



## **OUR PURPOSE & FOUNDING PRINCIPLES**

We work to improve the quality of life and provide new opportunities for all our members and their families. We aim to improve the lives of CJWU members and make sure that their achievements lead the way for working people in Britain and across the world.

Every CJWU member should have the opportunity to discover and develop their talents. All our members should enjoy work that is fulfilling and rewarding.

We will work with employers who are aware of future possibilities, and negotiate useful and beneficial agreements that help to achieve our purpose.

We will work to widen the understanding of employers whose experiences, knowledge and aims are more limited. We will aim to end exploitation, discrimination and injustice.

We will persuade non-members to join, encourage members to become active, and help active members to take full part in the life of the CJWU.

We will train local representatives to represent CJWU members in a skilled and professional way, so that they win respect for their members, us and themselves.

We will recruit members through providing an outstanding service to working people and their families, encouraging people to stay with us for their whole lives. We aim to achieve the reputation as the best trade union in the UK.

We will create an atmosphere of teamwork in which every CJWU office holder and employee will feel personally responsible for achieving our purpose.

The Union will be explicitly non-political. It will not promote any party with its members via official channels, whilst engaging with all political parties and groups to further the aims of its members. However, individual members will be free to support any political party in a personal capacity of their choosing and will not be denigrated or disparaged for doing so.

The Union will not purchase or lease a registered Office unless this proves necessary in future years. The registered office will be set from the home addresses of those executing the unions business. No payment, financial or otherwise will be made to the individual for use of their home address as the registered Office save for costs associated with the business activity.

The Union does not plan to employ any administrative staff and will seek to use digital & online technologies to run and manage membership databases, finance and other essential functions of the union. This will prove to be much more cost efficient than employing administrative staff to carry-out this work.

If there is a need to employ staff, pay will be based on the public sector pay grades, therefore no employee of the Union will earn more than the people that they represent, and will only receive pay increases at the same time and rate of the members they represent. This will ensure that any Union staff is incentivised to work for the benefit of members, which will also benefit themselves.



## **CORE RULES**

List of rules

### **Constitution**

- 1 Name and office address
- 2 Aims
- 3 Changing and amending rules
- 4 Dissolving the union

### **Membership**

- 5 Membership
- 6 Complaints procedure for members
- 7 Membership transfers

### **Congress**

- 8 Congress of the union
- 9 Business of the Congress

### **Executive Committee**

- 10 Executive Committee
- 11 Elections to the Executive Committee
- 12 President
- 13 Vice-president

### **Full-time officials and office holders**

- 14 General secretary and treasurer
- 15 Electing a general secretary and treasurer
- 16 General trustees
- 17 Officials - authority over
- 18 Qualifying for office, and the definition of officers

### **Regions**

- 19 Regions and how they are managed

**Legal assistance**

20 Legal assistance

**Finance**

21 Union funds

22 Audits

23 CJWU Superannuation Funds

24 Inspection of books and accounts

25 Paying expenses

26 Payments to branches

**Branches**

27 Branches

28 Branch president

29 Branch secretary

30 Branch member auditors

31 Branch members

32 Dissolving branches

33 Representatives in the workplace

**Contributions and benefits**

34 Contributions

35 Retired life members

36 Funeral benefit

**Disputes with elections**

37 Election disputes

**Affiliations**

38 Affiliations to trades councils and similar organisations

**Public and political**

39 Political neutrality

40 Political fund

**Voting**

41 Voting options



## Core rules

## CONSTITUTION

### Rule 1 Name and offices

1. The Union is called Criminal Justice Workers Union or CJWU.
2. Our office address is at Orchard House, 5 Saxon Avenue, Sheerness, Kent ME12 2RP.
3. In line with any decisions made by the Congress or the Executive Committee, we will be run according to these core rules.

### Rule 2 Aims

Our aims are as follows.

1. To recruit, organise and represent all workers in the Criminal Justice Sector.
2. To regulate relations between employees and employers and between employees themselves.
3. To maintain and improve wages and conditions, and make employment as secure as possible and promote industrial democracy.
4. To achieve and maintain equal pay for women, promote equal opportunities within the union, the workplace and society in general, and end discrimination against people because of their sex, race, gender reassignment, pregnancy or maternity, religious beliefs, disability, age, marital status or sexuality.
5. To provide benefits (including legal assistance) to members in line with our rules.
6. To promote training and educating members.
7. To promote or support legislation in the interests of members, especially those laws relating to the legal rights of trade unions, industrial health, safety and welfare, social and economic welfare and environmental protection.
8. To promote the social, moral and intellectual interests of our members.

9. To make available a range of membership services, provided either by the union or by third parties.
10. To do any such lawful things as are incidental or conducive to the attainment of the above aims (or any of them) or that the Executive Committee may consider to be in the interests of the members or likely, directly or indirectly, to benefit the union or any member of it.

### **Rule 3 Changing and amending rules**

No new rules can be made, or any of these rules changed, amended or cancelled, unless agreed by a majority vote at Congress (Ordinary or Special), or by a ballot of members.

### **Rule 4 Dissolving the union**

1. The union may be dissolved (formally ended) by a vote of five-sixths of the whole of the financial members of the union.
2. The distribution of the remaining assets amongst members is on the basis of their complete years of membership, each year comprising one share.

## **MEMBERSHIP**

### **Rule 5 Membership**

1. CJWU is an open and democratic organisation and welcomes into membership people from any industry within the Criminal Justice Sector who are committed to upholding the aims and rules of the Union
2. The Executive Committee may create temporary grades of membership if they think they are necessary.
3. Despite anything set out in these rules, the Executive Committee may, by giving six weeks' notice in writing, cancel the membership of any member.
4. The Executive Committee has the power to suspend a member from benefit or ban them from holding any CJWU office, or ban a member from taking part in CJWU business and affairs, in any case for as long as committee feels necessary:

if they believe the member is guilty of trying to harm the CJWU or acting against the rules;

if the member makes or in any way associates themselves with any defamatory or abusive comments made against any of our officials or committees;

if the member, alone or together with any other members or people opposes or acts against any of our policies;

if the member acts against the best interests of the CJWU



if the member encourages or takes part in the activities of any organisation or group whose policies or aims are racist or promote racist beliefs, or for any other sufficient reason.

5. Branches of the Union have the power to recommend that the Executive Committee cancel, and the Executive Committee (with or without a recommendation) has the power to cancel, the membership of any member for any of the reasons set out in clause 4 above.

The Executive Committee will make the final decision on a recommendation from a Branch. A member who has their membership cancelled will not be eligible to rejoin without the permission of the Executive Committee or the appropriate Branch.

6. If a Branch takes disciplinary action against a member under clause 4 of these rules and the member is not satisfied with the decision, he or she can appeal by writing to the general secretary within one month of the decision being made. The case will be referred to the Executive Committee, who will make the final decision. In giving its decision, the Branch must tell the member, in writing, about their right to appeal.

The Executive Committee may order an appeal to be struck out for scandalous, vexatious or unreasonable behaviour by an appellant or for excessive delay in proceeding with the appeal. Before making such an order the appellant will be sent notice giving them an opportunity to show why the order should not be made.

7. If the member is not satisfied with the Executive Committee's decision under clause 4 or 5 (except where the Executive Committee has made the final decision on a recommendation from a Branch) of this rule, he or she can appeal by writing to the general secretary within one month of the decision being made. The case will be referred to the Appeals Tribunal, who will make the final decision. In giving its decision, the Executive Committee must tell the member, in writing, about their right to appeal. The Appeals Tribunal may order an appeal to be struck out for scandalous, vexatious or unreasonable behaviour by an appellant or for excessive delay in proceeding with the appeal. Before making such an order the appellant will be sent notice giving them an opportunity to show why the order should not be made.

8. At each hearing before the Branch, the Executive Committee or the Appeals Tribunal, the member will have a reasonable opportunity

to hear the evidence against them, to answer it and to question witnesses;  
to present their case orally or in writing, and  
to support their case with written statements or by using witnesses.

### **Rule 6 Complaints procedure for members**

1. Any member who wants to complain must do so to their branch secretary, who will take the matter to the branch. If the member is not satisfied with the branch's decision or the branch decides it does not have the authority to deal with the matter, the member can appeal in writing to the executive committee within one month of the branch meeting. The executive committee will make the final decision. The executive Committee may order a complaint to be struck out for scandalous, vexatious or unreasonable behaviour by the complainant or for excessive delay in proceeding with the complaint. Before making such an order the complainant will be sent notice giving them an opportunity to show why the order should not be made.

2. At each hearing before the branch or the executive committee, the member will have a reasonable opportunity;

to present their case orally or in writing  
to support their case with written statements or by using witnesses

to hear the evidence against their complaint, to answer it and to question witnesses.

## **CONGRESS**

### **Rule 8 Congress of the union**

1. The Congress (Ordinary or Special), made up of representatives from the Branches of the union, holds supreme authority.
2. The Ordinary Congress will be held every year on dates decided by the Executive Committee.
3. The Executive Committee can choose to hold and arrange a Special Congress.
4. All delegates must be full members. Each branch will be entitled to send one delegate.
5. The following will take part in the Congress and will have the right to speak.

Executive Committee members  
The general secretary and treasurer  
Branch Delegates  
General member auditors

Notwithstanding this clause, all members of the Executive Committee attending Congress will have the right to vote in elections for the President and Vice-President.

### **Rule 9 Business of the Congress**

1. A standing orders committee will be appointed before each Congress by the President and General Secretary.
2. The Congress will:

elect the President and Vice-President as set out in Rules 12 and 13;  
consider and make decisions on policies affecting the general, industrial or social welfare of our members;  
receive reports from the general secretary and treasurer (which will include reports from senior officials nominated by the general secretary);  
consider and make decisions on all matters included in the agenda for the Congress;  
and  
confirm the elections of officials and general member auditors when necessary;

3. The Congress by a majority vote shall have power to rescind, alter and add to any of these rules. The Executive Committee shall, nevertheless, have power to submit to any Congress (Ordinary or Special) amendments to rules.

4. Any branch or the Executive Committee can put forward motions for inclusion in the agenda of the Ordinary Congress. Branches must put forward their motions to reach the General Secretary by no later than three months prior to the date

Congress has been set. Any branch or the Executive Committee can put forward proposals to amend rules at Congresses named in clause 3 above.

5. The full agenda for Congress will be made available to members via the website

6. The Congress (Ordinary or Special) can replace any member or members of the Executive Committee or tell the Executive Committee to arrange for a replacement to be elected.

## **EXECUTIVE COMMITTEE**

### **Rule 10 Executive Committee**

1. The union is run by the Executive Committee. The committee also deals with any trade disputes.
2. The Executive committee will be comprised of the following elected members;
  - President
  - Vice President
  - South West Area Representative
  - South East Area Representative
  - London Area Representative
  - North West Area Representative
  - North East Area Representative
  - Wales Area Representative
  - East of England Area Representative
  - West Midlands Area Representative
  - East Midlands Area Representative
  - Yorkshire and the Humber Area Representative
3. The Executive Committee will be made up of voting members elected from members of the union. The General Secretary will not be a voting member of the Executive Committee.
4. The Executive Committee will hold ordinary meetings as and when required, but at least six times per year. The Executive Committee may meet at other times if necessary. One half of the total number of members in office must be present at the meeting for any of the council's decisions to be valid (this is known as a 'quorum').
5. To carry out any part of its business, the Executive Committee can appoint committees. It may give any of these committees as much responsibility to carry out its business as it feels necessary. In carrying out this business, the committee will act on behalf of the Executive Committee, and must keep to the relevant conditions of these rules as if it were the Executive Committee. The committees will make decisions on behalf of the Executive Committee,

who, except where it says otherwise, must give its approval. The committees will be made up of at least three members. The representatives will be appointed in whatever way the Executive Committee feels is necessary. The committees will meet at the times and places decided by the Executive Committee.

6. The Executive Committee will have the power to grant permission to start new Branches and to break up or suspend any Branches which may act against the rules or for any other reasons. The committee can take any steps it feels are necessary to carry on the work of these Branches.
7. The Executive Committee may use any powers and carry out all acts, duties and responsibilities it feels are necessary to achieve our aims, whether or not these powers, duties and responsibilities are specifically mentioned in these rules. The committee will make sure our funds are not misused and, through the general secretary or any other officer they appoint will prosecute or take any other appropriate action against any officer or member who misuses or withholds any money or property belonging to us.
8. All books, property, funds and documents belong to the union and not to the branches, and the Executive Committee has the power to demand that the books, property, funds and documents a branch holds are given to the Executive Committee or an officer the Executive Committee has appointed.
9. The Executive Committee will have the power to borrow money on any terms, and with or without security, as it considers necessary.
10. The Executive Committee will have the power to provide funds for any purposes it feels are necessary to support trade-union aims in line with the aims and policies of the Union.
11. The Executive Committee will appoint special auditors to examine the books and accounts of any branch of the union whenever it feels this is necessary.
12. The minutes of the Executive Committee will be sent to the secretary of each Branch.
13. Any decision the Executive Committee makes will bind all our members.
14. The Executive Committee will make a decision on any matters not set out in these rules.
15. The Executive Committee can give as much responsibility as it feels necessary to National Committees. The Executive Committee will have the power to set up new sections of the union.
16. The Executive Committee can make by-laws for how a certain group of members carry out and manage their business in line with our rules.

**Rule 11 Elections to the Executive Committee**

1. Elections to the executive committee will be held in accordance with Section 46 of the Trade Union and Labour Relations (Consolidation) Act 1992.
2. No member will be elected to an Executive Committee position for a period of more than 5 years at a time.
3. Executive Committee positions will be elected by total number of votes cast. Those with the highest number of votes will fill Executive Committee posts.
4. The Executive Committee will endeavour to have fair representation of the workforce of the CJWU membership in line with Rule 10 above, and will be amended from time to time to reflect different workers in the Criminal Justice Sector.

**Rule 12 President**

1. The president will be elected in 2021 for an initial term of three years, then five years each term after, commencing 2024.
2. In the event of a casual vacancy the Vice-President assumes the Presidency until the next Congress.

**Rule 13 Vice-president**

1. The vice-president will be elected in 2021 for an initial term of four years, then five years each term after

1a The vice-president shall vacate office if they are no longer an elected member of the Executive Committee.

2. The general secretary must receive all nominations to elect a vice-president by the Monday of the week before Congress.

## **FULL-TIME OFFICIALS AND OFFICE HOLDERS**

### **Rule 14 General secretary and treasurer**

1. The general secretary of the union will also act as treasurer. They will not be removed from office except under the conditions set out in this rule.
2. If the position is vacant or an official has been suspended, the Executive Committee can appoint an elected official to temporarily act as general secretary and treasurer until a new general secretary and treasurer is elected or the suspended official returns to office. An elected official who temporarily holds office will not be entitled to a vote on the Executive Committee.
3. The general secretary and treasurer will be responsible to the Executive Committee for delivering the objectives of the CJWU.
4. The general secretary and treasurer will be responsible for the good governance of the Union, including the maintenance of high standards of administrative efficiency, financial management and probity.
5. They will go to all meetings of the Executive Committee and they will have the right to speak on any business carried out at these meetings.
6. The general secretary and treasurer can be dismissed or suspended from office on the terms and for as long as the Executive Committee considers proper, for the following reasons.

If he or she fails to perform his or her duties.

If he or she behaves in a way that could be classed as serious misconduct.

For any other reason the Executive Committee feels is appropriate.

### **Rule 15 Electing a general secretary and treasurer**

1. This rule will apply to how the general secretary and treasurer is elected. They will hold office for five years.
2. The election for General Secretary will be held in accordance with Section 46 of the Trade Union and Labour Relations (Consolidation) Act 1992.
3. No member will be elected to the General Secretary position for a period of more than 5 years without another election being held.
4. The General Secretary will be elected by total number of votes cast.
5. The Executive Committee will ask branches for their nominations six months before the existing official's term of office runs out (or, if there is a vacancy, as soon as possible after taking account of any relevant matters). Branches should send their nominations to a returning officer appointed by the Executive Committee.

2a The Executive Committee may remove wording from a personal statement of a potential nominee, to be published in accordance with by-laws made under this rule by CJWU that is deemed to be untrue, obscene, discriminatory, defamatory or otherwise unlawful. The decision of the Executive Committee will be final. For the avoidance of doubt this rule does not apply to the election address of a candidate to accompany the voting paper.

6. No member will be eligible to stand as a candidate in an election under this rule unless the Executive Committee is satisfied that:
- a) he or she is eligible under these rules to be elected to office; and
  - b) he or she meets the conditions set out in by-laws for people who are nominated as candidates.

Only candidates who meet the above conditions will be validly nominated.

7. Elections under this rule will be organised and carried out in line with by-laws issued by the Executive Committee, which may in particular:

set a threshold for the number of branch nominations required, and set other conditions which possible candidates will need to meet;

ban or allow and control canvassing (campaigning for votes) and spending by or on behalf of candidates; and decide how (including the format, layout and typeface) copies of candidates' election addresses will be produced and given out to voters.

By-laws made under this rule may set out whether failing to keep to any by-laws would disqualify a candidate or possible candidate from standing for election. The Executive Committee may amend or withdraw any by-law if it thinks it is necessary.

8. Elections under this rule will be held by secret ballot.
9. The Executive Committee will ask branches for their nominations six months before the existing official's term of office runs out (or, if there is a vacancy, as soon as possible after taking account of any relevant matters). Branches should send their nominations to a returning officer appointed by the Executive Committee.

## **Rule 16 General trustees**

1. There will be four trustees. The general trustees will be elected in any way the Executive Committee decides, and for as long as it feels is appropriate. During the set up of the CJWU these positions will be appointed until it is viable to elect members into these roles.
2. The trustees must not sell, withdraw or transfer any of our invested funds without the authority of the Executive Committee, which the general secretary and treasurer will give, in writing, on the committee's behalf.



3. The trustees will perform the duties the Executive Committee has made them responsible for.
4. The Executive Committee can replace any general trustee.
5. The Executive Committee can appoint a corporate organisation to act as custodian trustees under the Public Trustee Act 1906.

#### **Rule 17 Officials - authority over**

1. The Executive Committee has full authority over all officers, and has the final say over all matters relating to their conditions of employment or otherwise (except disciplinary matters). The committee's decision will be final and binding on all officials.
2. No member will be eligible to be appointed, nominated or elected for any national office within the union unless the Executive Committee (or an appointment panel, if it has been given the authority) is satisfied that the member is suitably qualified and capable of efficiently carrying out the duties of the office.

#### **Rule 18 Qualifying for office, and the definition of officers**

1. Any member wanting to be elected to any of the offices named in this rule must have paid contributions for 53 weeks in a row and be a full member at the date they are nominated and elected.

### **REGIONS**

#### **Rule 19 Regions and how they are managed**

1. The union will be divided into regions, the geographical boundaries of which will be decided by the Executive Committee when necessary. A region can be made up of any number of members and branches.

### **LEGAL ASSISTANCE**

#### **Rule 20 Legal assistance**

1. The Executive Committee will have the power to authorise the union, in line with any terms and conditions it sets, to provide legal assistance through our appointed solicitors for any member. This can include any matter connected with the member's employment, as long as the legal officer is satisfied that the member should take legal action.
2. Any member who wants legal assistance from us must contact the legal officer as soon as possible.

3. If we agree to provide legal assistance for any member, the member must keep at all times to any terms and conditions set by the executive committee or the nominated solicitor, and in particular must do the following.

Continue to be a member of the union and pay contributions as set out in these rules.

Accept and follow the advice of the solicitor or representative.

Co-operate with the solicitor or representative, and in particular: reply to correspondence;

Keep to arranged appointments;

Give them as much relevant information as possible; and tell them if they change their address or name.

4. As long as the member receiving legal assistance keeps to the conditions set out by the executive committee or the nominated solicitor in paragraph 4 above, they will not have to pay any legal costs that arise from their claim. However, if the member fails to keep to any of the conditions, or deliberately gives false information to the solicitor or other expert involved in the claim, we may withdraw the legal assistance. If this happens, the member will not be entitled to any indemnity for the legal costs run up during their claim. We will be entitled to recover from the member any costs we have already run up.
5. Despite anything in these rules (and in particular rule 6), the executive committee will make the final decision about whether we provide legal assistance.
6. We will not provide legal assistance for a claim against the union or any of our officials or employees, in their capacity as such.

## **FINANCE**

### **Rule 21 Union funds**

1. All money and property we receive or obtain will belong to the union, and will be controlled by the general trustees.
2. The funds of the Union will be held in one or more banks as specified by the Executive Committee. The Executive Committee can choose to hold part of the fund in any other bank or in any way and in any part of the world as it feels is appropriate.
3. The Executive Committee will have the power to use our funds in any way it feels is necessary and appropriate.
4. There will be a central fund for protecting and supporting members to achieve their aims in their workplaces, and for generally managing the union.

5. The central fund will be managed by the Executive Committee, who will give instructions for how all cheques should be signed.

#### **Rule 22 Audits**

1. Our accounts will be audited by chartered accountants appointed by the Executive Committee.
2. Our membership register will be audited by an assurer appointed by the Executive Committee.
3. Our accounts will be examined by three of our members, who will be selected by the executive committee.
4. The members selected to examine the accounts must not be members of the Executive Committee, or employees of the Union.
5. The members will have the same access to our books and information as the chartered accountants, under the conditions of the Trade Union and Labour Relations (Consolidation) Act 1992.

#### **Rule 23 CJWU Superannuation Funds**

1. We will make a yearly contribution to the funds, which will be no less than the contributors pay to the fund each year.
2. We will guarantee the liabilities of the funds.

#### **Rule 24 Inspection of books and accounts**

1. Any member of the union has the right to inspect the books in line with legislation.

#### **Rule 25 Paying expenses**

2. The Executive Committee will set scales of payments for expenses, fares, subsistence for members, representatives and officials who carry out our business.

#### **Rule 26 Payments to branches**

1. The Executive Committee will set aside for each branch a payment equal to 3% of the contributions of the members of that branch beginning 5<sup>th</sup> April 2024 and each year thereafter.
2. The branch will set up a branch fund, which it will use to pay in the payment from the region.
3. The branch will set out a summary of the branch fund payments in its financial report every year. The payments will also be audited by the branch auditors.
4. Branch funds must not be used:  
to pay benefits or payments otherwise provided for in these rules;  
to fund activities which are meant to go against policies; or  
for any political object or purpose.

The funds can be used to make special payments (honorariums) to branch officials, in line with financial rules set by the Executive Committee.

5. Any branch which does not provide their yearly financial report in line with the timetable set by the executive committee will not receive future payments.

## BRANCHES

### Rule 27 Branches

1. a. The purpose of each branch is to help us achieve the aims set out in these rules, giving priority to recruiting, organising, providing services for and keeping members. As the basic unit of the union Branches will encourage members to take part in its democracy.  
b In January each year, branches will set out a development plan for the year ahead. The development plan will identify:
  - recruitment plan
  - schedule of branch meetings including dates and venue(s)
  - union democracy activity
  - branch servicing and retention
  - branch organising
  - branch resources
  - communication
  - training

A branch recruitment plan will identify:

- the local areas and workplaces in which the branch will make the most effort to recruit new members;
- the opportunities the branch has to increase the number of members;
- the resources the branch considers necessary to carry out the recruitment campaign;
- the branch officials and members who will carry out the campaign; and
- the timetable for the campaign.

The branch secretary will send the development plan to the executive committee for them to register it. c A region may set up a recruitment fund to help its branches to carry out their recruitment plans. Branches can apply to the executive committee for support.

2. Each branch will have a president, secretary, and two auditors (except in branches of less than 100 members, which will only have one auditor), and a committee of no less than five members. The president and secretary, will be members of the committee, and will act within the powers set out in these rules. There will need to be at least three members present at the committee meetings for any decisions to be valid (known as a quorum).
3. Members will not be eligible for any office (except in the case of new branches) unless they are financial members and have paid contributions for at least 53 weeks.

4. All branch officers, and the branch committee, will be elected at the last meeting in June every four years.
5. Voting will be by a show of hands or a ballot by those members taking part in the general meeting.
6. Members who have been suspended from receiving the benefits we provide must not be elected to, or allowed to hold, any office.
7. Any branch officer who the executive committee believe has not satisfactorily carried out their duties can be removed from office at any time. The executive committee have authority to authorise the branch members to hold a new election, or to take any other action they feel is appropriate.
8. Any branch can make by-laws for how it carries out its own business. However, these by-laws must keep to our rules, and be approved by the Executive Committee before they are used.
9. The executive committee will have the power to close any branch or merge any branches for any reason they consider reasonable or necessary.
10. The executive committee will have the power to suspend or remove from office any branch officer who:  
acts incompetently or dishonestly; or  
fails to carry out any instructions or decisions of the Executive Committee, regional council or regional committee; or  
for any other reason it considers reasonable  
In giving its decision, the executive committee must tell the member, in writing, of their right to appeal.  
Branch officers who are suspended or removed from office can appeal in writing within one month to the general secretary. If successful, the general secretary will refer the case to the Executive Committee, who will make the final decision. Before the Executive Committee, the branch officer will have the rights set out in rule 5.8. The Executive Committee may order an appeal to be struck out for scandalous, vexatious or unreasonable behaviour by an appellant or for excessive delay in proceeding with the case. Before making such an order the appellant will be sent notice giving them an opportunity to show why the order should not be made. A member who, for any reason, has been disqualified from holding a particular office will not be eligible to be nominated for and elected to any other office without the regional committee's approval.
11. Before the first branch meeting in each year, the branch secretary must give the members of the branch a schedule for when meetings will be held in that year. The schedule will give the date, time and place of each meeting, together with the main business that the branch secretary expects to be dealt with at each meeting. The branch secretary will give a copy of the schedule to each new member of the branch.

12. The meetings of each branch will be held at least once in each quarter.
13. Branch committees or meetings of branch members will not have the authority to decide anything not given as being within their powers as set out in our rules. Meetings of either members or committees must not authorise payments for any purpose or approve any action in connection with disputes, delegations, wage claims or benefits for members without first getting permission from the executive committee.
14. Meetings of branch members must only include the members of the branch concerned. Members of any branches will not be entitled or allowed to take part in another branch's meetings unless this has been approved by the executive committee. Any member who fails to keep to this condition will be dealt with in line with the powers set out in these rules.

#### **Rule 28 Branch president**

1. The president will chair all branch meetings and make sure officials behave appropriately and keep to the rules.
2. At all meetings they chair, the branch president will have a vote but not a casting vote.
3. The branch president will sign the minutes, balance sheets and other documents, and will tell the secretary when to call special meetings of the committee.
4. At each branch meeting, the branch president will inspect and read to the members all receipts for money received.
5. The branch president will report to the executive committee any case where a branch official has failed to carry out their duties.
6. The branch president must give one month's notice before they resign.

#### **Rule 29 Branch secretary**

1. The branch secretary will:
  - keep all the branch's books, accounts and documents;
  - carry forward in the contribution book and on members' cards all contributions members have not yet paid;
  - deal with all correspondence and read it to the members of the branch; and
  - take part in all branch and committee meetings, and keep a record of them.
2. The branch secretary will send to the executive committee the branch's financial report, which should be signed by the auditors and the president, within the timetable set by the executive committee.

3. If a member wants to transfer to any other branch, the branch secretary must provide written authority, which can be either provided on paper or by digital media. The branch secretary must not allow any member to transfer to their branch without evidence of such approval from the branch secretary of the branch they are transferring from.
4. The branch secretary and the president can call special branch meetings when necessary.
5. The branch secretary must give one month's notice if they want to resign.
6. When the branch secretary resigns or retires (or when asked to do so), they must give all money, books and property of the Union to the responsible officers of the region. If they do not do this, we may begin legal proceedings against them.
7. The branch secretary will have the right to speak and vote on any business carried out at their branch

### **Rule 30 Branch member auditors**

1. The branch member auditors will have free access to all the branch's books and documents.
2. The branch member auditors must not accept any receipt which is not dated for the accounts they are examining.

### **Rule 31 Branch members**

1. Each member must pay their contributions regularly. The member is responsible for keeping their payments up to date, not the branch secretary, or other officer.
2. If we find out that someone has become a member of the union by giving false information, we will cancel their membership.
3. Any member taking part or waiting to take part in a meeting must behave properly. If they do not, they will be refused access to the meeting or, if the meeting has already begun, asked to leave.
4. Any member who changes address must let the branch secretary know as soon as possible.
5. Every member should help other members to find suitable employment.

### **Rule 32 Dissolving branches**

1. Branches can only be dissolved (closed down) if the executive committee chooses to do so. When considering this, the executive committee must take account of the views of that branch's members.
2. If a branch is dissolved, the general secretary will immediately organise an audit of all the branch's books and arrange a meeting for the members if necessary.
3. The officials of the branch must send all money, books and other property of the Union to the general secretary, together with a full statement of the branch's funds. We will begin legal proceedings against any officers who fail to do so.
4. If any member of a dissolved branch wants to stay in the union, they will be transferred to the nearest branch.
- 5.

### **Rule 33 Representatives in the workplace**

1. Shop stewards or staff representatives will be appointed (or elected by the members employed where necessary),
  2. These representatives will be appointed in any of the following ways, depending on which is the most suitable.
    - a By a majority vote, through a show of hands or a ballot, of the members at the workplace.
    - b By a majority vote, through a show of hands, at a branch meeting.
    - c If all the members concerned agree that a member appointed by the executive committee should act as representative.
  3. The shop stewards and staff representatives must follow the decisions and policies set out by the governing authorities of the union.
  4. Once a shop steward or staff representative has been appointed, their name, address and branch should be sent to the general secretary.
  5. Shop stewards or staff representatives who have been appointed in line with clause 2 of this rule will also take on the role of safety representative, in line with the conditions of the Health and Safety at Work Act 1974 and any schedules, regulations and codes of practice issued under that act.
  6. If, after consulting the executive committee, the branch committee feels that people other than the shop stewards or staff representatives are needed, safety representatives should be appointed separately, in the same way as set out under clause 2 of this rule.



7. Safety representatives appointed under clause 6 of this rule will report to the shop stewards' or staff representatives' committee, and will work under the authority of the executive committee.

## **CONTRIBUTIONS AND BENEFITS**

### **Rule 34 Contributions**

1. Once they join the union, members will pay a contribution in line with this rule.

Members who join after 6<sup>th</sup> April 2020 will pay £7.50 a month and be classed as full members.

2. Branch committees will have the power to fix the amount lapsed members (members who joined but later stopped paying contributions) need to pay to rejoin.
3. All members who reach retirement age but continue to work will pay full contributions.
4. In these rules, a 'full member' is a member who owes up to six weeks' contributions, and who has been a member for at least six months and has paid contributions for 27 weeks in a row. In each case, 'paying contributions' means paying the full amount of the member's appropriate contribution rate as set out in these rules.

### **Rule 35 Retired life members**

1. When retiring permanently from paid work, people who have been members for at least five years and who want to stop paying contributions may apply in writing to become retired life members of the union.
2. If a retired life member returns to paid work, they will no longer be a retired life member and will start to pay contributions.

### **Rule 36 Death benefit**

Any member that dies whilst being a full member of the union will leave to a nominated person the sum of £5,500 death benefit to assist with funeral costs and other arrangements. The full member will be required to update the union on their nominated beneficiary.

### **Rule 37 Election disputes**

1. With any complaint or dispute about any election – whether this is for the Executive Committee, general secretary and treasurer or otherwise – this rule will apply.

2. a. The Executive Committee may rule that, before making a decision about the complaint, the candidate appearing to have the highest number of votes should take office or be excluded from taking office.
  - b. The Executive Committee may also rule that, before a decision is made about the complaint (or complaints), the person should hold office and exercise the powers relating to that office, as if they had been validly elected without any complaint or dispute being made.
3. If, as in paragraph 2a above, the Executive Committee rule that the candidate appearing to have the highest number of votes should take office, they will automatically be classed as having ruled as in paragraph 2b above, unless it makes another ruling against this.

## **AFFILIATIONS**

### **Rule 38 Affiliations to trades councils and similar organisations**

1. Branches will not be entitled to affiliate (officially link themselves) to a trades council or other organisation, without getting the executive committee's approval and unless the council or organisation it wants to affiliate to is approved by the Executive Committee.
2. All fees for regions or branches to affiliate themselves to local trade's councils, conciliation boards, federated trade unions and similar industrial or trade-union organisations will be paid for out of the branch funds.

## **PUBLIC AND POLITICAL**

### **Rule 39 Political neutrality.**

The CJWU will remain politically neutral at all times. We will not campaign or encourage members to vote in a particular way. We will not fund any individual's political campaign regardless of manifesto, promises or other commitments that may match the aims and values of the CJWU.

### **Rule 40 Political fund**

The Union will consider introducing a political fund at the first annual congress.

## **VOTING**

### **Rule 41 Voting options**

1. Wherever in these rules officials, branch officers or other representatives need to be chosen by the votes of members, and when important questions have to be settled by that kind of vote, the Executive Committee (can decide, notwithstanding the provisions of any other rule:  
a whether the vote is held by an individual ballot or by a show of hands;

b whether the voting should take place in the workplace, at branch meetings, electronically or by post (or by a combination of these); and  
c whether the votes should be counted in total, or by the majority vote of financial members in a branch carrying the total financial membership of the Branch.

2. The financial membership of the branch, as shown on the last balance sheet, will be counted for or against in line with any decisions made by the majority of members present at the meetings.
3. If the vote relates to electing permanent officials, any question on the method of voting, if raised before the voting takes place, will be decided by the Executive Committee.