

Rules of the National Association of Stable Staff

1 Name

The Association formed under these Rules shall be known as the "National Association of Stable Staff" hereinafter called NASS; formerly known as the Stable Lads Association.

2 NASS Mission Statement

To improve the economic and social well being of NASS members and Stable Staff in general and to enhance their status, pay and conditions of employment.

To watch over, promote and protect the common and individual interests of its members and to regulate relations between members and employers.

To ensure that the opportunity for training and improvement is available to all Stable Staff, and NASS members in particular, in order that they can achieve their full potential within their work careers and lives.

3 Objects

The objects of NASS shall be to: -

- (i) Improve the economic and social well being of NASS members and Stable Staff in general and to enhance their status, pay and conditions of employment.
- (ii) Watch over, promote and protect the common and individual interests of NASS members and to regulate relations between members and employers.
- (iii) Ensure that the opportunity for training and improvement is available to all Stable Staff, and NASS members in particular.
- (iv) Assist in movements, schemes and projects for the improvement, and betterment of the conditions of workplaces, racing premises and accommodation premises and provision.
- (v) Promote, assist and support the provision of improved accommodation and housing for NASS members.
- (vi) Provide advice, guidance and representation at the Workplace (such as internal grievance or disciplinary meetings at the Workplace) to Full Members and Associate Members on matters arising during the course of their employment where the Executive Council at its absolute discretion deems appropriate.
- (vii) Provide legal assistance to Full Members, Associate Members, and their Full Members' relatives where they suffered any accident or injury where the Executive Council at its absolute discretion deems appropriate in cases.
- (viii) Provide legal advice and legal representation to Full Members in employment proceedings (employment tribunal and court proceedings solely) on matters arising during the course of the Full Member's employment where the Executive Council at its absolute discretion deems appropriate.

- (ix) Obtain representation and or affiliation to various organisations to ensure that the interests of NASS members are advocated and protected and to ensure co-operation between NASS and other Trade Unions.
- (x) Promote legislation in Parliament for the benefit of NASS members.
- (xi) Provide assistance whenever possible to NASS members who have withdrawn their labour with the authority of the Executive Council or who are locked out as a result of a dispute with their employers.
- (xii) Negotiate collective agreements and promote the settlement of disputes between NASS members and employers and employer's associations.
- (xiii) Purchase, lease, exchange, hire or by any other means otherwise acquire, build, alter, manage, maintain, prepare, develop, sell, lease out, mortgage or charge any buildings or parts of buildings, offices, halls, clubs, hotels, residences or property or take options over any property whatever and any rights and privileges of any kind over and in respect of any property and to lend money or property of NASS upon such terms and for such purposes as the Executive Council may direct.
- (xiv) Give financial help and lend money, with or without interest or other equivalent, to any organisation, as the Executive Council may think fit in the interests of or for carrying out the objects of NASS.
- (xv) Borrow and raise money in any manner and to secure the repayment of any money borrowed raised or owed in such manner as may be determined by the Executive Council. To borrow any monies required for NASS' purposes upon such terms and on such securities as may be determined and to do all such other things permitted by the law for the time being in force as are identical or conducive to the attainment of the above objects, or any of them, or may be deemed to be advisable in the interests of its members or to be calculated directly or indirectly to benefit NASS or any of its members. To invest any monies belonging to NASS upon such terms as the Executive Council may think fit in the purchase of or secured upon any shares, bonds, debentures, stocks, loans, deposits, mortgages, or securities of any Government, State, Dependency, Public Utility Company, Local Authority, Limited Liability Company, or Society registered under the Industrial and Provident Societies legislation, and in mortgages of Freehold or Leasehold property or in any units of a Unit Trust, Investment Trust or similar Scheme approved by the Department for Business, Innovation and Skills.
- (xvi) Promote equality for all.

4 Head Office

The Head Office of NASS shall be The New Astley Club, Fred Archer Way Newmarket, Suffolk or such other place in the UK as the Executive Council may decide.

5 Members (Eligibility)

There shall be two types of members, Full Members and Associate Members.

- (i) Full Members
 - (a) A Full Membership shall be granted to a Stable Staff employee who shall satisfy the Executive Council that he is in full/part time paid employment as a stable lad or lass, stable staff or other appropriate employee in the stables of a licensed trainer or permit holder As long as the employee has completed a NASS Membership Form and the application has been acknowledged by NASS he will be entitled to all the representation rights and services provided by NASS, save for rights to legal assistance, legal advice or legal

representation as to which the Full Member must be a Full Member for a minimum of 13 weeks.

All Full Members are entitled to:

Attend the Annual General Meeting.

Hold office under Rule 8 (elected post of Executive Council member).

Make a nomination for an elected post.

Accept a nomination for the post of Executive Council member.

Hold office under Rule 10 (National Trustees).

Vote in any election for the elected posts of President, Executive Council member or Chief Executive

Vote in ballots for industrial action organised by NASS.

Full Members admitted under this Rule 5 (i) (a) shall not be required to pay any membership subscription.

- (b) A person who is not eligible for Full Membership under Rule 5(i) (a) but who performs a stable-related duty in the UK subject to the authority of the British Horseracing Authority or other equine employer for whom NASS can provide representation may be admitted as a fee-paying Full Member subject to payment of a membership subscription of £5.00 per month (please note that these Rules have been amended to prevent any new applications for membership for fee-paying Full Members to be accepted by NASS from 19th March 2015).
- (c) A Full Member who becomes an employee of NASS will be entitled to maintain their Full Member status subject to payment of a membership subscription of £5 per month.
- (d) Any member who is not a Full Member may exercise the rights only of Associate membership.

(ii) Associate Members

A Stable Staff employee who meets the requirements of Rule 5 (i) (a) but who has not completed a NASS Membership Form may be admitted as an Associate Member. An Associate Member will have limited rights of advice, guidance and representation in regard to issues at the workplace but not beyond it. An Associate Member will not have rights to legal advice or legal representation.

(iii) Opt Out of Membership

All members of NASS have the right to opt out of NASS and if a member wishes to opt out the member must register this opt out in writing with the Chief Executive at the NASS registered office.

(iv) Re-admission of Members

Any person who has been a Full Member and leaves the Stable Staff industry and subsequently re-enters the industry in paid employment will automatically be deemed a Full Member on re-registering with the British Horseracing Authority unless an opt out is registered at the NASS registered office.

- (v) Continuation of Membership

Membership shall cease automatically if eligibility for membership ceases.

All members shall abide by these Rules during their membership and all liabilities of NASS to members in respect of such membership shall cease upon the termination thereof.

Despite anything in these Rules the Executive Council may terminate the membership of any member subject to a right of appeal.

6 Structure of NASS

- (i) NASS is organised on a national basis and all Full Members details are contained on a national database held at NASS Head Office, divided into five Regions as (ii) below and for electoral purposes these Regions are electoral districts.

- (ii) NASS is divided into the following five Regions:

Scotland

North

West

East

South

- (iii) Each region may hold a regional Full Members' meeting at which a Regional Committee may be elected by and comprising of only Full Members based in that Region. The regional Full Members' meeting shall determine the structure and composition of the Regional Committee but it is subject to ratification by the Executive Council.
- (iv) Alternatively, the Executive Council can authorise the Chief Executive to convene a meeting of all Mailbox Representatives in a Region where a Regional Committee doesn't exist and confer on them the status of a Regional Committee. Any Full Member within the Region will be eligible to join the Regional Committee on becoming a Mailbox Representative.
- (v) Once ratified, the Regional Committee may meet as frequently as it chooses and will normally elect a Chairman and Secretary.
- (vi) All Executive Council Members from the Region shall be invited to attend every Regional Committee meeting and report back to the meeting on Executive Council Business.
- (vii) Once a Regional Committee is established it shall hold annual elections of its officials at a regional Full Members' meeting, usually in January of each year.

7 President and Vice-President of the Association

- (i) The President of the Association shall be elected for a term of office of three years by individual ballot of the Full Members. Only an existing Executive Council member can hold office as President. Only Full Members can make a nomination for the post of President.
- (ii) The President shall work in partnership with the Chief Executive to ensure the smooth running of NASS and will be spokesperson on behalf of the Executive Council

- (iii) In the event of a vacancy arising for the post of President, the Executive Council shall have the power to appoint a President from amongst its members on an interim basis of no more than 2 years in duration pending an individual ballot of the Full Members for that post.
- (iv) Once the President has been elected, elections will commence for members of the Executive Council.
- (v) The Vice-President of the Association shall be elected for a term of office of one year by a ballot of the Executive Council members, and will stand for re-election on an annual basis. Only an existing Executive Council member can hold office as Vice-President. Only Full Members can make a nomination for the post of Vice-President.

8 Executive Council

- (i) Only Full Members can hold office as Executive Council members. All Executive Council members must be nominated. Only Full Members may nominate Executive Council members. A Full Member may nominate one or more Executive Council members but only for that member's own Region and/or for the National Womens' and/or Black Asian and Ethnic Minority Representative Executive Council members.
- (ii) Executive Council members are elected by individual postal ballot of the Full Members by Regions, save for the exceptions at 8 (v) – (vii) below.
- (iii) Regions will have direct and indirect representation onto the Executive Council as follows:
- (iv) Each Region is entitled to three Executive Council members for the Region.
- (vii) There shall be two National Womens' representatives elected onto the Executive Council by individual postal ballot of the Full Members. One National Womens' representative shall be nominated by and elected in a combined electoral district representing the Scotland and North Regions and the other in a combined electoral district representing the South, East and West Regions.
- (viii) There shall be one National Black Asian and Ethnic Minority Representative elected onto the Executive Council by individual postal ballot of the Full Members.
- (ix) There shall be one Representative nominated by and elected from amongst NASS' Fee-Paying Members.
- (x) This will not stop fee paying members from standing for election to the Regional Seat in the Region that they are based and/or one of the other representational positions on the Executive Council.
- (xi) All Executive Council members will be elected for a term of two years.
- (xii) If at any time there are no elected members of the Executive Council the Chief Executive shall be solely responsible for the running of NASS until the completion of the election of the President when it shall be run in partnership by both officials with the Chief Executive having ultimate responsibility and a casting vote.
- (xiii) An elected Executive Council member may be represented by a deputy who would either be the runner-up to them in their designated electoral category or in the event that the member was elected unopposed they may nominate a deputy from the same electoral area, who is a Full Member of NASS. Any deputy would not be able to vote but can take part in debates on any issue.

- (xiv) The Executive Council shall have the power to second a Full Member of NASS into a vacant seat for a period of no longer than 12 months after which an election shall be held.

Any member seconded shall not be able to vote but can take part in debates on any issue.

- (xv) The provision of advice, guidance and representation at the Workplace to Full Members and Associate Members on matters arising during the course of their employment (object (vi) at Rule 3) is at the absolute discretion of the Executive Council.
- (xvi) The provision of legal assistance to Full Members, Associate Members, and Full Members' relatives in cases where they suffered any accident or injury (object (vii) at Rule 3) is at the absolute discretion of the Executive Council.
- (xvii) The provision of legal advice and legal representation to Full Members in employment proceedings (employment tribunal and court proceedings solely) on matters arising during the course of the Full Member's employment (object (viii) at Rule 3) is at the absolute discretion of the Executive Council.

9 Role and Function of the Executive Council

- (i) The Executive Council shall be the governing body and general management shall be vested in it.
- (ii) The President of NASS will be the Chair of the Executive Council.
- (iii) The business of the Executive Council shall be conducted in formal meetings.
- (iv) At the Executive Council's first meeting a Vice President shall be elected from amongst the Executive Council members by a ballot of the Executive Council members. The Vice President shall be elected for one year.
- (v) The President shall act as Chairman at all meetings of the Executive Council. In the absence of the President, the Vice President shall be the Chair. In the absence of the President and the Vice President, the Executive Council shall elect a deputy from amongst its numbers to Chair that meeting only.
- (vi) All members of the Executive Council shall have one vote including the President or Chair of the meeting who shall also have a casting vote in the event of a tie in the vote.
- (vii) Minutes of each Executive Council meeting shall be circulated to all Executive Council members and the Regional Committees where they exist.
- (viii) The Executive Council shall meet not less than 4 times per year. The quorum shall be one third of those elected as Executive Council members. In the event of an inquorate meeting, business may still be conducted with the decisions recorded in the minutes and requiring ratification at the next meeting. In the event of three consecutive meetings being inquorate, new Executive Council elections shall be held.
- (ix) The Executive Council shall be empowered to appoint Committees from within NASS to transact special or urgent business, policy-making, and negotiations or to make recommendations on its behalf and other matters.
- (x) Executive Council members whether elected or seconded shall be paid:

- i) £50 for attending an Executive Council meeting and meetings of the Stable Staff National Joint Council or any other NASS Policy-making meeting of a similar nature.
 - ii) £20 when attending any other meeting in their capacity as a NASS Executive Council Member.
 - iii) The President of NASS is a Member of the NASS Executive and will receive similar payment. In addition the President shall receive an annual honorarium of £500 at the end of each year of office.
- (xi) The Executive Council shall receive details of all financial transactions in the form of monthly accounts and other appropriate documents. If dissatisfied the Executive Council may take whatever action is deemed necessary in the interests of NASS.
 - (xii) The Executive Council may use the funds of NASS for any purpose which it considers to be in the interests of NASS members.
 - (xii) Full Members of a Region or a Regional Committee can call for an existing Executive Council Member of that respective Region to be required to stand for re-election upon sending to Head Office a petition signed by 20% of Full Members of that Region. In the case of the National Womens' representatives and Black Asian and Ethnic Minority Representative the requirement would be for a petition of 20% of the Executive Council member's constituency.
 - (xiii) All money subscribed, received as Rule 194 of the Rules of Racing money or other subscription or donation and all property acquired for NASS shall belong to NASS generally, and shall be held for and devoted to the payment of benefit to members within the Rules or expenses incurred in the administration of these Rules.
 - (xiv) The Executive Council shall have the sole authority to make, amend or rescind any Rule.
 - (xv) The Executive Council may decide how to deal with any matter not provided for in these Rules.
 - (xvi) The Executive Council shall have the power to establish a Complaints Committee comprising of Executive Council members to fine and/or suspend from all benefits any member and/or remove from office in NASS and /or exclude from NASS any Full Member who in the opinion of the Complaints Committee:
 - a. Wilfully breaks, evades or violates any of the provisions contained in the Rules of NASS.
 - b. By their conduct acts against the interests of NASS.
 - c. Disregards or acts in any manner contrary to a decision of the Executive Council of NASS.
 - d. Misappropriates or fraudulently receives any money, funds or property of NASS or makes any false declaration in regard thereof.

When a complaint of misconduct has been made. the Executive Council will appoint a Complaints Committee consisting solely of Full Members to carry out an investigation, determine the validity of the complaint and make a decision as to any appropriate sanction. The Complaints Committee will ensure that the member will be given 14 days' notice in writing of the date time and venue that the Complaints Committee will meet. The member will be invited to attend the meeting to present their case and may be accompanied by a fellow Member of NASS (except for any member of the Executive Council) who will be entitled to assist the member in the presentation of his/her case. At such a meeting the member will be

entitled to bring witnesses in their defence. Any decision of the Complaints Committee under this rule will be forwarded to the member within 7 days of the meeting at which the decision was reached. Should any decision not be acceptable to the member the member there shall be a right of appeal to NASS's Appeals Committee. That appeal must be made with 28 days of receipt of the decisions.

An Appeals Committee to hear any appeal will be appointed by the Executive Council and comprise different Full Members to the Complaints Committee.

The Complaints Committee may proceed to consider and decide the case in the absence of the member.

If the member's absence is known or thought to be due to circumstances beyond their personal control or at the request of the member, the Complaints Committee may in their absolute discretion adjourn the meeting to another date for which 14 days notice in writing will be given.

10 National Trustees

- (i) There shall be up to six National Trustees who are selected by the Executive Council.
- (ii) No member of the Executive Council or any full time official or member of the permanent staff of NASS will be eligible to act as a National Trustee.
- (iii) The funds and property of NASS shall be invested in the joint names of the Trustees and dealt with by them as the Executive Council shall direct.
- (iv) All deeds, documents of title and securities for money of NASS shall be held by the Trustees and they may take such measures for the safe custody and preservation thereof at the expense of NASS as they shall think fit. They shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control and shall produce them when required by the Executive Council or when required by the auditors of the books and accounts.
- (v) Trustees in an ex-officio capacity may attend the Annual General Meeting.
- (vi) Trustees in an ex-officio capacity may attend Executive Council meetings.
- (vii) Trustees shall give at least three months notice in writing to the Chief Executive of their intention to retire or resign.
- (viii) In the event of any Trustee dying, resigning or being removed from office the Executive Council may appoint a replacement at the next meeting of the Executive Council.

11 The Chief Executive

- (i) The Chief Executive shall be elected by individual ballot of the Full Members.
- (ii) The Chief Executive shall hold office for a period of five years from the date of the announcement of the election result and be eligible to stand for one or more further periods up to the age of 70 years when he shall be required to retire.
- (iii) Only Full Members can make a nomination for the elected post of Chief Executive. A candidate for the elected post must be an existing Executive Council member.
- (iv) The Chief Executive shall perform all the duties laid down in his job description and contract of employment and shall generally supervise the work of NASS in all departments.

- (v) The Chief Executive is responsible for the correct keeping of all books and records of NASS including all financial information.
- (vi) The Chief Executive shall be responsible for convening all meetings of the Executive Council and shall be entitled to attend and speak but not vote. The Chief Executive shall be responsible for ensuring that the minutes of the meetings are taken and issued to all members of the Executive Council and to such extent and in such manner as the Executive Council may determine.
- (vii) The Chief Executive shall annually submit to the Executive Council an income and expenditure account and balance sheet and his report thereon for the Executive Council's approval.
- (viii) The Chief Executive shall be responsible for the day to day running of NASS, the supervision and control of the administration of NASS and will be the line manager of all officers and staff employed by NASS. The Chief Executive will be responsible for the liaison with all contractors, agents and professional advisers to NASS.
- (ix) The Chief Executive shall engage such staff at such salaries, if permanently employed, as shall be determined by the Executive Council and other staff to perform duties as required.
- (x) The Executive Council shall determine the salary of the Chief Executive.

12 Annual General Meeting (AGM)

- (i) All Full Members are entitled to attend the Annual General Meeting which shall be presided over by the President or in the President's absence the Vice President.
- (ii) The Executive Council shall determine the agenda of the AGM.
- (iii) The AGM shall be held no later than fourteen months after the previous AGM
- (iv) Only Full Members notified to the NASS Head Office under the procedure and timetable laid by the Executive Council shall be eligible to attend the AGM.

13 Auditors

A firm of qualified accountants to be appointed by the Executive Council shall audit the general accounts of NASS.

14 Dissolution

- (i) NASS may be dissolved by a two-thirds majority vote of Full Members conducted by individual postal ballot.
- (ii) In the event of dissolution, any funds remaining after discharging all debts and other liabilities shall be distributed as mentioned in the resolution for the dissolution of NASS.

15 Strike Action and Other Industrial Action

- (i) In contemplation or furtherance of a trade dispute the Executive Council may sanction or order strike action or industrial action by all or some NASS members and may organise, direct, control and support such strike or industrial action, only upon the recommendation of the Chief Executive.
- (ii) The Executive Council may cancel or terminate a strike or industrial action duly sanctioned or ordered and order the members to resume their employment, only upon the recommendation of the Chief Executive.

- (iii) No Region, individual member or group of Regions or individual members shall have the power to sanction or order a strike or industrial action.
- (iv) The Executive Council shall before the sanctioning or ordering any strike action or industrial action, conduct a secret ballot of all Full Members who may be called upon to take strike action or other action.
- (v) In no circumstances will the Executive Council sanction or authorise strike action or other industrial action unless there has been majority support for such action amongst those voting.
- (vi) All authorised action must be conducted under the supervision of the Chief Executive.

16 Interpretation

- (i) Any dispute regarding the interpretation of the Rules or arising in a matter where the Rules are silent shall be referred to the Executive Council and its decision upon any matter of interpretation shall be final.
- (ii) Words importing a gender include every gender.
- (iii) Sub-headings and Rule Headings are for information purposes only. They are not guides to interpretation.