

{i} Giving proper notice of meetings – which shall include date, time, venue and agenda of meetings to all eligible fully paid-up Members giving at least 14 days written Notice to them, except for emergency meetings called by the Executive Officers of the Union with at least 24 hours' Notice to all eligible Members of the Union.

(ii) The scale and right of voting shall be one Member one vote by Secret Ballots.

(iii) The mode of making alterations or rescinding rules shall be through majority of voting Members at a properly convened meeting of the Union.

12 Appointment and Removal of Auditors

(i) Members at every Annual General Meeting (AGM) or Extra Ordinary General Members Meeting (EGM) shall have power to appoint or remove Auditors of the Union.

G & V Union of General & Volunteer Workers.

RULES AND REGULATION IN ACCORDANCE TO CLAUSE NUMBER 3 OF THE UNION'S CONSTITUTION AS AMENDED FROM TIME TO TIME

(1) Membership of the Union

(i) Every Member shall complete the Union's Application Form and return it to the Union with either one year's Subscription payment, a fully completed Standing Order Form or a fully completed Deduction from Wages/Salary form. This is where the new Member has no immediate need for the Union's services.

(ii) Membership shall begin from the date the Union receives the new Member's first payment.

(iii) Where the new Member has immediate need for the Union's services, s/he will be advised of the Union's Policy on special conditions that apply to members with less than six months in the Union. Such members would be given general advice on consultation but not representation unless the Member made a year's Subscription prepayment plus 6 months subscription. The new Member if preferred, may separately consult the General Secretary or any other Employment Adviser, who may charge for their professional services.

(iv) All fully paid-up Members who have been in the Union for at least six months or over will continue to be represented by the Union as usual.

(v) Due to abuses of privilege given to Members in the past, it is no longer economical for the Union to give representation to Members with less than six months Membership.

(2) Membership Subscription

The Union shall determine rate of Subscription from time to time through recommendation from its properly elected Management Committee or at a properly convened General Members Meeting (EGM) of the Union.

(3) Lapse/Suspension of Membership

From January 2005, the Union will automatically lapse the Membership of any Member whose subscription arrears equals 8

months or over as at 31 December 2004 and thereafter. Reinstatement of Membership shall be after the Member has paid all the arrears plus one year's Subscription prepayment.

(4) De-Registration of Membership

- (i) A Member who wishes to terminate his/her Membership of the Union must write to the General Secretary to this effect.
- (ii) Such Member must be a fully paid-up Member as at the date of termination of Membership.
- (iii) The Union reserves the right to recover any unpaid Subscription from any Member including using appropriate legal means, the cost of which shall be paid by the Member

(5) Unemployed Members

In line with the General Members Resolution dated March 2014, the Union created another category of Membership who will be able to pay half of the current monthly Subscription whilst they are unemployed but will return to paying full Membership Subscription immediately, they become employed. The Members will sign the Union's "Unemployed Register" every month to qualify for this reduced Subscription payment. This will take effect from April 2014.

(6) Union's Constitution

- (i) From January 2005, the Union's Constitution shall be made available only to each Branch of the Union free of charge.
- (ii) Any Member wishing to have a copy of the Constitution shall be charged only for the cost of photocopying of the document(i.e.£1)
- (iii) Each new Member from January 2005 shall be sent the Union's Rules & Regulations in the "Welcome Pack".

(7) Welcome Pack for New Members

This shall consist of:-

- A letter acknowledging receipt of the completed Application Form including any Subscription paid
- Membership Card
- Current General Secretary's Report or Newsletter
- Current Union's Calendar where one is printed.
- The Union's Meeting dates for the current year (where this is not included in either the current Newsletter, the General Secretary's report or circular letters to all members.

- Copy of the Union's current Rules & Regulations
- Union's Business Card to recruit at least another new Member for the Union.

(8) Goodwill/Donations

- (i) Any Member wishing to show appreciation for the good services that they had received from the Union, should make such donation to the Union so that every Member is benefited by such gesture of goodwill.
- (ii) Any Member, Group or Individuals wishing to give donations to the Union must make such donations to the Union as a group.

(9) Stewards and Officers Election

- (i) Stewards shall be elected every two years by Secret Ballots through one Member one vote of fully paid-up Members.
- (ii) Officers shall be elected every four/five year by Secret Ballots through one Member one vote of fully paid-up Members.
- (iii) Duties of the post advertised shall be made available to Members on request. Completed Nomination forms shall be returned to the Union's registered Office or to a properly appointed named Scrutineer on or before the specified date on the Nomination form. Nomination forms shall be returned in self-addressed stamped envelope to the Union if requested.
- (iv) All fully paid-up Members are eligible to nominate themselves or be nominated to stand for election into any advertised Union's Offices.
- (v) Stewards and Officers are required to attend the Union's Meetings in order to fully represent the interests of their members. Stewards are also Health & Safety Representatives in their workplaces.

(10) Steward Accreditation

Elected stewards receive Accreditation Letter/Certificate from the Union. After Stewards Elections, the Union notifies respective Employers so that the stewards can be recognised and supported accordingly.

(11) Union's Meetings

The mode of holding meetings, the scale and right to voting and the mode of making, altering or rescinding rules shall be by:-