

Form AR21

1

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	EQUAL JUSTICE THE UNION		
Year ended:	31 December 2021		
List no:	843T		
Head or Main Office address:	27 OLD GLOUCESTER STREET		
	LONDON		
Postcode	WC1N 3AX		
Website address (if available)	www.equaljusticetheunion.org.uk		
Has the address changed during the year to which the return relates?	Yes	No	X ('X' in appropriate box)
General Secretary:	Marcia Lawrence-Russell		
Telephone Number:	08000485242		
Contact name for queries regarding the completion of this return	Marcia Lawrence-Russell		
Telephone Number:	08000485242		
E-mail:	marcia@equaljusticetheunion.org.uk		

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland: ymw@tcyoung.co.uk

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Return of Members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Total					A

Number of members at end of year contributing to the General Fund

141

Number of members included in totals box 'A' above for whom no home or authorised address is held:

Change of Officers

Please complete the following to record any changes of officers during the twelve months covered by this return

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change

State whether the union is:

a. A branch of another trade union?

Yes

No

X

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

[illegible]

(see notes 13 to 18)

P3

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Total federation and other bodies	
Any Other Sources	
Total other sources	
Total of all other income	

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	300
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
	300		
carried forward		Total (should agree with figure in General Fund)	300
	300		

(See notes 21 and 23)

Fund 2		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 3		Fund Account
Name:	£	£
Income		
From members		
Investment income (as at page 12)		
Other income (specify)		
Total other income as specified		
Total Income		
Interfund Transfers IN		
Expenditure		
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		
Total Expenditure		
Interfund Transfers OUT		
Surplus (Deficit) for the year		
Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)		
Number of members contributing at end of year		

(See notes 21 and 23)

Fund 4		Fund Account
Name:	£	£
Income		
From members		
Investment income (as at page 12)		
Other income (specify)		
Total other income as specified		
Total Income		
Interfund Transfers IN		
Expenditure		
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		
Total Expenditure		
Interfund Transfers OUT		
Surplus (Deficit) for the year		
Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)		
Number of members contributing at end of year		

Fund 5		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 6		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 7		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 8		Fund Account
Name:	£	£
Income		
From members		
Investment income (as at page 12)		
Other income (specify)		
	Total other income as specified	
	Total Income	
	Interfund Transfers IN	
Expenditure		
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	
	Interfund Transfers OUT	
	Surplus (Deficit) for the year	
	Amount of fund at beginning of year	
	Amount of fund at the end of year (as Balance Sheet)	
	Number of members contributing at end of year	

Fund 9		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 24 to 33)

£

p9

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

[illegible]

Political fund account expenditure (b)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

[illegible]

Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

[illegible]

Political fund account expenditure (d)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

[illegible]

Political fund account expenditure (e)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

[illegible]

Political fund account expenditure (f)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

[illegible]

**Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations
(consolidation) act 1992**

For expenditure not falling within section 72 (1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one

£

Total expenditure

£

(c) the total amount of all other money expended

Total expenditure

Total of all expenditures

(see notes 34 and 35)

(see notes 34 and 35)

P10

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

[illegible]

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		
	Total assets		
	General fund (page 3)		3,900
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Total liabilities		
	Total assets		

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)			
Government Securities (Gilts)			
Other quoted securities (to be specified)			
Total quoted (as Balance Sheet)			
Market Value of Quoted Investment			
Unquoted			
Equities			
Government Securities (Gilts)			
Mortgages			
Bank and Building Societies			
Other unquoted investments (to be specified)			
Total unquoted (as Balance Sheet)			
Market Value of Unquoted Investments			

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?

Yes

☐

No

☒

If YES name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)

Are the shares which are controlled by the union registered in the names of the union's trustees?

Yes

☐

No

☐

If NO, state the names of the persons in whom the shares controlled by the union are registered.

Company name	Names of shareholders

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	4,200		4,200
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	4,200		4,200
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	300		300
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)	3,900		3,900
Assets			
Fixed Assets			
Investment Assets			
Other Assets			
Total Assets			
Liabilities		Total Liabilities	-3,900
Net Assets (Total Assets less Total Liabilities)			3,900

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?	<div style="border: 1px solid black; padding: 2px 10px;">No</div>
If Yes How many ballots were held: <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div>	
For each ballot held please complete the information below:	
<div> Ballot 1 </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of votes cast in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of Individuals answering "Yes" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ¹ Number of individuals answering "No" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ² Number of invalid or otherwise spoiled voting papers returned <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ³ </div> <div style="width: 15%; text-align: right;"> 1-3 should total "Number of votes cast" </div> </div> <div style="margin-top: 10px;"> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 10px;"> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div>	
<div> Ballot 2 </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of votes cast in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of Individuals answering "Yes" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ¹ Number of individuals answering "No" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ² Number of invalid or otherwise spoiled voting papers returned <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ³ </div> <div style="width: 15%; text-align: right;"> 1-3 should total "Number of votes cast" </div> </div> <div style="margin-top: 10px;"> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 10px;"> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div>	
<div> Ballot 3 </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of votes cast in the ballot <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> Number of Individuals answering "Yes" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ¹ Number of individuals answering "No" to the question <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ² Number of invalid or otherwise spoiled voting papers returned <div style="border: 1px solid black; width: 70px; height: 15px; display: inline-block;"></div> ³ </div> <div style="width: 15%; text-align: right;"> 1-3 should total "Number of votes cast" </div> </div> <div style="margin-top: 10px;"> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div> <div style="margin-top: 10px;"> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> </div>	

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see note 81)

***Categories of Nature of Trade Dispute**

A: terms and conditions of employment, or the physical conditions in which any workers require to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO

☐

If YES, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

Accounting policies



(see notes 84 and 85)

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Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:  <hr/> Name: MARCIA LAWRENCE-RUSSELL <hr/> Date: 30.5.22	Chairman's Signature:  (or other official whose position should be stated) <hr/> Name: EARL LAIRD <hr/> Date: 29.05.22
--	---

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<input checked="" type="checkbox"/>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<input checked="" type="checkbox"/>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<input checked="" type="checkbox"/>	No	
A member statement is: (see Note 80)	Enclosed	<input checked="" type="checkbox"/>	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<input checked="" type="checkbox"/>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<input checked="" type="checkbox"/>	No	

Checklist for auditor's report

(see notes 90 and 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

SEE
attached

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)

Signature(s) of auditor or auditors:

Name(s):

Profession(s) or Calling(s):

Address(es):

Postcode

Date

Contact name for inquiries and
telephone number:

N.B. When notes to the account are referred to in the auditor's report a copy of those notes must accompany this return.

Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour
Relations (Consolidation) Act 1992

(See notes 97 to 103)

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

No

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

Membership audit certificate

Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

- 1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?
- 2 In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate



Section two

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

Yes

If "No" Please explain below:

Signature		
Name	MORGAN MOORE	ROCHELLE GRIZZLE
Office held	SOUND ENGINEER	CREDIT CONTROLLER
Date	30TH MAY 2022	30TH MAY 2022

Lay Auditors report

I have audited the financial statements of Equal Justice the Union for the year ending December 2021 on pages 3 to P22 which have been prepared under the accounting policies set out herein.

This report is made solely to Equal Justice the Union's members, as a body. The audit work has been undertaken so that I might state to Equal Justice the Union's members those matters which are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than Equal Justice to Union and to Equal Justice to Union members as a body, for the audit work, for this report, or for the opinions I have formed.

The audit involved obtaining evidence about the amounts and disclosures for the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatements, where the caused by fraud or error. Additionally, I read all the financial and non-financial information in the annual return to identify material inconsistencies with the audited financial statements.

Opinion on financial statements

In my opinion the financial statements: -

- give a true and Fair view of the matters to which they relate to; and
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the trade union and labour relations [consolidation] act 1992.

Statement to Members Equal Justice the Union (EJU)

Statement to members issued in connection with the union's annual return for the period ended 31 December 2021. As required by Section 32A of Trade Union and Labour Relations (Consolidation) Act 1992

Income and Expenditure

The total income of the union for the period was £4,200. This amount included payments of £4,200 in respect of membership income of the union. The union's total expenditure for the period was £300.

Political Fund

EJU does not have a Political Fund.

Salary paid to and other benefits provided to the General Secretary

The General Secretary was not paid any amount in respect of salary or benefits.

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have 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 concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the union, the auditor or 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 and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

Independent Lay Auditors Report

Report enclosed.

Independent Examiners Name: Mr Morgan Moore (Sound Engineer) and Rachel Grizzle (Credit Controller)

for and on behalf of

Cahinia Accountancy & Business Advisory Service

6 Hockley Hill

Birmingham

B18 5AA



EQUAL JUSTICE THE UNION
TEL: 0208 944 1111 FAX: 0208 944 1112

Rules and Bylaws

(Amended following Emergency Meetings of the National Executive meeting on 27 August 2021 & 20 September 2021)

Equal Justice the Union
Rules and Bylaws

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Equal Justice the Union

Rules and Bylaws

1 Name

- 1.1 The name of the Association/Union shall be the Equal Justice the Union (EJU).
- 1.2 The criterion for union membership is any worker/employee who comes under the protection of The Equality Act 2010 (any update or replacement).

2. Objects

The Objects are:

- 2.1 The principal purposes of EJU is to protect and advance the interest of its members (workers and employees) and the regulation of relations between its members and employers or between workers and employers' associations, or the regulation of relations between its constituent or affiliated organisations. This also includes to provide a means of regulating relations between members and representation at any Regulatory Council. Where necessary, this will be through the means of voluntary or compulsory collective bargaining agreements.
- 2.2 To promote the elimination of racism and all other forms of discrimination in all or any of its forms in the workplace.
- 2.3 To provide members with all aspects of trade union services including advice, assistance and representation, legal or otherwise, and other benefits, in relation to matters arising out of or in connection with their work or employment or the discharge of their functions as such, their registration with any Regulatory Council.
- 2.4 To safeguard the interests of members and seek to protect their employment rights through promoting fair representation in all the Union's structures regardless of their protected characteristic(s) or membership grade.
- 2.5 To actively participate within local, regional National and International employment and equality of opportunity consultations and negotiations focused upon researching, promoting and addressing inequalities.
- 2.6 Train and support our representation officers to responsively react and serve members in a thoughtful, timely and professional manner.

- 2.7 To do all such things as may be incidental to the above objects.

3. Membership

- 3.1 The following shall be eligible to become Members of 'Equal Justice the Union':

Category 1: Any person meeting the criteria at 1.2 above, whose name is entered, **other than** as a Student Member or Affiliate in the Register of Members of the Equal Justice the Union.

Category 2: Any person meeting the criteria at 1.2 above, whose name is entered as a Student Member in the Register of Members of Equal Justice the Union.

Category 3: Honorary Members.

Category 4: Any other person meeting the criteria at 1.2 above, who is, or who is normally, or who seeks to be, in employment.

- 3.2 Admission of members under Category 3 shall be on approval by the Executive Committee.
- 3.3 The Executive Committee shall keep a register of the names and addresses of members.
- 3.4 An admission fee (if any) shall be payable on admission, and thereafter monthly or annual subscription fees (if any) shall be payable by members at such rates or rate as may be determined from time to time.
- 3.5 A member whose admission fee (if any) or annual subscription fee is three months in arrears shall cease to be a Member of 'Equal Justice the Union' (provided he/she has been served with prior notice of the arrears).
- 3.6 The Executive Committee may in its discretion, reinstate the member on payment of the outstanding amount due and subject to such conditions as may be laid down by the Executive Committee from time to time.

4. Termination of Membership

- 4.1 A member shall cease to be a Member of 'Equal Justice the Union' if s/he:
- 4.1.1 Gives written notice of resignation addressed to the General Secretary of 'Equal Justice the Union'.

- 4.1.2 Ceases for any other reason to be eligible under all Categories of membership.
- 4.2 The Executive Committee shall also have the right to terminate or suspend membership if in the opinion of the Executive Committee; the member has conducted him/herself in a manner prejudicial or detrimental to the best interests of the Union, or contrary to its Objects.
- 4.3 For the avoidance of doubt, a member will be deemed to have conducted him/herself in a manner prejudicial or detrimental to the best interests of 'Equal Justice the Union', or contrary to its Objects if s/he has been expelled or suspended from membership following a finding of professional misconduct under Equal Justice the Union membership Disciplinary Procedures (provided the conduct in question was not wholly or mainly excluded or protected under the Trade Union and Labour Relations (Consolidation) Act 1992 ("TULRCA")).
- 4.4 Prior to termination or suspension of membership under rule 4.2 above, the following procedure will apply:
- 4.4.1 The member shall be served with at least 15 working days written notice of the conduct or circumstances alleged to be grounds for his/her suspension or expulsion (including where the member is deemed to have acted in a manner prejudicial or detrimental to the best interests of the Union, or contrary to its Objects under rule 4.3), and of the date, time and place of the meeting at which the matter is to be considered.
- 4.4.2 The member shall be entitled to attend the meeting, accompanied by a friend, and to make representations in response to the allegation(s). Alternatively, s/he may submit written representations to be taken into account at the meeting. Where the member is deemed to have acted in a manner prejudicial or detrimental to the best interests of the Union, or contrary to its Objects under rule 4.3, his/her representations shall be limited to the question of the appropriate action to be taken.
- 4.4.3 The decision of the Executive Committee, which shall be final, shall be communicated to the member in writing as soon as practicable after the meeting.

5. Member's Rights

Benefits

- 5.1 All members shall be entitled to such benefits of membership as are from time to time determined by the Executive Committee and set out in a Schedule to these Rules, after

3 months continuous membership of 'Equal Justice the Union' (or immediately in the case of an individual becoming a Member of 'Equal Justice the Union' under membership Categories 1, 2 , or 3 provided that at the point of admission to Union membership, he/she has at least 3 months continuous membership).

- 5.2 Where a member has been suspended from membership under rule 4.2, s/he shall not be entitled to any benefits under rule 5.1 above during the period of suspension or relating to any matter occurring during the period of suspension.

Other Membership Rights

- 5.3 Members shall be entitled to vote in Union elections as provided for in, and in accordance with, the procedures set out in the Byelaws.
- 5.4 Members shall be entitled to stand as a candidate for an elected position as provided or in, and in accordance with, the procedures set out in the Byelaws.

6. Management

Executive Committee

- 6.1 There shall be an Executive Committee which shall consist of up to nine members. On election, the Executive shall elect from among itself a President, Vice President and Treasurer.
- 6.2 Upon formation of the Union, the first members of the Executive Committee shall hold such office until the conclusion of the first AGM after the formation of the Union.
- 6.3 Thereafter, the members of the Executive Committee shall be elected in accordance with the procedures set out in the Bylaws.

Powers of the Executive Committee

- 6.4 The Union shall be managed by the Executive Committee.
- 6.5 The Executive Committee may appoint such sub-committees as it sees fit in order to further the interests of the Union.
- 6.6 A sub-committee appointed under rule 6.5 above shall consist of such member or members of the Executive Committee together with such other person(s) as the Executive Committee shall see fit.

- 6.7 The Executive Committee may invite any person who is not a member of the Executive Committee (whether as a member of a sub-committee or otherwise), to attend and speak at a meeting of the Executive Committee for the purpose of providing the Executive Committee with factual information, or with technical or professional advice with respect to matters to be taken into account by the Executive Committee in carrying out its functions. A person so invited shall not be entitled to vote on any Executive Committee matter and shall not be a member of the executive.

Removal of members of the Executive Committee

- 6.8 A member of the Executive Committee shall be removed and his/her office vacated:
- (i) If he/she is adjudged bankrupt or a receiving order is made against Him/her, or he/she makes any arrangement or composition with his/her Creditors;
 - (ii) If he/she ceases to be a member of the Union;
 - (iii) If he/she gives written notice of his/her resignation from such office;
 - (iv) If he/she is absent from the whole of three successive Executive Committee meetings without good reason.
- 6.9 Any member of the Executive Committee who acts in a manner considered by the Executive Committee to be detrimental or contrary to the interests of the Union may be removed by the Executive Committee.
- 6.10 Before any decision is taken to remove an Executive Committee member under rule 6.9 above, the procedure set out in rules 6.12 to 6.15 below shall be followed.
- 6.11 If the Executive Committee member who is removed is also the President, VicePresident or Honorary Treasurer of the Union, he/she shall thereupon cease to hold such position.
- 6.12 A resolution proposing the removal of an Executive Committee member shall be valid if:
- (a) It is in writing;
 - (b) It is signed by at least four other Executive Committee members; and
 - (c) It contains the grounds on which it is alleged that the Executive Committee member has acted in a manner detrimental or contrary to the interests of the Union.

- 6.13 The resolution shall be sent to the General Secretary who shall refer it to the next meeting of the Executive Committee unless such meeting is due to be held within 21 days from receipt of the resolution, in which case it shall be referred to the following meeting.
- 6.14 At least 14 days written notice of the date, time and place of the meeting shall be served on the member of the Executive Committee whose removal is proposed, who shall at the same time be supplied with a copy of the resolution. The member shall be entitled to be accompanied at the meeting by a friend.
- 6.15 The decision of the Executive Committee shall be final and shall be communicated in writing to the member of the Executive Committee as soon as practicable after the meeting.

7. Meetings of the Executive Committee

- 7.1 The Executive Committee must hold at least four meetings each calendar year, and must in any event hold a meeting within 28 days (or as soon as possible thereafter) following the formation of the Union and following an AGM after an election under Bylaw 1.
- 7.2 The Executive Committee shall also hold an additional meeting if required by the President, or on the written request of at least four members of the Executive Committee.
- 7.3 The Executive Committee may adjourn and otherwise regulate their meetings as they see fit, and determine the quorum necessary for the transaction of the business. Unless otherwise determined, 5 members of the Executive Committee shall be a quorum.
- 7.4 A meeting of the Executive Committee may be held either in person or by suitable electronic means agreed by the Executive Committee in which all participants may communicate with all other participants.
- 7.5 The Executive Committee shall appoint one of their members to take the chair for the first meeting of the Executive Committee following the formation of the Union or following an AGM after an election under Bylaw 1. Thereafter, the President shall preside as chair at each meeting of the Executive Committee. If he/she is not present within five minutes after the time appointed for holding the meeting, or is otherwise unable or unwilling to preside, then the Vice-President, if so present and willing, shall preside as chair. If the Vice-President is not present or willing to preside, then some other member of the Executive Committee chosen by the other members present shall take the chair.
- 7.6 Every issue may be determined by a simple majority of the votes cast at a meeting of the Executive Committee but a resolution which is in writing and signed by all the members

of the Executive Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

- 7.7 Except for the chair of the meeting, who has a second or casting vote (other than on the appointment of the honorary officers under rule 8 below), every member of the Executive Committee has one vote on each issue.
- 7.8 A procedural defect of which the Executive Committee is unaware at the time does not invalidate decisions taken at a meeting of the Executive Committee.

8. Honorary Officers

- 8.1 At the first meeting of the Executive Committee following the formation of the Union or following an AGM after an election under Bylaw 1, the Executive Committee shall appoint from among them:
- 8.1.1 A President, provided that person is a member of the Union immediately prior to his/her appointment (unless there is no such person willing to be appointed as President).
- 8.1.2 A Vice-President and Honorary Treasurer respectively.
- 8.2 A person so appointed under Rule 8.1 above shall hold office as President, VicePresident or Honorary Treasurer as applicable until the end of his/her term as a member of the Executive Committee. If re-elected to the Executive Committee for a second term, he/she shall be eligible for reappointment as an honorary officer for the second term.
- 8.3 In the event of casual vacancy arising, the Executive Committee shall, if it deems it necessary to do so, appoint a replacement from among them. An Executive Committee member so appointed shall hold the relevant office for the balance of the term of the person replaced. On ceasing to hold that honorary office, he/she shall be eligible for reappointment as an honorary officer if re-elected to the Executive Committee for a second term.

9. General Secretary

- 9.1 There shall be a General Secretary of the Union who shall act as Chief Executive to the Executive Committee and be remunerated as specified by the Executive Committee.
- 9.2 Upon formation of the Union, the position of General Secretary shall be filled by the founder of the Union.

9.3 Thereafter, the General Secretary shall be elected by the Union in accordance with the Procedures set out in the Bylaws.

9.4 The office of General Secretary shall be vacated if he/she gives written notice of his/her resignation from such office, or if such notice is given on his/her behalf and with her/his authorisation; or

9.4.1 he/she is removed from office by a majority vote of the members of the Executive Committee present and voting at a meeting of the Executive Committee, and in accordance with employment legislation providing that:

- a) He/she shall first have been given the reasons said to justify his or her removal and an opportunity to make written and /oral representation (at his or her option) to the Executive Committee.
- b) He/she and the Executive Committee shall have been given at least 21 days written notice of the date, time and place of the meeting at which the resolution is to be considered.

9.5 The Executive Committee shall from time to time specify in detail the duties of the General Secretary and shall keep these under review in the light of the current business of the Union. Subject to this, the duties of the General Secretary shall include the following:

- a) The General Secretary shall act as the Chief Executive Officer to the Executive Committee. He/she shall be responsible for drafting the agenda for all meetings in consultation with the President or other chair of an Executive Committee meeting, and for recording all business of the Union.
- b) The General Secretary shall conduct the correspondence of the Union and shall report to the Executive Committee all that relates to the business of the Union.
- c) The General Secretary shall be responsible for the collection of monies due to the Union and for the payment of monies and for the collection of fees payable under rule 3.4.
- d) The General Secretary shall cause to be kept proper accounting records with respect to the transactions of the Union and its assets and liabilities
- e) The General Secretary shall establish and maintain a satisfactory system of control of the Union's accounting records, its cash holdings and all its receipts and remittances
- f) The General Secretary shall ensure that an annual audit is undertaken by auditors appointed by the AGM in accordance with the TULRCA
- g) The General Secretary and employees of the union authorised by him/her shall, subject to the endorsement of the National Executive Committee, have authority to open and operate such bank accounts on behalf of the union as he/she may consider appropriate.
- h) The General Secretary and employees of the union authorised by him/her shall at times act in accordance with the trade unions Financial Regulations Policy

10. Trustees

10.1 The property of the Union and assets of the union are held in trust by the Union's trustees on behalf of its members.

10.2 There shall be three Trustees of the Union who shall be appointed by the Executive Committee in accordance with this rule in writing.

- 10.3 Each Trustee shall hold office for three years and at the end of the term the Executive Committee shall either re-appoint the Trustee or shall appoint a new Trustee to be Trustee in her/his place.
- 10.4 If a Trustee wishes to retire as Trustee or becomes disqualified, the Executive Committee shall appoint a new Trustee to be a Trustee in her/his place.
- 10.5 Upon formation of the Union, the first trustees are those persons who are the President, the Vice-President and the Honorary Treasurer until the second anniversary of the Union. The Executive Committee shall pass a resolution appointing them as such.
- 10.6 The trustees shall act in all respects on the instruction of, and with the consent of, the Executive Committee.
- 10.7 The property of the Union, including all its income, shall be paid or solely applied for the aforesaid objects of the Union, and no part thereof shall be distributed to any category of member of the Union by way of profit, provided that, subject to paragraph 10.6, nothing in this clause shall prevent the remuneration or other payment of any person or persons for any services rendered or work done to or for the Union whether or not such person or persons is in any category of membership of the Union.
- 10.8 Further, and subject to paragraph 10.6:
- 10.8.1 The property or funds of the Union may be applied or invested by the trustees in the purchase of such stocks, shares, securities or other investments or property of whatsoever nature and whosoever situated and whether involving liabilities or not.
- 10.8.2 The trustees may borrow monies or hold, purchase or take lease on any land and may sell, exchange, mortgage, lease, surrender or build upon such lands, or do such other things in relation thereto as the Executive Committee may decide.
- 10.8.3 The trustees may execute any indemnity that may be required by the banks receiving direct debits originated by the Union.
- 10.9 Every trustee, member of the Executive Committee and every agent or employee of the Union shall, so far as may be allowed by law, be indemnified by the Union against, and there shall be paid out of the funds of the Union, all costs, losses, expenses of whatsoever nature such trustee, member of the Executive Committee, agent or employee shall or may incur or become liable to, by reason of any contract entered into or act or thing properly done by him/her in the course of or in the discharge of his/her duties to or for and on behalf of the Union.

10.10 The trustees shall undertake such further duties as the Executive Committee may from time to time decide.

11. General Meetings

Frequency

11.1 Except for the first Annual General Meeting ("AGM"), an AGM must be held in every calendar year at such time and place as may be determined by the Executive Committee and can be by electronic means. The first AGM may be held at any time within 18 months after the formation of the Union Business:

11.2 The business of an AGM shall include:

- a) The accounts of the Union for the previous financial year;
- b) The annual report of the Executive Committee;
- c) The report of the auditors;
- d) The appointment of an auditor in accordance with rule 12 below;
- e) Amendments to the rules and Bylaws of the Union put forward in accordance with the procedures laid down in these rules;
- f) Resolutions put forward in due form;
- g) Such other business as the President shall determine in consultation with the General Secretary and which is duly notified in writing to the General Secretary.

Type of General Meeting

11.3 Any general meeting which is not an AGM is an Extraordinary General Meeting (EGM).

Notice

11.4 An EGM may be called at any time by the Executive Committee, and must be called after a written request to the Executive Committee from at least five per cent of the members.

11.5 General meetings are called on at least 21 days' written notice (or at least 14 days in the case of an EGM) to the Members specifying the business to be transacted, and including the terms of any motion submitted under rule 11.8 below.

11.6 In addition to the written notice of an AGM under rule 11.5 above, the Executive Committee shall give members not less than 21 days' notice of the date and place of an AGM.

11.7 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding transacted, at any meeting.

Motions

11.8 Any motion submitted by the Executive Committee, or signed by 20 Members and submitted to the Executive Committee not less than 8 weeks before the date of the AGM shall be placed on the agenda of that meeting and the terms of such motion shall be given in the notice of the meeting under rule 11.5 above.

11.9 Any notice of a proposed amendment to a motion, submitted by the Executive Committee or signed by 20 Members and submitted to the Executive Committee not less than 7 days before the date of the meeting, shall be placed before the meeting, and the Executive Committee shall make available copies of such proposed amendments to those Members attending the meeting.

11.10 Before placing on the agenda of any AGM, or giving notice or making available copies of any proposed motion or amendment of any proposed motion as required under rules 11.8 and 11.9 above, the Executive Committee shall have power:

- a) To treat any motion on a particular subject as an amendment to any other motion on the same subject, and to rephrase it accordingly;
- b) To treat any amendment to any motion as a separate motion and to rephrase it accordingly;
- c) To group together into one composite motion any two or more motions and/or amendments which have a similar object and, in so doing, to use the phraseology which in the opinion of the Executive Committee best expresses the object of such motions and/or amendments;
- d) To arrange the order of motions and amendments;
- e) To require that two or more motions and/or amendments be debated together, but that votes be taken on them sequentially;

- f) When rephrasing or compositing motions or amendments, to consult with the signatories thereof insofar as it seems to the Executive Committee expedient.

Proceedings at General Meeting

Quorum

- 11.11 There is a quorum at a General Meeting if the number of members personally present is at least 50, or one percent of the members, whichever is the fewer.
- 11.12 If within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall if it was convened on the requisition of members, be dissolved. In any other case, it shall stand adjourned to the same day in the next week, at the same time and place, or such other place as the Executive Committee may determine. If at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

Chair

- 11.13 The President shall preside as chair at every General Meeting. If he/she is not present within five minutes after the time appointed for holding the meeting, or is otherwise unable or unwilling to preside, then the Vice-President, if so present and willing, shall preside as chair. If the Vice-President is not present or willing to preside, then some other member of the Executive Committee chosen by the members present shall take the chair.

Adjournment

- 11.14 The President may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given in the same way as the original meeting. Otherwise, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

Voting

- 11.15 Except where otherwise provided by these rules, every issue at a General Meeting is determined by a simple majority of votes cast by the members present in person.

- 11.16 Except for the chair of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue.

12. Appointment and Removal of Auditors

- 12.1 Upon formation of the Union, an auditor shall be appointed by the Executive Committee, to hold office until the conclusion of the first AGM.

- 12.2 Thereafter the Union shall at each AGM appoint an auditor to hold office from the conclusion of that meeting until the conclusion of the next AGM.

- 12.3 At each AGM the retiring auditor for the preceding financial year shall be reappointed auditor for the current financial year without any resolution being passed unless:

- a) A resolution has been passed at a general meeting of the Union appointing somebody instead of him or providing expressly that he shall not be reappointed, or
- b) He has given notice to the Union in writing of his unwillingness to be reappointed, or
- c) He is ineligible for re-appointment, or
- d) He has ceased to act as auditor by reason of incapacity.
- e) Provided that where notice has been given of an intended resolution to appoint somebody in place of a retiring auditor but the resolution cannot be proceeded with at the meeting because of the death or incapacity of that person, or because he is ineligible for appointment, the retiring auditor need not be reappointed.

- 12.4 If a motion is submitted under rule 11.8 above, proposing a resolution at the AGM to appoint as auditor a person other than a retiring auditor or providing expressly that the retiring auditor shall not be re-appointed:

- a) The General Secretary shall send a copy of such motion forthwith to the retiring auditor;
- b) If the retiring auditor makes representations in writing to the Union with respect to the intended resolution, and requests their notification to members, then unless the representations are received too late to be included in the Notice sent to members under rule 11.5 above:
 - a. The notice sent to members under rule 11.5 shall state the fact that representations have been made; and

- c) Include a copy of the representations with the Notice.
- d) If a copy of the representations is not sent to the members because they are received too late or because of the default of the Union, the auditor may, without prejudice to his/her rights to be heard orally, require that the representations shall be read out at the meeting.

13. Bylaws

13.1 The Union may, in General Meetings, make Bylaws relating to the election of the Executive Committee members and the General Secretary, and such other matters as the Union in General Meeting thinks fit, provided that:

- a) No Bylaw may be made or shall be valid if it shall contravene or be inconsistent with these rules,
- b) No Bylaw shall be laid before a General Meeting unless it shall first have been considered by the Executive Committee, and
- c) No Bylaw may be added, amended or deleted other than by resolution of a simple majority of those present and voting at the General Meeting.

14. Amendments to Rules

14.1 The Union may, in General Meeting, amend these rules provided that:

- a) No proposed amendment shall be laid before a General Meeting unless it shall first have been considered by the Executive Committee,
- b) Notice of any proposed amendment(s) shall be given to Members in writing not less than 21 days before the meeting, and
- c) No rule may be added, amended or deleted other than by resolution of a two thirds majority of those present and voting at the General Meeting.

15. Dissolution

15.1 The Union shall not be dissolved except at a Special Meeting called for that purpose.

15.2 One month's notice of the meeting shall be given to all members, and the resolution shall require a majority of two thirds of the members present and voting.

15.3 Any property of the Union whatsoever which remains after satisfaction of all debts and liabilities shall be sold as directed by the Executive Committee and the monies raised thereby transferred to such charities connected with Equal Justice and or equality as the Special Meeting shall decide.

16. Notices

16.1 A notice may be served by the Union upon any member personally, electronically or by sending it through the post in a prepaid envelope addressed to the member at his/her address appearing in the register of members.

16.2 Any notice, if served by post, shall be deemed to have been served on the third day following that on which it was posted, and in proving such service it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted as a pre-paid envelope.

Bylaw 1 Election of Executive Committee Members Election Procedure

1.1 Elections are to be carried out in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 ("TULRCA"). Provided it is consistent with any amendments or subsequent legislation, the following procedure shall apply:

1.2 Save as provided for at Bylaw 1.3 below, all members of the Union shall be entitled to vote; and

1.3 The entitlement to vote as set out at Bylaw 1.2 above shall not apply to any member who, at the date of distribution of voting papers has less than 3 months' continuous membership of the Union and/or is in arrears in respect of membership subscription fees payable to the Union.

1.4 All candidates for election must be a member of the Union for a minimum of 12 months continuously immediately prior to nomination. (Except in the union's first year).

1.5 A candidate for election must be nominated by another member of the Union.

1.6 Voting in all cases shall be by marking of a voting paper by postal ballot.

1.7 Upon receipt of nominations, the Union shall act in accordance with Sections 47-53 of the Trade Union and Labour Relations (Consolidation) Act 1992 ('TULRCA')

1.8 In the event of only one nomination being received, the person so nominated shall take up the relevant office without any requirement for a ballot to be held.

1.9 The declaration of the results of all elections shall be made in accordance with the relevant provisions of the TULRCA.

Term of Office

1.10 Each Executive Committee member shall take office from the conclusion of the AGM following the ballot, and shall hold such office until the conclusion of the second AGM following the one at which he/she was elected.

1.11 An Executive Committee member shall be eligible for re-election for a second term three years.

Casual Vacancy (Executive Committee)

1.12 If a casual vacancy occurs in any Executive Committee position, the Executive Committee shall, if it deems it necessary to do so, arrange for an election to be held in accordance with these Bylaws to elect a replacement. A person so elected shall take office in place of the person originally elected for the balance of the term of the person replaced, and shall on ceasing to hold that office be eligible to stand for the same office as if not so elected.

Term of Office

1.13 The General Secretary shall hold office for the maximum period of time prescribed by law, but shall be eligible for re-election for a second (or subsequent) term.

1.14 The ballot for the post of General Secretary shall be a secret postal ballot of the membership.

Casual Vacancy (General Secretary)

1.15 If a casual vacancy occurs in the position of General Secretary, the Executive Committee may arrange for an election to be held under these Bylaws to elect a replacement, or may appoint an Acting General Secretary provided that a person so appointed as Acting General Secretary is not in respect of that position either a voting member of the Executive Committee or an employee of the Union; s/he may not hold

that position for more than 13 months after s/he took it up; and s/he has not held the position of President or General Secretary in the period of 12 months ending with the day before s/he took up that position.

Bye Law 2 Membership Admission and Subscription Fees

- 2.1 An annual subscription fee shall be paid by all members at an amount which shall be fixed annually by the Executive Committee and payable on joining the union, or such other date or dates as the Executive Committee shall see fit.
- 2.2 The Executive Committee shall at some time in the future have in force at a scheme of abated subscriptions which reflect differing levels of income among the members of the Union. Such scheme will apply at least to members who are not in full-time or remunerative employment. In all cases to the extent and on such terms as the Executive Committee shall in its absolute discretion determine.
- 2.3 The Executive Committee shall have power to make rules providing for the payments of subscriptions by instalments or to reduce or remit the whole or any part of the admission fee (if any) and/or subscriptions payable by any member where there are special reasons for doing so.

Statement of Obligation

EJU supports the principle that the Equality Act 2010 covers everyone in the UK and protects all people from every form of discrimination, harassment and victimisation.

EJU shall be a general union and membership of EJU is available to all class of workers irrespective of race, ethnic origin or creed, religion, age, gender, disability, sexual orientation, marital status or civil partnership.

EJU seeks to promote equal opportunities, equal treatment and justice for all members and oppose discrimination on any grounds.

Definitions

Any reference to the UK

The United Kingdom: England, Northern Ireland, Scotland and Wales. Devolved administration means the Scottish Parliament, the National Assembly for Wales, and the Northern Ireland Legislative Assembly.

Scope of Representation

Any worker and employee who identifies themselves has meeting the criteria of membership whether full time and part-time workers, manual and non-manual workers, different occupations, skills, race, sexual orientation, disability and gender identity.

Except where the context indicates to the contrary, all words denoting one gender shall be deemed to include the other gender and all words denoting the singular number shall be deemed to include the plural, and vice versa.