



**Myunion** – a simple trade union

**Myunion**

**A simple trade union**

# **M**yunion – *Rules Book*

**1. Union's name and identity**

**2. Purpose, aims, objectives and scope**

**3. Its structure / governance**

**4. Membership – Definition, conditions, benefits and discipline**

**5. Financial Management**

**6. Auditors**

**7. Amending Rules**

**8. Trustees, Assets, Re-organization, mergers and dissolution**

## **1.0 Union's Name and Identity:**

The union is known as "**Myunion**" (herein called My-Union).

**Myunion's** affairs shall be administered according to the rules detailed here.

Its office is located at;

13 READING HOUSE

LONDON

SE15 1RS

## **2.0 Purpose, Aim & Objectives:**

**Myunion** is a trade union for health and social care workers under contract who work or normally work in the public sector (NHS – Acute and primary care, Social services) and the private healthcare sector (Nursing homes etc). Other members work under contract for NHS subcontractors, in catering and portering.

**Myunion's** main focus is campaigning for and working for multicultural, multi-ethnic working strategies development in the workplace, diversity and green issues.

**Myunion** is there to represent the interests and welfare of its members.

**Myunion** promotes of equality, fairness and natural justice in all aspects of work and life.

**Myunion** promotes the benefits of equal partnership, honest cooperation, mutual respect and collaboration between employers and employees and campaigns against poor employment practices that serves to undermine the essence of dignity at work.

**Myunion** promotes the rights of its members and bargains effectively on their behalf. **Myunion** works with the support of our members, other unions and employers to achieve these aims.

### **3.0 Structure / Governance.**

#### **3.1 General Executive Team and National Executive Team;**

**Myunion** is governed by a General Executive Team (GET). The positions are;

Head Executive Officer

Vice Executive Officer

National Treasurer

National Equality and Diversity Officer

Communications and Strategy Development Officer.

These together with Trustees and Regional / Constituency Secretaries will constitute the General Executive Team including other executive officers determined by the National Executive Team (NET). The NET (Head – Executive officer, Vice – Executive Officer, National Treasurer, National Equality & Diversity Officer, Communications, and strategy Development officer) shall manage all transactions and overlook the general business of **Myunion**.

The HEO and other executive officers shall be elected through postal balloting of the whole members and in accordance with the agreement and directions of the GET and such elections shall be conducted in accordance with sections 46, 47, 48 and 50 of the Trade Union and Labour Relations (consolidation) Act 1992 including the entitlement to vote.

Prospective applicants for such positions must meet the full membership conditions for 5 years. It excludes former or current individual employees of **Myunion**, or members of another trade union. The

ballots will be conducted every 5 years. The GET may review the eligibility and nomination rules from time to time.

If any **Myunion** NET post becomes vacant as a result of the death or otherwise the General Executive Team shall have power to decide whether it is necessary to hold a bye- election to fill the position or not.

The executive team shall meet on a quarterly basis each year. Each member of the executive team shall have one vote during elections. A general annual meeting shall be held each year at a time determined by the executive team. The Executive team may exercise all or any of its powers on behalf of qualified membership in order to attain the core objectives of the **union** and decisions shall be binding on all members of the Union.

### **3.2 Myunion Constituency Executive Officers:**

At the branch level, the officers will be made up of the **Myunion** Branch Executive Officer (Head), Treasurer, Equality and Diversity officer, Education and development officer, Health and safety officer and Policies and Procedures officer.

Elections for office at the constituency level shall be held once every 3 years.

Each member shall have one vote in such elections.

Official representatives at constituency level shall be elected through the balloting postal voting system by the eligible registered membership to fill any vacant **Myunion** posts.

All full-time officials of the **Myunion** are subject to the rules of the union and are responsible and accountable to the NET.

### **4.0 Membership:**

Membership is open to individuals contracted to work or who normally work in health and social care institutions (nurses, managers, healthcare assistants, porters, secretaries etc) in the UK with an outstanding interests in multicultural, multi-ethnic and green issues.

Prospective members shall meet the definition of “worker” as defined in the Trade Union and Labour Relations (consolidation) Act 1992 section 296.

Registration for membership is progressed through the completion of an application form (copy attached). Such individuals are obliged to agree to be bound by the rules of the Union. An applicant will become a member when his or her application has been processed and approved by the executive board, followed by the payment of member’s subscription (refer to application form). Continuing membership of 10 consecutive weeks is necessary in order to qualify for full membership benefits including representation. **Myunion** will not take on any member’s cases that preceded membership.

A different membership category for those unable to fulfill full membership conditions for example reasons of permanent disability, retirement or other. The NET will decide on the criteria for such membership, the rate of contribution and benefits. Members in such an altered category of membership are not allowed to vote in any ballot or organized lectures by **Myunion** except in their category of membership or where statute allows.

**Myunion** members have a responsibility to notify the Union of any change in contact information, work or membership category. **Myunion** will continue to correspond with members using the information given at the time of registration unless notified otherwise.

In order for members who terminated their **Myunion** membership to be readmitted, the NET may request such an individual to pay amounts owed to **Myunion** and complete the necessary membership application process.

Were **Myunion** to amalgamate with another union, any member meeting the rules on continuous membership shall continue in that capacity in accordance with the union rules.

**Myunion** members have an obligation to maintain membership of which continuing contribution is necessary. If a member’s contribution falls into 8 weeks arrears or more, it will break their continuing membership and benefits.

Members who misconduct themselves or behave in ways which brings **Myunion's** name into disrepute will have their case dealt with according to the union rules.

The executive team will consider such cases individually and may decide to restore membership when the necessary conditions and eligibility for benefits have been met. Applications for reinstatement for reasons other than disciplinary will follow the same process.

**Myunion** will provide legal assistance and representation to members meeting full membership conditions and in circumstances prescribed by the rules. Application for representation and / or advice which is employment-related will be considered upon the timely and proper completion of the appropriate form presented to **Myunion** office.

The executive team may annul all legal assistance or withdraw representation for a member where the member fails to cooperate with a **Myunion** officer, provides misleading or false information or refuses **Myunion's** advice.

#### **5.0 Finance Management:**

The executive team shall cause to be published annually financial report detailing **Myunion's** previous financial year's income and expenditures, assets and liabilities in accordance with the Trades Union and Labour Relations (Consolidation) Act 1992 sections 28 & 29.

#### **6.0 Auditors;**

**Myunion's** accounts shall be audited at least once a year. The qualification status, appointment and removal of the auditor shall meet the provisions stipulated in section 34 and 35 respectively of the Trades Union and Labour Relations (Consolidation) Act 1992 sections 28 & 29.

**Myunion** members have the right to access the accounting records in line with section 30 of the Trades Union and Labour Relations (Consolidation) Act 1992 sections 28 & 29.

**Myunion** members shall not use the **Myunion** name or brand for financial activities without the approval of the executive team in accordance with the rules.

## **7.0 Amending the rules.**

No Amendment or alterations shall be made, unless it is admitted and then discussed and voted by the 2/3 of eligible voting members so present

## **8.0 Trustees, Assets, Re-organization, mergers and dissolution.**

All **Myunion's** property (funds, assets of **Myunion** and its constituencies) will be held by the Trustees in Trust for the Union in accordance with its rules.

The responsibilities include investing, disposing of or otherwise dealing with the funds and other **Myunion's** assets in accordance with the NET's instructions.

Property held in Trust or otherwise on **Myunion's** behalf immediately before these rules became effective shall become **Myunion's** property and managed in accordance with the NET's directions.

Any decision to dissolve the union will be made after a postal balloting of the qualified membership and where more than two thirds voting in favour. In the event of the dissolution or winding up of **Myunion**, the funds remaining after the discharge of all its liabilities shall be transferred to another Trade Union having similar objects and registered with the charity commissioner.

Agreed by the Executive Team and Signed on behalf of the NET:

Kwame Moses Amankwa (Executive Lead, **Myunion**).

Date: 21<sup>st</sup> May 2018.