

**RULES & REGULATIONS IN ACCORDANCE TO CLAUSE
NUMBER 3 OF THE UNION'S CONSTITUTION AS AMENDED
FROM TIME TO TIME.**

1. Membership of the Union.

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

(ii) Membership shall begin from the date the Union receives the new Member's first payment. Membership Subscription is non-refundable.

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

(iv) All fully paid up Members who have been in the Union for at least 6 months or over will continue to be represented by the Union as usual.

(v) Due to abuses of privilege given to Members in the past, it is no longer economical for the Union to give representation to Members with less than 6 months in membership.

5. Unemployed Members:

(i) In line with the General Members Resolution dated March 214, the Union created another category of Membership who will be able to pay half of the current monthly Subscription whilst they are unemployed but will return to paying full current Membership Subscription immediately

they become employed. The Members will sign the Union's "Unemployed Register" every month to qualify for this reduced Subscription payment. This will take effect from April 2014.

6. Union's Constitution:

(i) From January 2005, the Union's Constitution shall be made available only to each Branch of the Union free of charge.

(ii) Any Member wishing to have a copy of the Constitution shall be charged only for the cost of photocopying of the document(i.e. £1.).

(iii) Each new Member from January 2005 shall be sent the Union's Rules & Regulations in the "Welcome Pack".

7. Welcome Pak for New Members:

This shall consist of:-

- A letter acknowledging receipt of the fully completed Application form including any Subscription paid;
- Membership Card;
- Current General Secretary's Report or Newsletter;
- Current Union's Calendar where one is printed;
- The Union's Meeting dates for the current year(where this is not included in either the current Newsletter, the General Secretary's Report or Circular letter to all Members;
- Copy of the Union's Business card to recruit another Member for the Union.

8. Goodwill/Donations:

(i) Any Member wishing to show appreciation for the good services that s/he had received from the Union, should make such donation to the Union so that every Member is benefitted by such gesture of goodwill.

(ii) Any Member, Group or Individuals wishing to give donations to the Union must make such donations to the Union as a group.

9. **Stewards and Officers Elections:**

(i) Stewards shall be elected every two/four years by Secret Ballots through one Member one vote of fully paid up Members of the Union.

(ii) Officers shall be elected every four/five years by Secret Ballots through one Member one vote of fully paid up Members of the Union.

(iii) Duties of the post advertised shall be made available to Members on request. Completed Nomination forms shall be returned to the Union's Registered Office or to a properly appointed Scrutineer on or before the specified date on the Nomination form. Nomination forms shall be returned in self-addressed stamped envelope to the Union if requested.

(iv) All fully paid up Members are eligible to nominate themselves or be nominated to stand for election into any advertised Union's Offices.

(v) Stewards and Officers are required to attend the Union's Meetings in order to fully represent the interests of their Members. Stewards are also Health & Safety Representatives in their respective workplaces.

10. **Stewards Accreditation:**

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

11. **Union's Meetings:**

(i) The mode of holding meetings, the scale and right to vote and the mode of altering or rescinding rules shall be by:-

(a) Giving proper Notice of Meetings, which shall include date, time, venue and agenda of meetings to all eligible fully paid up Members giving at least 14 days written Notice to them, except for emergency meetings called by the Executive Officers of the Union with at least 24 hours Notice to all eligible Members of the Union.

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

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

12. **Appointment and Removal of Auditors:**

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

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