union whose members are or are likely to be affected, convene a meeting of all affiliated trade unions concerned for the purposes of investigating the circumstances of the dispute and advising the unions on the conduct thereof.

3. It shall be for each affiliated trade union to decide whether to authorise or endorse industrial action by its members. No officer or body of the Confederation shall have the power to authorise or endorse the calling or taking of industrial action of any kind whatsoever, or the making of threats to call or take such action.
4. All reference to a General Council or Statutory General Council within the rule book and amended rules shall be qualified by existing clause, Rule IV No.1.

Rule X

TRUSTEES

1. There shall be five Trustees who shall be elected by the Executive Council. A Trustee shall cease to act on becoming bankrupt, resigning, ceasing to be a member of an affiliated trade union, or on being replaced by the Executive Council.
2. All the funds and property of the Confederation shall be vested in the Trustees, who shall hold them in trust for the Confederation and shall deal with them in accordance with the instructions of the Executive Council. All bank accounts containing funds of the Confederation shall be maintained in the name of the Confederation.
3. Under the direction and with the requirement and consent of Executive Council, the Trustees shall give appropriate security for any loan granted to facilitate the acquisition of assets such as land, property, machinery, equipment or vehicles.
4. A Trustee may be indemnified out of the funds of the Confederation against all losses or liabilities which may be sustained in the discharge of the Trustee's duties expressly or impliedly authorised by the Confederation by reason of any matter not caused by the wilful neglect or fraud or misconduct of the Trustee.

DISSOLUTION

1. The Confederation may be dissolved by a card vote of either the Biennial Meeting or Statutory General Council Meeting, on a motion to that effect of which one month's notice in writing has been given to each affiliated trade union and on which motion two-thirds of the votes cast are in favour. The resolution to dissolve the Confederation may also provide for the distribution of any assets of the Confederation which may remain after disposing of all debts and liabilities. In the absence of any such provision any remaining assets shall be divided among the affiliated trade unions in proportion to their affiliated membership at the time the resolution to dissolve the Confederation was approved.

