Leeds Building Society
Colleague Association

LEEDS BUILDING SOCIETY COLLEAGUE ASSOCIATION RULES 2022

A. NAME & OBJECTIVES

1. NAME

The name of the Association shall be "LEEDS BUILDING SOCIETY COLLEAGUE ASSOCIATION" with the principal office at 105 Albion Street, Leeds or such place as decided from time to time by the General Committee.

2. OBJECTIVES

The objectives of the Association shall be:-

(a) to be at all times the sole body recognised by the Society for the purposes of regulating the relationship between the Management of the Society and the Colleagues of the Society.

(b) to consult and negotiate with Management with a view to protecting the interests of the members, either individually or collectively and improving their conditions of employment.

(c) to promote and maintain good Colleague relations between Management and Colleagues.

(d) to represent the interests of the members either individually or collectively in discussion with outside organisations.

(e) to encourage all eligible Colleagues to become members of the Association.

(f) to register the Association at the Certification office under the Trade Union and Labour Relations Act (1974) and the Employment Protection (Consolidation) Act 1978, or any re-enactment thereof.

(g) to remain at all times independent of the Management of the Society or any body of employers.

(h) to invest the monies of the Association as the General Committee may from time to time determine.

(i) to do anything else consistent with the objectives of the Association or any of them, and generally to do such other things as may appear to the Association to be incidental to or conclusive to the attainment of the above objectives or any of them.

B. MEMBERSHIP

3. ELIGIBILITY

(a) all Colleagues other than the CEO, Chief Officers, Directors and any other colleague deemed by the General Committee to be of equivalent status shall be eligible for membership of the Association. Membership shall commence from the first day of the month following the date of receipt of the completed application form by the Secretary.

(b) members who retire from the Society will be encouraged to join the Retired Colleague Association which are more focused on supporting those retired colleagues with social interaction and also provide a supportive network.

(c) colleague of equivalent status to the above of any Society with which Leeds Building Society have entered negotiations for merger will also be eligible for membership.

4. SUBSCRIPTIONS

TMS and above (or equivalent)	£2.00 per calendar month
Team Player (or equivalent)	£1.50 per calendar month
Part-time Colleague	£1.00 per calendar month
Temporary Colleague	£1.00 per calendar month

The subscriptions may be increased by an amount not greater than the negotiated increase in salaries subject to a resolution of the General Committee. Any increase over the annual negotiated increase in salaries must be supported by a ballot of members with not less than two-thirds of those voting having voted in favour of the motion.

5. TERMINATION

(a) a member who remains in the employment of the Society may terminate membership at any time by giving one month's notice in writing to the Secretary.

(b) a member who leaves the employment of the Society will cease to be a member of the Association on the last day of their employment.

(c) in the case of (b) above, where a member is involved in a dispute with the Society on the date of termination, the member, if he so requests, with the consent of the General Committee, shall continue to be represented by the Colleague Association for such time as determined by the General Committee.

(d) a member promoted to a position which is not eligible for membership will cease to be a member on the last day he is in a position eligible for membership.

(e) any member whose subscription is in arrears for more than two months will cease to be a member two weeks after failing to comply with a written request to pay the outstanding subscriptions.

(f) any member whose conduct is deemed to be detrimental to the objectives and wellbeing of the Association may be debarred from membership under the provision of Rule 7.

6. REGISTER OF MEMBERS

(a) the Secretary shall maintain a register of members which will be kept confidential in compliance with GDPR requirements. Information from the list will only be released to comply with legal requirements.

(b) any change of branch, department, address, name or status should be notified to the Secretary.

7. DISCIPLINE

(a) if the Executive Committee of the Association (as defined in Rule 10a) has reason to believe that a member has acted contrary to the rules of the Association or conducted themselves in a way detrimental to the objectives and well-being of the Association, the Committee may take disciplinary action against them. The member shall be given notice in writing setting out the charges and notifying him/her that he/she may make representations in person or in writing to the meeting of the Executive at which the charge(s) is (are) to be considered which shall not be less than 21 days from the date of the notice. The Executive shall give full consideration to any representation made by the member and, if they find the charge(s) proven, shall give him/her written notice of their findings, which may provide for one or more of the following penalties.

(i) expulsion from membership
(ii) suspension from membership for a specified period
(iii) debarment from office for a specified period.

(b) the member may appeal against the findings of the Executive, within fourteen days of the date of notice of their findings, in writing, addressed to the Secretary. The findings shall not be applied during that fourteen days nor if an appeal has been made within that period, until it has been decided.

(c) the appeal shall be heard by a special sub-committee appointed for this purpose by the General Committee who are not members of the Executive Committee. The Secretary shall summon them for the purpose and give reasonable notice of their meeting to the appellant member, who may attend and be

heard. The appeal body may uphold the findings or reverse the verdict and confirm, vary or rescind the findings of the Executive within the limits prescribed in paragraph (a).
The findings of the appeal body shall have immediate effect unless the appeal body otherwise decide, and shall be notified in writing to the appellant.

C. ADMINISTRATION

8. ORGANISATION

The affairs of the Association will be administered by:-

(a) a General Committee
(b) an Executive Committee

9. THE GENERAL COMMITTEE

(a) Constitution

(i) for the purposes of election to the Committee the membership will be represented by elected representatives on the following basis:-

Head Office	3 Representatives
Leeds Area Branches	2 Representatives
Other Branches *	5 Representatives

* Representation in this category shall be organised on a regional basis as determined from time to time by the General Committee.

Failure to achieve required candidates for specific areas can allow the association to appoint committee members from other areas to cover in their absence but that member should stand down for that area if a suitable candidate emerges from the area.

(b) Elections

(i) nominations of Candidates - All candidates must be members of the Association with not less than six months continuous employment with the Society. Nominations must be in writing signed by the proposer and seconder who must be members of the Association and accompanied by the written agreement of the nominee to serve if elected.

(ii) voting - In an election for a representative all members of the Association within the appropriate group are eligible to vote unless the member has been given written notice of complaint and is subject to the disciplinary procedure of the Association, or the member's subscription is more than one month in arrears. Voting shall be by secret postal ballot conducted by independent scrutineers.

(iii) tenure of Office - Elections shall be held bi annually and those elected shall assume office with effect from the date of the first General Committee meeting following the election, and shall hold office for two years. One half of the number of elected members will retire from office each year.
The persons to retire at the end of the first year will be determined by ballot within the Committee. If a member of the General Committee be transferred outside the group he represents, his position on the Committee shall be vacated when an alternative candidate has been elected.

(iv) casual vacancies - The Committee shall have power to fill any casual vacancies by co-option of a Colleague member who qualifies for nomination under these rules and appropriate to the group to be represented. Co-opted members shall attend for one committee meeting only and shall have no voting rights.

(v) if an elected member ceases to be qualified for membership of the General Committee a successor shall be elected in accordance with the provisions of these Rules. The successor shall serve for the unexpired period of office of the representative thus replaced. This Rule shall not apply in the event of a vacancy occurring within three months of the end of the year.

(vi) in the event of insufficient candidates for any area the committee can appoint interested members from other areas to the committee who will have full voting rights.

(c) Officers of the Committee

the Committee shall at the beginning of a new term of office appoint from amongst its members a Chairman, Vice-Chairman, Secretary and Treasurer.

(d) Administration of the Committee

(i) the Committee shall regulate its own affairs subject to the objectives and rules of the Association.

(ii) the Committee shall meet two times per year or more frequently subject to the issue of a notice two weeks before the due date of the meeting, but shall have the power to waive such notice for an emergency meeting convened by the Chairman.

(iii) five elected members or half of the Committee whichever is less, attending a properly constituted meeting shall constitute a quorum.

(iv) the Chairman shall preside at meetings, or in his absence the Vice-Chairman.

(v) the Committee Secretary shall prepare minutes of the meetings and under the guidance of the Committee shall arrange for their publication for the information of members.

(vi) decisions shall generally be by agreement but if two or more members request a vote, it shall be by hand with each member having one vote.

(vii) any member absent from more than two consecutive meetings will be required to furnish an explanation and unless a satisfactory explanation is received the position shall be declared vacant by the Committee.

(viii) The Committee Secretary shall:-

1. ensure that proper notice has been given of the meetings.

2. prepare and circulate an agenda under the direction of the Chairman.

3. prepare and maintain minutes of the meetings.

4. ensure that all necessary follow-up action is taken.

(e) Functions of the General Committee

The General Committee is the policy forming body of the Association and as such is the Principal Executive Committee of the Association for the purposes of the Trade Union Act 1984, or any re-enactment thereof.

The General Committee shall:-

(i) appoint members of the Executive Committee and has the power to remove them from office by passing a resolution supported by at least two-thirds of the General Committee.

(ii) consider all matters affecting the members brought to its attention in writing or by representatives attending the meetings.

(iii) appoint Independent Scrutineers for ballots conducted to elect members to the General Committee or for other purposes as required by the Employment Act, 1988, or any re-enactment thereof.

(iv) consider and approve the accounts of the Association.

(v) recommend Auditors to the Annual General Meeting.

(vi) be responsible for the organisation of the Association.

(vii) recommend to the membership any deletions, additions or alterations to the Rules of the Association.

(viii) take any action consistent with the Rules of the Association to further the interests of its members.

(ix) the Committee shall have the power to engage and pay for any services it may consider necessary to further the objectives of the Association.

10. THE EXECUTIVE COMMITTEE

(a) the constitution of the Executive Committee shall be:-

(i) Chairman, Vice-Chairman and Secretary.

(ii) one further member of the General Committee shall be appointed to sit on the Executive Committee in the absence of one of the officers referred to above.

(b) functions of the Executive Committee

(i) the Committee shall regulate its own affairs subject to the rules and regulations and objectives of the Association, and the overall policy established by the General Committee.

(ii) two members of the committee attending a properly constituted meeting shall form a quorum.

(iii) notice of meetings can be given verbally or in writing and meetings can be held at any time with the approval of the Chairman.

(iv) the Chairman shall preside at the meetings or in his absence the Vice-Chairman.

(v) the Committee shall be the final appeals body of the Association and any member has the right to be heard by the Executive Committee before any decision regarding disciplinary action is reached.

(vi) any member of the Executive Committee can be removed from office by a resolution supported by at least two-thirds of the General Committee.

(vii) the Executive Committee shall form the Association's negotiating panel. Whilst working within the overall policy of the General Committee the Executive Committee shall determine the Association's attitude on all matters which are the subject of consultation or negotiation with the Management - this includes the authority to commit the Association. No industrial action shall be taken without full recourse to the procedural agreement which includes an Arbitration procedure and with the approval of two-thirds of the members voting in favour in a secret postal ballot.

11. GENERAL MEETINGS

(a) ORGANISATION - The Secretary, under the guidance of the Chairman and the General committee, shall administer General Meetings of members including Annual General Meetings.

(b) ANNUAL GENERAL MEETINGS - Annual General Meetings of members shall be held in order to consider:-

(i) the Annual Reports and Annual Accounts for the Previous Year.

(ii) the appointment of Auditors.

(iii) any other resolutions submitted by:-

1. The General Committee
2. Any member resolution supported by 20 other members.

(c) ADMINISTRATION - At least 28 days written notice must be given of General meetings; the number of members attending shall constitute a quorum; voting shall be by show of hands, or by secret ballot if so determined by the meeting.

(d) SPECIAL GENERAL MEETINGS -

(i) special general meetings shall be called if a request supported by 25% of the members or a majority of at least two-thirds of the General Committee voting at a properly convened meeting is received by the Executive Committee. The resolution must state specifically the reason for the meeting and must have a proposer and seconder.

(ii) any amendments to any such resolutions shall be circulated to the members 10 days before the date of the Special Meeting.

(iii) no business shall be discussed at the Special Meeting other than that for which the meeting was called.

D. OFFICERS, ACCOUNTS AND AUDITORS

12. OFFICERS

(a) CHAIRMAN - The Chairman shall preside at all meetings of the Association and shall sign the minutes of the meetings and other official documents.

(b) VICE-CHAIRMAN - The Vice-Chairman shall act in all matters in the absence of the Chairman, and assume authority given under these Rules to the Chairman.

(c) SECRETARY - The Secretary shall maintain a register of members and shall ensure that members' subscriptions are kept up-to-date. The Executive Committee shall be informed of all members whose subscriptions are two months in arrears. When directed to do so the Secretary will take the necessary action under the procedure regarding the failure to pay subscriptions.

(d) TREASURER - The Treasurer shall:-

(i) maintain all books and accounts relating to the Association and shall deposit all monies in a bank or building society account in the name of the Association or in any other form of investment as determined from time to time by the General Committee.

(ii) be responsible for paying all the Association's expenses and shall ensure that all cheques drawn are properly authorised.

(iii) prepare interim accounts as required by the General Committee.

(iv) prepare for consideration and approval at an Annual General Meeting, an Income and Expenditure account and a Balance Sheet showing the state of the Association's affairs at the end of the financial year.

(v) circularise to all members, audited accounts together with an Annual Report, with the Notice of the Annual General Meeting.

13. ACCOUNTS

(a) the funds of the Association shall be applied to such purposes as are consistent with the objectives of the Association.

(b) the Association's financial year will terminate at the 31 December of each year.

(c) an Income and Expenditure account and a Balance Sheet will be circulated to members prior to an Annual General Meeting where they will be considered and approved.

(d) the Association will open an account in its name with a bank or building society approved by the General Committee. The account shall be operated under the signature of the Treasurer, Chairman and Vice-Chairman with any two signatures of such persons being necessary to draw cheques as instructed by the General Committee. Cheques for £100 or less may be issued on the signature of the Treasurer only. Online Transactions must be approved by two people but can be released online by the appointed online officer.

(e) the accounting records of the Association shall be available for inspection by any member at an agreed time and place in accordance with the provisions of section 6 of the Employment Act 1988. The Association reserves the right to levy a charge to recover any costs involved in such an inspection.

14. AUDITORS

(a) auditors shall be appointed by a resolution passed by members at an Annual General Meeting to hold office up to and including the next Annual General Meeting.

(b) in particular Auditors shall not be removed from office except by resolutions passed at a General Meeting of members.

E. GENERAL

15. RESOLUTIONS REQUIRING APPROVAL OF ALL MEMBERS

(a) no amendment to these Rules will be made unless by way of a ballot of the members. A simple majority of those voting in favour of the amendment is required.

(b) no industrial action can be taken, following recourse to the arbitration procedure contained in the procedural agreement, without the authority of a special resolution supported by two-thirds of the registered members voting in a secret postal/or email ballot.

(c) the Association cannot be dissolved or amalgamated with another organisation except by a special resolution passed by two-thirds of the membership voting by secret postal or email ballot.

(d) the Association cannot affiliate with another organisation without a resolution passed by two-thirds of the membership voting by secret postal or email ballot.

16. INTERPRETATION OF RULES

(a) the interpretation of any of these Rules lies with the General Committee and the General Committee shall determine any matters where these Rules are silent.

(b) a copy of these Rules may be inspected by any member of the Association.

(c) any reference in these Rules to males should be taken to refer equally to females.

17. INVESTIGATION INTO COMPLAINTS BY MEMBERS

When any member has a complaint that action contrary to the Rules of the Association has been taken, the following procedure shall apply:-

(a) a written statement giving precise details of the action complained of, and in particular the relevance of any Rules of the Association shall be submitted to the Secretary.

(b) the Secretary shall make any enquiries he considers necessary and advise the member of his findings.

(c) if the member remains dissatisfied that matter shall be placed before the next meeting of the General Committee.

(d) the views of the General Committee shall be made known in writing to the member who raised the matter.

(e) if the member remains dissatisfied the General Committee may appoint a sub-committee to investigate the matter. The member shall be entitled to make representation to the sub-committee personally.

(f) the report of the sub-committee shall be made known to the member concerned and the General Committee.

18. DISSOLUTION

(a) the Association shall not be dissolved except by a vote of two-thirds of the members voting by secret postal ballot. In that event the General Committee shall remain in office until all the affairs of the Association have been wound up.

(b) when dissolution of the Association shall have been decided on, its surplus funds after providing for all liabilities shall be used for welfare purposes to the benefit of the members. In the event of a deficit being revealed, this shall be met by means of a levy on the members who were on the books at the end of the calendar month prior to the date on which the resolution for dissolution was passed.

(c) in the event of a merger, the Association may be wound up to allow for a new Association to be formed or to transfer engagements to an alternative Association/Trade Union subject to a vote as in (a) above.

19. INDUSTRIAL ACTION

(a) while there is a Procedure Agreement in operation between the Association and the Society, all the stages of the procedure, including arbitration where applicable, must be completed before industrial action can be undertaken by members of the Association.

(b) in the case of matters subject to arbitration no industrial action can be taken by the members of the Association unless the Management fails to comply with the award of the arbitrator.

(c) where there is no provision for arbitration industrial action can only be taken after a meeting of the JCNC at which the Association had registered a "failure to agree".

(d) the authority for Industrial Action lies as follows:-

(i) where the industrial action contemplated is a withdrawal of labour, a secret postal ballot shall be held of those members whose labour it is contemplated will be withdrawn and the said action shall not take place unless approved by two-thirds of those entitled to vote and voting.

(ii) the General Committee must approve all forms of industrial action where the action contemplated falls short of a withdrawal of labour.

(iii) total membership - where the action contemplated is a total withdrawal of labour by either a specified group of members, or the total membership, the authority of a special resolution supported by two-thirds of the registered members voting in a secret postal ballot is required.

20. POLITICAL AFFILIATION

The Association shall not affiliate to or subscribe to any political party.

21. DEFINITIONS

1. Members -Members of the Leeds Building Society Colleague Association.

2. Management -The Board of Directors and General Management of the Leeds Building Society.

3. Society -The Leeds Building Society, its successors in title and any wholly owned subsidiaries and their successors in title.

4. Association -The Leeds Building Society Colleague Association and its successor's in title.

List of Officers General Committee

Chairman	Tom Brannigan
Vice Chairman	Alison Cottle
Secretary	Maria Buchanan-Metcalfe
Treasurer	Jackie Quinlan

Executive Committee

10. THE EXECUTIVE COMMITTEE

(a) The constitution of the Executive Committee shall be:-

(i) Chairman,
(ii) Vice-Chairman and
(iii) Secretary
(iv) or one other as required or available.