

# CONSTITUTION OF CABIN CREW UNION UK

## **A. Name**

The name of the Union shall be Cabin Crew Union UK.

(The Term CCU refers to Cabin Crew Union UK - Where the word "Union" is used, it refers to Cabin Crew Union UK)

## **B. The aims of the Cabin Crew Union (CCU)**

1. To be a professional association dedicated to those working as Cabin Crew, Cabin Managers/Pursers, Cabin Service Directors, Trainers and Line Trainers
2. To work with national air regulatory bodies and employers to improve safety and security for customers and staff in airports and in the air by making recommendations, proposals and commenting upon any proposed regulations or legislative changes
3. To provide a leading, independent voice for Cabin Crew to improve safety in the air
4. To liaise, cooperate and work together with other professional bodies such as BALPA and other Trades Union working within the airline and transport sectors to improve safety, working practices, regulations and benefits for those serving in the air and to cooperate with, and to learn from the experience of the union movement worldwide
5. To demonstrate a commitment to strategic reform and innovation in the aviation industry to enhance the experience of customers and staff and improve industry profitability while ensuring that staff see the benefits of their contribution to such improvements
6. To promote and encourage effective management in the airline industry
7. To maintain a positive and constructive dialogue with employers for the benefit of members by mature engagement and to promote the success of our industry
8. To avoid any party political affiliation or party political activity, but to be free to lobby and negotiate with governments and political parties to further the aims of the CCU
9. To maintain union subscriptions at a lower rate than other unions in the airline sector and to offer membership subscriptions proportional to months or hours worked and reduced for new members in their first few months of employment when deductions from pay are made by the employer
10. To provide negotiation, representation and services for members with employers:
  - a. In industrial relations issues
  - b. To maintain and improve pay and conditions of employment
  - c. To provide first class collective and individual representation
  - d. To achieve security of employment

# CONSTITUTION OF CABIN CREW UNION UK

11. To offer membership services of the highest quality as soon as a member joins CCU:
  - a. To help our members professionally by developing new and existing skills
  - b. To assist with issues at work
  - c. To support and advise in disciplinary and grievance procedures and meetings
  - d. To represent the interests of individual members with the employer
  - e. To train free of charge suitable members volunteering to assist others in disciplinary and grievance hearings and procedures
  - f. To have access to reduced price services and goods as a benefit of membership
12. To expand trade union membership throughout the aviation industry both nationally and internationally
13. To improve the working conditions of our members and protect them from discrimination and unfair or illegal treatment
14. To have a federal structure recognizing the importance of the unique nature of each airline in the sector and thus allowing locally accountable autonomy within the CCU's aims and constitution to represent the interests of individual airlines and airline bases
15. At local and national level to be fully and democratically and financially accountable by elected representatives answerable to the membership
16. To limit the number of paid elected officials nationally and locally to the minimum required by law so that the CCU is truly a voluntary and philanthropic association working for the benefit of its members and not for the benefit of its officials
17. To be actively and totally committed to equal opportunities and freedom from discrimination in any form both within the industry and within the CCU itself

## **C. Objectives**

The Union will fulfil the aims by:

1. By bringing together a group of members together under one collective group of members and shall be called a Union, regardless of age, ethnic origin, ability, sex, sexuality, belief or political affiliation recognising the value of our many differences
2. Involving members in building and running their own Union. Through a Constitution and by Committee
3. To carry out and promote Education, Equality and information sharing through a communication network
4. Promoting Committee and Branch meetings, through Democracy

# CONSTITUTION OF CABIN CREW UNION UK

5. To raise funds and receive contributions where appropriate to finance the union in its running
6. To publicise and promote the Union
7. Open and manage bank accounts for the Union and Membership
8. Take out insurance
9. Organise meetings, training courses and events
10. Work with similar National Unions which are specific to our Union outside of the UK and exchange information and advice with them
11. Take any action that is lawful, which would help it to fulfil its aims
12. The Union will in no way have any political affiliation to any political party

## **D. Membership**

1. Membership shall be open to anyone who is interested in helping the Union to achieve its aim and willing to abide by the rules of the Union. Each member can join via Electronically on our Website, or via Printable Membership form from our website. There are also printed membership forms which are able to be posted
2. Every member shall have the right to one vote at the Annual and General meetings
3. The National Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Union
4. Registration and termination of membership
  - a. Any member of the Union may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the Union written notice to that effect
  - b. The National Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the Union, PROVIDED THAT the individual member or representative of the members Union (as the case may be) shall have the right to be heard by the National Committee before the final decision is made. There shall be

# CONSTITUTION OF CABIN CREW UNION UK

a right of appeal to an independent arbitrator appointed by mutual agreement

## **E. Management Structure**

1. The Union shall be administered by a National Committee of not less than three (3) people and not more than fifteen (15) members elected at the group's Annual General Meeting, Committee Members must be at least 18 years old.
2. The officers of the National Committee shall be:
3. The General Secretary, President, the Treasurer/ National Finance Officer the Secretary/ National Membership Officer, The Deputy General and such other officers the group shall deem necessary at the meeting.
4. The National Committee shall meet at least bi monthly, but a telephone conference call can be used in between these meetings.
5. At least three National Committee members must be present for the Management Committee meeting to take place.
6. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote, then the General Secretary shall have a second vote.
7. Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

## **F. Disciplinary Action**

8. All members of the Union have a duty to follow the Rules of the Union, namely CCU.
9. Disciplinary action may be taken against any member who:
  - a. Disregards, disobeys or breaks any of the Rules or regulations of the Union applicable to her or him, or any instruction issued in accordance with the Rules of membership
  - b. Acts in a manner prejudicial or detrimental to the Union, and her/his Branch
  - c. Commits any act of discrimination or harassment on grounds of race, gender, marital status, sexuality, gender identity, disability, age, creed or social class; or any other discriminatory conduct which is prejudicial to the Aims and Objectives set out in statement of fact
  - d. Misappropriates any money or property belonging to the Union which is under her or his control, or fails properly to account for money which was, is or should be under her or his control or defrauds the Union in any way.
10. The National Executive shall have the power to exclude or expel, as the case may be, from membership of CCU, any individual who gives encouragement to, or participates in the activities of, or is a member of, a political party or organisation whose constitution, aims or objectives is/are expressly or impliedly contrary to the

# CONSTITUTION OF CABIN CREW UNION UK

equality objectives of CCU.

11. Where there appear to be reasonable grounds to think that a member might be guilty of a disciplinary offence
12. The member's Branch Committee/ Executive will investigate whether the charges are justified
13. The National Executive Council may appoint any of its number, or the General Secretary, to investigate whether the charges are justified
14. It shall be open to the General Secretary to delegate all or part of the investigation to such person or persons as she/he thinks fit
15. In any case, the body on whose behalf an investigation is undertaken shall consider the result of such investigation before deciding whether or not a charge should be brought
16. Disciplinary charges may be brought against a member by the member's Branch, or by the National Executive Council or the General Secretary acting on its behalf
17. The following arrangements shall apply for the hearing of disciplinary charges
18. A disciplinary charge brought by a branch shall first be heard by its Disciplinary Sub-Committee unless the member belongs to the Branch Committee in which Disciplinary action case it shall first be heard by a Disciplinary Sub-Committee of the National Executive Council
19. A disciplinary charge brought to the National Executive Council (or the General Secretary acting on its behalf) shall be heard first before a Disciplinary Sub-Committee of the National Executive Council; provided always that the Disciplinary Sub-Committees referred to at F.18 shall consist of no less than three members
20. Where a disciplinary charge is proved against a member, any of the following penalties may be imposed
  - By the Branch:
    - Censure of the member
    - Debarring the member from attending any branch meeting for a period not exceeding 24 months
    - Referral of the matter to the National Executive Council for consideration of a more serious penalty including suspension or expulsion
  - By the National Executive Council
    - Censure of the member
    - Debarring the member from holding any Union office for whatever period seems to it to be appropriate, up to a maximum of 24 months

# CONSTITUTION OF CABIN CREW UNION UK

Suspension of the member from all or any of the benefits of membership for whatever period seems to it to be appropriate, up to a maximum of 24 months

Expulsion of the member from the Union

21. A member who is dissatisfied with the decision of the branch or National Executive Council in respect of charges against her or him may exercise the following rights of appeal, whichever is appropriate:

From a decision of a branch to a Disciplinary Sub-Committee of the National Executive Council

From a decision of the National Executive Council to the Union Appeals Committee

22. The decision of the National Executive Council Disciplinary Sub-Committee or of the Union Appeals Committee as appropriate shall be final and binding upon the Union and the member concerned

23. The Union Appeals Committee shall consist of three members drawn from an Appeals Panel

24. None of the three members of the Appeals Panel chosen to hear an appeal may be from the same Base as the member whose appeal is to be considered

25. 4.11 The procedure to be adopted for disciplinary hearings and appeals shall be as set out in CCU Constitution.

## **G. Finance**

1. Any money obtained by the Union shall be used only for the Union
2. Any bank accounts opened for the Union shall be in the name of the Union. Cabin crew Union UK. Any cheque issued or other means of payment shall be approved and signed by at least two of any three nominated signatures
3. The National Committee will ensure that the group stays within the budget
4. All National committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting. Attendance at meetings may be made by means of a conference call, webcam or other effective means of communication with all members attending
5. An Annual return shall be sent each year to the Certification Officer relating to its financial affairs

# CONSTITUTION OF CABIN CREW UNION UK

6. The Annual return shall contain the following accounts:

The revenue accounts indicating the income and expenditure of CCU for the period to which it relates

A balance sheet at the end of that period

Other such accounts the Certification officer may require

Details of Salaries paid to any employee of CCU during the period to which the return relates

A copy of the report made by the auditors relating to these accounts in the period to which the report is being made

A copy of the current rules shall be supplied to the Certification

Officer for each period to which the return relates

A register, if required by the Certification Officer, with the membership details for the number of members and their postal address

7. Details of any changes of head office address/Contact details and changes to Officers within CCU shall be supplied at such times to the Certification Officer

8. CCU shall take all reasonable steps to secure that, not later than the end of the period of eight weeks beginning with the day on which the annual return of the union is sent to the Certification Officer

9. The annual return statement to the members shall specify the total income and the expenditure of the trade union, how much of the income for the Union consisted of payments in respect to membership, the salary paid and benefits provided to or in respect of each employee during that period in question

10. A statement to the members shall also set out in full the report made by the auditors of the Union on the accounts contained in the return

11. The statement to the members must also include the following paragraph:

“A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the Union may take steps with a view to investigating further, obtaining clarification and if necessary securing regularisation of that conduct, the member may raise any such concerns with the Officials of the Union, the Trustees of the property of the Union, the Auditors of the Union, the Certification Officer who is an independent officer appointed by the Secretary of State and the Police. Where a member believes that the financial affairs of the Union have been or are being conducted in breach of the Law or in breach of the rules of the Union”

12. CCU shall appoint an Auditor or Auditors to audit the accounts contained in the annual return. A person is not qualified to be an Auditor or one of the Auditors for

# CONSTITUTION OF CABIN CREW UNION UK

CCU unless he is eligible for appointment as a Company Auditor under Section 25 of the Companies Act 1989. Two or more persons who are not so qualified may act as Auditors for CCU in respect to the accounting period if:

The receipts and payments in respect of CCU's last preceding accounting period did not exceed £5,000.

The number of its members at the end of that period did not exceed 500.

The value of its assets at the end of that period did not exceed £5,000.

13. None of the following shall act as an Auditor for CCU UK:

Any Officer or Employee of CCU or any of its Branches or Sections

Any person who is a partner of, or in the employment of, or who employs any such Officer or Employee

## H. Appointment and removal of Auditors

1. An Auditor of CCU shall not be removed from Office except by resolution passed at a general meeting
2. The Auditor duly appointed to audit the accounts shall be reappointed as Auditor for the following accounting period, unless:
  - a resolution has been passed at a General Meeting of CCU appointing somebody different, or providing expressly that they shall not be reappointed
  - or
  - they have given notice to CCU in writing of their unwillingness to be reappointed
  - or
  - they have ceased to act as an Auditor by reason of incapacity.
3. Followed when it is intended to move a resolution when appointing another The Secretary of State may make provision by Regulations as to the procedure to be Auditor in place of the retiring Auditor or providing expressly that a retiring Auditor shall not be reappointed. Any such regulations shall be made by a Statutory Instrument which shall be subject to resolution of either Houses of Parliament
4. The Auditors' report shall be contained within the annual return in it the report shall state the names of and be signed by the Auditor or Auditors, the account shall give a true and fair view of the matters to which they relate. It is the duty of the Auditor in preparing their report to carry out such investigations as will enable them to form an opinion as to:
  - Whether the Trade Union has kept proper accounting records
  - Whether it has maintained a satisfactory system of control over its transactions
  - Whether the accounts to which the report relates agree with the accounting records



# CONSTITUTION OF CABIN CREW UNION UK

5. Every Auditor has the right of access to the Union's accounts and records at all times to its accounting records and to all other documents relating to its affairs and is entitled to require from its officers such information and explanations as they think necessary for the performance of their duties. If the Auditor fails to obtain all the necessary information they must state this in their report. Every Auditor is entitled to attend General Meetings and has the right to be heard at any Meetings to which they attend on any part of the business of the meeting which concerns them as an Auditor.

## **I. Trustees**

1. All Trustees will have the best interest of the Union at all times and ensures necessary financial and structural stability to carry out its aims effectively. It is expected that the trustee will be able to make responsible and impartial decisions
2. No trustee should put himself or herself in a position of where his or her interests conflict with those of CCU UK
3. A Trustee must declare ANY interests that may cause a conflict of interest with the Union
4. All property belonging to the Union, shall be vested in Trustees. All Trustees must be diligent and trustworthy and consider the actions of the Trustees to always be lawful and transparent
5. If a judgement order or award is made against the Union, by way of execution, diligence or punishment for contempt or otherwise against any property held in trust by the trustees, then the trustees will comply with the order and ensure openness
6. Where a Trustee is appointed or discharged by a resolution, taken by or on behalf of the Union, the written record of the resolution shall be treated for the purposes of the statutory instruments, section 39 & 40 of the Trustee Act 1925
7. Prohibition of Union funds to indemnify unlawful conduct, such as a payment of a penalty of individuals, if this does happen then the penalty must be reclaimed by the Union from the individual and such actions must be shown to the Trustees

## **J. Committee Meetings and Elections**

1. The National Committee shall meet at least four times each year. The quorum for a National meeting shall be three. The National committee shall be accountable to the members at all times

# CONSTITUTION OF CABIN CREW UNION UK

2. All meetings must have the minutes taken by the Minutes Secretary and be available to any interested party on request
3. All National committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting
4. CCU shall make sure that every person who holds a position within the Union, shall do so by the virtue of being elected by its members
5. No person shall hold a position for more than 5 years without standing for election to be re-elected. The positions to which this applies to are as follows. A member of the National Executive, by virtue of position a member who reports to the National Executive, the President and the General Secretary
6. No member of the Union shall be unreasonably excluded from standing as a candidate
7. No member shall be required to be directly or indirectly a member of a political party
8. The Union shall provide time for every candidate to prepare an election address in their own words, and distributed to every member of the Union who are eligible to vote
9. Voting papers shall be sent to every eligible voting member and the candidates addresses to the members shall be included
10. The candidate addresses shall not be less than 100 words or more than 2000 words. Photographs and charts maybe used in the address, not more than 3 in total shall be used per address per candidate
11. All addresses shall comply with ethics of the Union and in no way contain anything offensive or discriminatory including profanity. If this is found to be the case, then the Union holds the right to refuse to distribute the candidates addresses to the members
12. The Union shall in no way alter any of the candidate's addresses provided for distribution to its members
13. The Union shall make a report as soon as practicably possible after the last date of the returning voting papers

## CONSTITUTION OF CABIN CREW UNION UK

14. The Union shall retain custody of the ballot papers returned for the purpose of election and the copy of the register of members in accordance with the requirements of a ballot, for a period of no less than one year
15. Within that period if an application is made to the Certification Officer or court requiring the Union to release and dispose the papers or copies of the ballot papers results, this needs to be undertaken, all ballot papers need to be kept for a minimum of 12 months
16. Before any election the union shall appoint a qualified independent scrutineer, to carry out the required functions as set down by the union before the ballot
17. A person shall be considered a scrutineer if he/she satisfy the purposes as set down by the Secretary of State and that the said person is completely independent in all relation and purpose to the ballot in question
18. The scrutineer shall supervise the production of all voting papers and the distribution, including the return of the papers. The scrutineer shall inspect the register of names and addresses of the members
19. Entitlement to vote in the case of all members shall be awarded equally
20. No member will have the right to vote if they are not in the employment of the employer who the vote/dispute/pay award is in relation to
21. No member will have the right to vote if their subscription is in arrears
22. Votes must be carried out by the marking of a paper. Each voting paper must state the independent scrutineer and clearly state the date and address the ballot closes. Each ballot paper shall be marked with a consecutive number. Each member must be allowed to vote without interference or constraint imposed on the member and at no additional cost to the member
23. The ballot paper shall be delivered to the member's home address or to another specified address of their choosing, as per the information held on their membership form. Thus allowing for the vote to be carried out in secret
24. The ballot of the votes will be collected and counted to secure the result, by Union appointed independent persons. The independent person can be the scrutineer or any other person who is independent to the union

## CONSTITUTION OF CABIN CREW UNION UK

25. The Union shall ensure that the scrutineer carries out their functions without impediment, or interference and in doing so secures the scrutineers independence and does not bring the union into question
26. Where a person is tasked as an independent person to count the votes, once this is complete the ballot papers must be returned to the scrutineer
27. The Scrutineers report shall include. The number of voting papers cast, the number of voting papers returned to the scrutineer, the number of valid votes cast in the election per candidate, the number of spoiled or invalid voting papers returned, the name of the person appointed by the union to be the independent person to count the votes
28. The scrutineers report shall also contain that there are no grounds for believing that any contravention has taken place in relation to the election and that the scrutineer has been able to carry out their function without interference. The report shall also state whether the scrutineer has inspected the names on the register, whether this inspection was asked by a member of the union or a candidate and if on inspection any irregularities were found
29. The scrutineers report shall also state whether they are satisfied that the candidate will be able to perform the function, they have been appointed for and if not the reason why the scrutineer is not satisfied
30. The union will not publish the result of the ballot till the scrutineer's report has been received
31. No Ballot shall be required for an uncontested election. In this case the member standing for election or re-election, shall be voted in with vote of hands by members present within their branch, as long as a quorum is reached and due noticed served. This can be done on the understanding that all members within that branch have been given the opportunity to stand for election, with due notice served to all members of the chance to stand for election for a total of 21 days, before the meeting. During the meeting to vote in members at branch level a quorum of members must be present
32. If there is a failure to comply with the voting process or reasonable grounds are suspected that the scrutineer or the independent person is brought into question, then an application to the certification officer can be made. In this application it must be stated as to the reasons where the Union, scrutineer or independent person failed
33. If the Union fails to comply with any reasonable requests to the Certification Officer, then the member can make a declaration to a court to the effect

# CONSTITUTION OF CABIN CREW UNION UK

## **K. General Public Meetings**

1. The National committee shall call at least one general public meetings each year, the purpose of these meetings is for the group to account for its actions and communicate future strategies according to the union's objectives
2. The Chair/President of the group shall normally chair these meetings
3. At least fourteen days' notice of such a meeting must be given and advertised in at least five public places
4. All meetings, including AGMs, must have minutes taken. and available to any interested party
5. The quorum for a General Meeting is six

## **L. Annual General Meeting**

1. The Union shall hold an Annual General Meeting (AGM) at not more than 15 month intervals
2. Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM
3. The business of the AGM shall include:
  - Receiving a report from the Chairperson/President of the Unions activities over the year
  - Receiving a report and presentation of the last financial year's accounts from the Treasurer/ National Finance Officer on the finances of the Union
  - Electing a new Management Committee if required and considering any other matter as may be appropriate at such a meeting.
4. The quorum for Annual General Meeting shall be at least eight persons of which no more than four shall be committee members

## **M. Alteration of the Constitution**

1. Proposals for amendments to the Constitution, or dissolution must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks' clear notice

# CONSTITUTION OF CABIN CREW UNION UK

2. Any changes to the Constitution must be agreed by at least two thirds of those members present and voting at any general meeting

3. Any proposal to change the Constitution must be sent to the members no later than six weeks before the Annual or General Meeting. Changes of Constitution must be carried by at least two thirds of the vote at a general meeting

## N. Dissolution

1. The Union may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another Union with similar aims

## Adoption of the Constitution

This Constitution was adopted by the members present at the AGM held on:

..... 2015

Signed:

.....(National General Secretary)

.....(President)

.....(Deputy General Secretary)

.....(Secretary/National Membership Officer)

.....(Treasurer/ National Finance Officer)

.....(National Executive Committee Member)