

SOCIETY OF UNION EMPLOYEES

CONSTITUTION & RULE BOOK



AMEDNED NATIONAL CONFERENCE 2023

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A INTRODUCTION

1. NAME OF THE UNION

- 1.1.** The name of the Society shall be **THE SOCIETY OF UNION EMPLOYEES**, hereinafter referred to as the 'the Society'.
- 1.2.** The Society of Union Employees may also be referred to as the acronym SUE.
- 1.3.** The registered offices of the Society, hereinafter referred to as the 'Registered Office', shall be determined by the Executive Committee or National Conference and notified to all members and the Certification Officer.
- 1.4.** Notice of any change in the situation of the registered offices shall be given to the Certification Officer on the form prescribed.

B AIMS AND VALUES

The Society of Union Employees is an independent trade union for members who work in a trade union whether employed nationally, regionally or by branches.

SUE believes it is essential to have aims and values that reflect our fundamental commitment to continue to fight for our members' interests and to play a positive role in the wider trade union movement.

SUE's Values

1. At all times SUE will seek to reflect and promote the core values of the Trade Union movement, specifically;
 - Equality, fairness and dignity,
 - Recognition, Respect and support for all,
 - Best practice in the workplace.
2. To lead in the bargaining pay and conditions of members to protect their interests.
3. To support, advise and represent members who find themselves in difficulties arising out of their employment and to ensure no member is left vulnerable.
4. To provide legal assistance to qualifying members in matters connected with their employment.
5. To maintain and defend a recognition agreement with UNISON. To seek, maintain and defend a recognition agreement with other employers where SUE have membership.
6. To support and develop effective SUE Branches across the UK including Regions, Nations and Head Offices.
7. To maintain affiliation to the General Federation of Trade Unions, and affiliate to other appropriate organisations and to seek affiliation to the Trade Unions Congress .
8. To promote and encourage learning and development for our members.

C MEMBERSHIP

1. MEMBERSHIP

1.1. The Society shall consist of its Officers and Members, who will be people employed by a Trade Union or in other associated employers.

1.2. Eligibility for membership shall be determined by the Executive Committee.

2. CATEGORIES OF MEMBERSHIP

2.1. Financial Member

2.1.1. A new member shall be deemed a financial member upon receipt of the first contribution. A financial member is a full member of the Society and may attend Branch meetings, vote at Branch meetings, hold office within the Society and fully partake in the activities of the Society.

2.1.2. Any member who leaves employment within the scope of Rule C1 to take up other employment for a temporary period only and intends to return to employment within scope of Rule C1 may be allowed, with agreement of their Branch and approval of the SUE Executive, to retain financial membership of the Society, provided the absence does not extend beyond twelve months and on condition that financial membership is retained.

2.1.3. Where a member leaves employment to undertake full-time study, that person may retain financial membership, with agreement of their Branch and approval of the SUE Executive, for as long as the studies continue and on the basis they intend to return to employment within scope of Rule C1.

2.2. Unemployed Members

2.2.1. Members dismissed from employment, made redundant, having accepted a compromise agreement or having resigned as an alternative to dismissal from employment who notify their branch secretary in writing within six months of the loss of employment may achieve unemployed membership for two years from the date of dismissal, redundancy, settlement agreement or resignation.

2.2.2. Unemployed members shall be entitled to attend branch meetings and to vote on issues not relating to pay and conditions of members in employment. They are not entitled to hold office in the Society unless

otherwise decided by the Executive Committee.

2.3. Retired Members:

- 2.3.1.** A member may apply at any time for retired membership if they have had at least two years continuous membership immediately prior to their retirement from employment within those areas set out in Rule C1 and who are retired. They shall hold the membership for life, unless they resign their membership, returns to work within the scope of Rule C1 or is deprived of it.
- 2.3.2.** Retired members who return to paid employment, which falls within the scope of Rule C1, will be obliged to pay the appropriate subscription rate to remain in SUE membership. Such members will be able to resume retired member status on ceasing paid employment. Retired members, who return to paid employment, which falls outside the scope of Rule C1 will cease holding retired member status. Such members may apply to resume SUE retired member status when they cease that employment.
- 2.3.3.** Retired members are not entitled to hold any office, to act as delegate or representative on behalf of any branch group or body of the Society other than the retired members section. They may not vote in any Society election other than those within the retired members section. Retired members shall be entitled to attend branch meetings with speaking rights only.

2.4. Honorary Life Members

- 2.4.1.** Existing or previous financial members of the Society may be awarded honorary life membership by the Executive Committee in recognition of their outstanding service to the Society. Existing financial members take up honorary life membership upon cessation of their financial membership. Honorary Life Members must be nominated by their branch or by the Executive Committee.
- 2.4.2.** Honorary Life Members shall not be required to pay any subscription, and shall hold the membership for life, unless they resign their membership or is deprived of it.
- 2.4.3.** Honorary Life Members are not entitled to hold any office, to act as delegate or representative on behalf of any branch group or body of the Society, are not entitled to any benefit and are not entitled to vote unless they meet the eligibility criteria for retired membership in which case

they have the same rights as that conferred by retired membership.

2.5. Honorary Members

- 2.5.1.** A person is eligible to be an honorary member who is not otherwise eligible to be a member and who has rendered outstanding service to the Society, the Trade Union Movement, or society in general. Honorary Membership can be awarded by the Executive Committee on receipt of nominations made by Branches or the Executive Committee.
- 2.5.2.** An honorary member shall not be required to pay any subscription, and shall hold the membership for life, unless they resign their membership or is deprived of it.
- 2.5.3.** Honorary members are not entitled to hold any office, to act as delegate or representative on behalf of any branch group or body of the Society, are not entitled to any benefit and are not entitled to vote.

3. CONDITIONS OF MEMBERSHIP

- 3.1.** Rule Book - Every member on joining the society shall be entitled to a Rule Book.
- 3.2.** Members will pay a rate of financial contribution to the Society as detailed in the schedule of subscription rates at Appendix D. The Society may determine such financial contributions at its National Conference at a level sufficient to provide for its financial independence and to provide to its members such benefits as are deemed necessary. The Executive Committee may also review and amend the subscription rates at Appendix D where they deem it in the best interests of the Society. Agreement of such amendments are subject to a ballot of branches following the same principle as Standing Order 7.2
- 3.3.** It is a member's responsibility to ensure that any financial contribution is paid to the Society at the correct time and by a method which is acceptable to the Society.
- 3.4.** Every member shall be issued with a membership number.
- 3.5.** Members may not take part in voting on terms and conditions relating to employment by a different employer to their own, unless covered by the same negotiating process and/or terms and conditions.

4. NON-FINANCIAL MEMBERS & LAPSED MEMBERS

- 4.1. Any member in arrears of financial contributions shall be deemed a non-financial member/lapsed member.
- 4.2. They shall not be entitled to move, second or vote on any business, including in elections. Such a member shall not be entitled to hold office. Only financial members may stand for election as an Officer.
- 4.3. They may apply to the SUE Executive to be able to resume financial membership upon payment of any and all arrears. There will be no break in financial membership in cases where the SUE Executive agree their application.
- 4.4. Any person owing more than three months' contributions shall cease to be a member of the Society and shall forfeit all that has been paid to the Society. This will create a break in financial membership.
- 4.5. Such a person may rejoin the Society at the discretion of the Executive Committee and as per section 4.3

5. REPRESENTATION OF MEMBERS

- 5.1. A member of the Society is entitled to representation in matters internal to their employer from date they join the Society. The incident or matter complained of should not have been reasonably known of by the member prior to joining the Society. Where a member joins with a pre-existing issue they shall not be entitled to representation on that issue.
- 5.2. A member of the Society may seek support from the Society, to pursue a case against their employer, using legal representation. The incident or matter complained of should not have been reasonably known of by the member prior to joining the Society.
- 5.3. The Executive Committee shall have the absolute discretion to grant legal assistance. The Executive Committee will maintain, update and have the right to vary at their discretion a Case and Legal Support Protocol which will be applied where legal assistance is sought.
- 5.4. A member who is *refused legal representation has the right to Appeal to the Executive Committee*. Members of the SUE Executive who have previously been involved in the decision will not form any part of the Appeal process.

D NATIONAL CONFERENCE

1. The supreme government of the Society shall be vested in the National Conference, which shall be held biennially on uneven years, normally during the second quarter of the year, the venue of the conference to be determined by the Executive committee. The National Conference may be a physical meeting, virtual meeting or a combination of the two.
2. The delegation shall seek to achieve fair representation and proportionality, which will be defined by a scheme agreed by the Executive Committee.
3. The National Conference shall be a Delegate Conference' comprising three lay members from each branch, in addition to the full Executive committee. The Forums of the Society may also elect two delegates each to conference with speaking rights only in addition to their Convenor.
4. The expenses of delegates attending National Conference shall be paid by the Society, at such rates as the Executive Committee shall determine.
5. Branches will be allowed to submit three motions each and Forums will be allowed to submit two motions each (a motion being a resolution or an amendment to rule).
6. The Executive Committee will not be limited in the number of motions they may submit to Conference (a motion being a resolution or an amendment to rule).
7. Branches, Forums and the Executive Committee will not be limited in the number of amendments they submit.
8. The Standing Orders for National Conference will be as produced as an appendix to the Constitution and Rules of the Society.
9. A special National Conference may be convened by the Executive Committee or on the requisition of at least half of the total number of branches.
10. No Executive committee member shall be eligible as a Branch delegate.

E EXECUTIVE COMMITTEE

1. EXECUTIVE COMMITTEE MEMBERS

- 1.1. The general management of the Society shall be vested in the Executive Committee which shall consist of the following:
- 1.2. The Principal Officers who are:
 - 1.2.1. The President;
 - 1.2.2. General Secretary;
 - 1.2.3. Assistant General Secretaries (Negotiations);
 - 1.2.4. Assistant General Secretary (Administration);
 - 1.2.5. Treasurer;
 - 1.2.6. Membership Secretary;
 - 1.2.7. Education Officer;
 - 1.2.8. Health and Safety Officer
- 1.3. All Branch Secretaries;
- 1.4. The Convenors of the Forums.

2. MEETINGS OF THE EXECUTIVE COMMITTEE

- 2.1. The President shall be the Chairperson of the Executive Committee.
- 2.2. At least one Vice President shall be elected by and from amongst the Executive Committee at the first Executive Committee meeting after National Conference to act as Vice Chairperson and take the Chair as and when required.
- 2.3. The Executive Committee shall normally meet five times a year but may also meet at such additional times as necessary to properly conduct the Society's business.
- 2.4. Executive Committee decisions are usually reached by consensus. Where a vote is called by the Chair the Forum Convenors do not have voting rights. Any Executive Committee members holding more than one Executive Committee position may cast a vote for each position held.
- 2.5. The Executive Committee may meet physically, virtually or a combination of the two.

- 2.6. Decisions may be taken outside of a formal Executive Committee meeting providing all Executive Committee members are consulted and there is consensus. A virtual decision must be reported to the next Executive Committee meeting and minuted. In the event an urgent decision is needed in the interests of the Society an urgent decision can be made by the following Principal Officers; National Secretary, President, Assistant National Secretaries; and providing there is consensus. This should be reported without unnecessary delay to the Executive Committee and must be reported to the next Executive Committee meeting and minuted.
- 2.7. The Executive Committee shall produce minutes of all its meetings and distribute to branch secretaries and other members of the Executive Committee.
- 2.8. The Executive Committee may invite to its meetings such persons as is necessary to provide the Executive Committee with factual information and technical/professional advice and expertise.

3. RESPONSIBILITIES AND DUTIES

- 3.1. The Executive Committee shall be responsible for the interpretation of the Society's Rules and Constitution between National Conferences.
- 3.2. The Executive Committee may delegate its authority to either Officers of the Society or by establishing sub-groups of the Executive Committee.
- 3.3. The Executive Committee shall;
 - 3.3.1. Present a biennial report of its activities to National Conference;
 - 3.3.2. Promote the policies and overall aims of the Society;
 - 3.3.3. Oversee all national negotiation carried out on behalf of the Society and hold the national officers to account;
 - 3.3.4. Ensure that any member breaching Rule is dealt with appropriately within the Rules of the Society and the law;
 - 3.3.5. Ensure that the funds of the Society are devoted to the purposes set forth in these rules and maintain proper accounting records;
 - 3.3.6. Authorise expenditure for the efficient and effective functioning of the Society;
 - 3.3.7. Remove from office any branch officer who fails to carry out the duties and to make arrangements for a replacement.

- 3.3.8.** Be responsible for the exercising of any disciplinary action against any member or officer of the Society in accordance with Rule.
- 3.3.9.** Maintain, update and have a right to vary at their absolute discretion, any guidance, policies and procedures necessary for efficient, effective and legal governance and functioning of the Society. Members and Officers of the Society must adhere to such guidance, policies and procedures in the same way they are expected to follow the Rules of the Society. Any breaches of guidance, policies and procedures may be treated as equivalent to a breach of rule.
- 3.3.10.** Appoint delegates to attend any appropriate meetings or Conferences and determine the expenses to be paid to them.
- 3.3.11.** Convene meetings or conferences should the need arise.

4. EXECUTIVE COMMITTEE ELECTIONS

- 4.1.** The posts specified in Rule E1 will be elected on uneven years by a postal ballot of all members eligible to vote.
- 4.2.** Executive Committee members shall hold office for two years; from immediately after the National Conference at which they are elected, until the end of the next National Conference. All Executive Committee members may offer themselves for re-election.
- 4.3.** In the event of the death, resignation or removal from office of any member of the Executive Committee it is for the Executive Committee to determine if that vacancy should be filled. The process set out in Rule 4.4 to 4.11 should be followed with the date of National Conference substituted by a date set by the Executive Committee.
- 4.4.** Nominations will be sought for the posts specified in Rule E1 and these must be submitted to the General Secretary 67 days prior to the date of National Conference and on the appropriate forms.
- 4.5.** A member must receive at least two nominations to make them eligible to stand as a candidate.
- 4.6.** In the event of only one candidate they will be elected unopposed without a ballot.
- 4.7.** Candidates will be permitted a five hundred word election address. No other election material can be produced and no canvassing will be allowed.

- 4.8.** Candidates who wish to produce an election address must supply these to the General Secretary 31 days prior to the National Conference.
- 4.9.** A ballot paper and election address will be circulated to all members eligible to vote not less than 21 days prior to National Conference. Ballot papers shall be returned to an independent scrutineer nominated by the Executive committee.
- 4.10.** The results of the ballot will be announced at National Conference.
- 4.11.** The Executive Committee may determine any other and any consequential arrangements of such an election providing they comply with the relevant legislation and these Rules.
- 4.12.** Posts specified in Rule E1 may be held on a job share basis.

F PRINCIPAL OFFICERS

1. PRINCIPAL OFFICERS

- 1.1.** The posts of President, General Secretary, Assistant General Secretaries, Treasurer, Membership Secretary, Education Officer and Health and Safety Officer will be elected on uneven years by a ballot of all members eligible to vote in accordance with Rule E4.
- 1.2.** Principal Officers shall hold office for two years; from immediately after the National Conference at which they are elected until the end of the next National Conference. They may offer themselves for re-election.
- 1.3** The relevant nominating bodies are Branches and a member must receive at least two Branch nominations to make them eligible to stand as a candidate.
- 1.4** All members of the Society will be eligible to receive nomination and vote in a Principal Officer election except where otherwise stated in these rules.

2. PRESIDENT

- 2.1.** The President has responsibility for overseeing the external profile of the Society and where appropriate will be part of the negotiating team leading on matters of employment relations.
- 2.2.** The President will be the Chairperson of National Conference and the Executive Committee.

3. GENERAL SECRETARY

- 3.1.** The General Secretary has responsibility for overseeing the internal running of the Society and will liaise closely with and may delegate duties to other members of the Executive Committee and Standing Orders Committee.
- 3.2.** Internal Society matters include but are not limited to the organising of the Society's biennial National Conference, organising the SUE Executive Committee meetings, taking the minutes of the Executive Committee meetings, duties relating to the Trade Union Certification Officer and duties relating to representation of members.
- 3.3.** The General Secretary will be part of the Society's negotiating team, particularly within the Trade Union of which they are an employee.

4. ASSISTANT GENERAL SECRETARIES

4.1. The Assistant General Secretary (Negotiations)

- 4.1.1. There will be one Assistant General Secretary (Negotiations) elected from amongst the Society members within each Trade Union that the Society is has members.
- 4.1.2. The Assistant General Secretary (Negotiations) will work in conjunction with the President and General Secretary to achieve the aims and ambitions of the Society in the employment relations arena.
- 4.1.3. Only members of the Society within that employer trade union may be nominated and vote in an election for this position.
- 4.1.4. A relevant nominating body for this position will be a Branch that has members within that employer trade union.

4.2. Assistant General Secretary (Administration)

- 4.2.1. There will be one Assistant General Secretary (Administration) for the Society.
- 4.2.2. They will have responsibility for supporting the General Secretary with internal society matters. The General Secretary may delegate some of their responsibilities to the Assistant General Secretary (Administration).

5. TREASURER

- 5.1. The Treasurer shall record all financial income and expenditure and produce a financial statement at each meeting of the Executive committee and to National Conference.
- 5.2. The Treasurer shall keep the accounts of the Society, make such payments as the Executive Committee may order and see that all monies received are regularly paid into the bank. The Treasurer shall keep and produce such books, vouchers and documents as may be required by the Executive Committee and shall give such assistance to the Auditors of the Society as they shall require.
- 5.3. The Treasurer will be one of the signatories on all and any bank, building society or similar accounts of the Society.

6. MEMBERSHIP SECRETARY

- 6.1. The Membership Secretary shall keep accurate records of all members of

the Society including which Branch they belong to and whether or not they are in arrears.

7. EDUCATION OFFICER

- 7.1.** The Education Officer will organise and oversee the training and education of the Society's Representatives.
- 7.2.** The Education Officer in conjunction with the Membership Secretary, will provide the Society's Representatives with credentials as appropriate.
- 7.3.** The Education Officer will guide the organisation's education agenda and organise the Society's Learning Reps.
- 7.4.** The Education Officer will represent the Society on matters to do with education and training with the GFTU.

8. HEALTH AND SAFETY OFFICER

- 8.1.** The Health and Safety Officer shall co-ordinate, organise and oversee the health and safety work of the Society. They shall work closely with the other Principal Officers in pursuing these aims.
- 8.2.** The Health and Safety Officer shall organise the Society's Health and Safety Representatives.

G BRANCHES

1. BRANCH ORGANISATION

- 1.1.** A Branch structure will be established by the Executive Committee. Normally a Branch will be established to cover each constituent part of an employer for the efficient and effective operation of the Society within that Employer. Variations or additions to this Branch Structure may be determined by the Executive Committee in accordance with the needs of the membership of the Society.
- 1.2.** Branches shall elect a Chairperson and Secretary, at a biennial meeting on uneven years, who will assume office immediately after National Conference and hold office for a period of two years.
- 1.3.** The biennial meeting will take place on uneven years and before National Conference in that year.
- 1.4.** Branches will hold regular meetings at intervals determined by the Branch, but not less than quarterly. Branch meetings may be held physically, virtually or a combination of the two.
- 1.5.** Branches will consider all matters referred to them by the Executive Committee.
- 1.6.** Branches may forward such resolutions to the Executive Committee as considered appropriate.
- 1.7.** Branches shall make such arrangements as necessary to provide adequate representation for the members comprising the Branch.
- 1.8.** Branches should make arrangements for election of the following at their biennial general meeting in line with any guidance issued by the General Secretary;
 - 1.8.1.** Workplace stewards to ensure fair and proportional representation of workplaces and workgroups covered by their Branch;
 - 1.8.2.** Health & Safety Representatives as required for the purpose of ensuring all workplaces covered by the Branch can be inspected on a regular basis and to ensure member representation on Safety Committees;
 - 1.8.3.** Union Learning Representatives as required by the Branch;

1.8.4. Other Branch Officers as required for the efficient and effective administration of the Branch. The precise nature duties of these posts to be determined by the Branch;

1.8.5. Three National Conference delegates.

1.9. With the agreement of a branch meeting elections may be held between biennial general meetings where vacancies arise and such elections should be conducted in line with any guidance issued by the General Secretary.

1.10. Branches may form Branch Executive Committees who will be responsible for the operation of the Branch in between Branch meetings. The Branch Executive shall consist of as a minimum the Branch Secretary, Chair and all stewards.

1.11. Branches should inform the General Secretary of all their Branch Officers and Representatives.

1.12. The funds, books and other property of every branch shall be the common property of the Society. The Secretary of any branch who shall secede or be closed by order of the National Conference or Executive Committee shall remit to the Registered Office the balance of funds, all books and other property of the Society.

1.13. No Branch Officer shall part with any of the Society's funds for any purpose other than is specified by these rules. Any member acting in contravention of this Rule will be held personally responsible. No expenditure may be incurred by any Branch without the agreement of the Executive Committee.

2. BRANCH OFFICERS

2.1. Branch Chairperson

2.1.1. The Chairperson shall be elected on uneven years at the biennial meeting of the Branch and shall commence the duties immediately after National Conference. The Chairperson shall preside at all meetings, maintain order, see that the rules are complied with and shall conduct business in accordance with the Society's Rules.

2.1.2. In the absence of the Chairperson, the members present shall elect a Chairperson from amongst their number.

2.2. The Branch Secretary

2.2.1. The Branch Secretary shall automatically become a member of the

Executive Committee after their election.

- 2.2.2.** The Branch Secretary shall be elected on uneven years by a ballot of all members eligible to vote in accordance with Rule E4. They shall commence their term of office immediately after National Conference and shall hold office for two years until the end of the next National Conference. They may offer themselves for re-election.
- 2.2.3.** The relevant nominating bodies are members within that Branch and a member must receive at least two nominations to make them eligible to stand as a candidate.
- 2.2.4.** All members of the Branch will be eligible to receive nominations and vote in a Branch Secretary election except where otherwise stated in these rules.
- 2.2.5.** The Secretary shall convene and attend all meetings of the Branch and arrange for the minutes of the proceedings to be recorded. These must be approved by the Branch at the following meeting. If unable to attend a Branch meeting, the Secretary shall send a written explanation to the Chairperson.
- 2.2.6.** The Secretary shall act on the advice of the General Secretary, in accordance with the decisions of the Branch and be responsible for the financial affairs of the Branch and all branch correspondence.
- 2.2.7.** If any member requires representation, advice or support the member shall report the matter as soon as possible to the Branch Secretary, who shall advise the General Secretary of the ongoing representation. If unable to deal with the matter, the Branch Secretary will immediately inform the General Secretary and confirm it in writing.
- 2.2.8.** The Branch Secretary shall give one month's notice of intention to resign.

H FORUMS

1. The Society has the following Forums to assist with the representation of various groups of members:

1.1 Black and Minority Ethnic Forum;

1.2 Lesbian, Gay, Bisexual and Transgender (LGBT+) Forum;

1.3 Members with a Disability Forum;

1.4 Branch Employed Staff Forum;

1.5 Admin, Clerical and Support Staff Forum;

1.6 Women's Forum;

2. DEFINITION AND PURPOSE

2.1 A Forum shall consist of members of the Society who self-identify as part of this community.

2.2 The Branch Employed Staff Forum and Admin, Clerical and Support Staff Forum membership is determined by their occupational group.

2.3 A Forum's purpose will be to discuss and carry out activity on issues distinctly affecting members of this community.

2.4 No expenditure may be incurred by a Forum without the prior authorisation of the Executive Committee.

2.5 A Forum will be able to send up to two motions to National Conference and propose amendments to the Preliminary Agenda.

2.6 A Forum may send two delegates to National Conference with speaking rights but not voting rights. The Forum Convenor attends National Conference as an Executive Committee member.

2.7 A Forum may hold meetings physically, virtually or a combination of the two.

3. FORUM CONVENOR

3.1 A Convenor will be elected for each Forum.

3.2 A Forum's Convenor will be a member of the Executive Committee but will not have voting rights.

- 3.3** A Forum Convenor shall be elected on uneven years by a ballot of all members eligible to vote in accordance with Rule E4. They shall commence their term of office immediately after National Conference and shall hold office for two years until the end of the next National Conference. They may offer themselves for re-election.
- 3.4** The relevant nominating bodies are Branches and a member must receive at least two nominations to make them eligible to stand as a candidate. For the Branch Employed Staff Forum and Admin, Clerical and Support Staff Forum this will be limited to Branches who have membership in those occupational groups
- 3.5** All members of the Society will be eligible to be nominated and vote in a Forum Convenor election. For the Branch Employed Staff Forum and Admin, Clerical and Support Staff Forum this will be limited to the membership of those occupational groups.
- 3.6** The Convenor will be responsible for convening meetings and providing reports to the Executive Committee on the Forum's activities.

I FINANCIAL & LEGAL

1. FINANCE

- 1.1** The Executive Committee shall have power to open and maintain such bank accounts as it shall think fit and to determine the signatories to cheques or other documents required to be signed in connection with those accounts.
- 1.2** All books, papers and documents belonging to the Society shall be kept in the custody of the Executive Committee and/or designated officers.
- 1.3** The Executive Committee are responsible for directing the use of the funds of the Society and maintaining proper accounting records.
- 1.4** No books, papers and documents or funds will be held by any entity that exists under these rules without the consent of the Executive Committee. They remain the property of the Society and in the event of cessation or dissolution of such a rule book entity will be delivered or paid over as directed by the Executive Committee.
- 1.5** The Executive Committee will approve the audited annual accounts of the Society. The audited accounts will be presented to the National Conference of the Society with the Executive Report.
- 1.6** The Executive Committee will maintain and agree appropriate financial controls and protocols to ensure probity in the finances of the Society.

2. AUDITORS

- 2.1** Qualified Auditors shall be appointed by the Executive Committee in accordance with the provisions of the Trade Union and Labour Relations Consolidation Act 1992.
- 2.2** The Executive Committee shall ensure the Auditors have access to any all records necessary of the discharge of their formal duties.
- 2.3** The appointed Auditors shall not be removed from office except by resolution passed by a National Conference of the Society.

3. TRUSTEES AND INVESTMENT OF FUNDS

- 3.1** Three persons shall be appointed as Trustees of the Society biennially by the Executive Committee from amongst their number. Trustees must be members of the Executive Committee and a financial member of the Society. The Executive Committee shall appoint Trustees at its first meeting

after National Conference. Once appointed a Trustee will hold office until the first Executive Committee meeting after the next National Conference where they may be re-appointed or a replacement appointed by the Executive Committee.

- 3.2** Trustees shall not in any way deal with the funds of the Society or part with any document relating thereto except under the direction of the Executive Committee, evidence by a Minute to that effect, a copy of which shall be supplied to the Trustees by the Executive Committee countersigned by the Chair presiding at an Executive Committee Meeting.
- 3.3** The Trustees shall perform and execute the duties and functions assigned to them by the Executive Committee in accordance with the Trade Union Acts. They shall not sell or transfer any property or assets of the Society without the consent and authority of the Executive committee.
- 3.4** Funds of the Society may be invested by the Trustees in investments which Trustees have power in law to make but only where directed to do so by the Executive committee.
- 3.5** The Society may, in the names of Trustees, purchase, take on lease or otherwise acquire any land or buildings.
- 3.6** Should any Trustee(s) refuse or neglect to carry out within fourteen days, duties and functions assigned to them in writing by the General Secretary on behalf of the Executive committee, the Executive committee may remove the Trustee(s) from office.
- 3.7** If a Trustee becomes ineligible to be a Trustee, dies, wishes to retire as a Trustee or is legally unable to carry out the duties, the Trustee shall be deemed to have been removed from office. The Executive Committee may then appoint a replacement from amongst the Executive Committee members.
- 3.8** In any case where the Executive Committee appoint a person to be a Trustee who is not already a Trustee, including where the Executive Committee remove a Trustee from office, the Executive Committee shall ensure that all property of the Society be vested in the new Trustee or continuing Trustees.

4. INSPECTION OF ACCOUNTS

- 4.1** Members of the Society may, on giving reasonable notice, inspect the accounts of the Society.

5. INDEMNIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE

5.1 The Executive Committee may out of funds of the Society indemnify any member of the Executive Committee or other body or office defined in these Rules, including former holders of such positions, from and against all costs or damages and expenses whatsoever, which they shall sustain, or be put to, by reason of them accepting office or acting in execution or intended execution of their functions under these Rules. No indemnity may apply where a person acts without good faith or acts with wilful neglect.

6. DATA PROTECTION

6.1 The Society shall process any and all data in line with GDPR and other legal requirements.

J DISCIPLINARY ACTION

1. EXPULSION FROM MEMBERSHIP OF THE SOCIETY

- 1.1** Any member of the Society who, in the opinion of the Executive committee, has injured or attempted to injure the Society or worked or acted contrary to the interests of the Society and its members, or otherwise brought the Society into discredit, may be disciplined or expelled from the Society by the Executive Committee and shall cease to have any claim on the funds and benefits of the Society and forfeit all right to participate in the privileges of membership.
- 1.2** The Executive committee must give notice to any members of their intention to proceed against the member under this rule and of the grounds for the disciplinary sanction or expulsion. The expelled member shall afterwards receive notice of and the reasons for the expulsion and shall have the right to appeal.
- 1.3** The Executive Committee will maintain, update and have the right to vary at their discretion a lawful Disciplinary Policy and Procedure as an appendix to these rules.

2. APPEALS COMMITTEE

- 2.1** The Appeals Committee shall consist of three members elected by ballot at the National Conference following the election of the Executive Committee. Each Branch shall be entitled to nominate one member of their Branch for election to the Committee. Nominees must have been financial members of the Society for at least two years immediately preceding the date of nomination; no member of the Executive committee shall be eligible to serve on the Committee.
- 2.2** Such ballots will be based on the same principle as contained in Standing Order 7.2.
- 2.3** The Committee shall hear any appeals from members against any expulsion or disciplinary decision by the Executive committee. Findings of the Committee shall be conveyed to the member concerned and to the Executive committee.
- 2.4** If a member of the Appeals Committee is unable for any reason to perform their duties, the Executive committee shall appoint a replacement who shall be the nominee who received the next highest number of votes in the ballot.

If no other nominations were received, or the other nominees are for any reason ineligible to serve the Executive committee shall make arrangements for nominations and a ballot of branches.

- 2.5** The appeals hearing may hear an appeal if two or more members of the Appeals Committee are present.
- 2.6** Members of the Committee shall serve for two years from the end of the National Conference at which they are elected and be eligible for re-election. Any member elected to be a member of the Appeals Committee may not be a Delegate to National Conference whilst in office. They shall elect a Chair from their own number who shall hold that position for the period of office of that Committee.

K STANDING ORDERS

STANDING ORDERS COMMITTEE

1. The Standing Orders Committee shall consist of three members elected by a ballot of branches. The ballot shall take place at the same time as the election of the Executive committee. The ballot result will be announced at Conference and the members of the Committee will serve from immediately after that Conference for a period of two years and may seek re-election.
2. Branches will be asked for nominations for the Standing Orders Committee and these must be submitted to the General Secretary 67 days prior to the date of National Conference and on the appropriate forms.
3. Candidates who wish to issue an election address must supply these to the General Secretary 31 days prior to the date of the National Conference.
4. A ballot paper and election address will be circulated to Branches not less than 21 days prior to National Conference.
5. Such ballots will be based on the same principle as contained in S.U.E. Standing Order 7.2 . Branch Secretaries or other accredited Branch Representative will carry the completed ballot papers with them to National Conference.
6. The results of the ballot will be announced at National Conference.
7. Standing Orders Committee will appoint one of their number as Chairperson

L AMENDMENT OF RULES

No new rule shall be made, or any rule altered, amended or rescinded unless agreed to by a majority vote at a National Conference.

However in exceptional circumstances (such as legal compliance) between National Conferences the Executive Committee, and following authorisation from Standing Orders Committee may propose changes to the Rules which will only be accepted and agreed following a majority vote of Branches conducted in accordance with the principles of Standing Order 7.2

Any such amendments must be reported in full to the next National Conference.

M DISSOLUTION

The Society may be dissolved by the votes of five-sixths of its financial members. Any such a ballot may be undertaken postal / electronic means as appropriate.

N INDUSTRIAL ACTION

The Executive Committee or National Conference shall have the power to authorise National or Branch Industrial Action.

The Executive Committee will maintain, update and have the right to vary at their discretion an Industrial Action Protocol which will be applied if Industrial Action is contemplated.

The Executive Committee shall on a dispute by dispute basis have the power to decide to pay strike pay to eligible financial members taking part in lawful strike action.

APPENDICES

A. STANDING ORDERS

B. DISCIPLINARY PROCEDURE (to be agreed)

C. CERTIFICATE

D. SUBSCRIPTION RATES

APPENDIX A

NATIONAL CONFERENCE STANDING ORDERS

1. DELEGATES

1.1. The National Conference (Conference) shall consist of the delegates specified in Rule D3 of the Rules.

2. CHAIRPERSON

2.1. The Chairperson shall be taken by the President of the Society. The Vice President may substitute for the President. In the absence of President and the Vice-President, the Conference shall elect a Chairperson from amongst those present.

2.2. The Chairperson shall:

- i. At their discretion call delegates to speak on business being considered.
- ii. Act to maintain order, and may require a member acting in breach of the above to apologise.
- iii. At all times act impartially, fairly and honestly in upholding these Standing Orders and ensuring the smooth running of Conference.
- iv. Use their discretion to allow Delegates to make a point of clarification in relation to an earlier speech which may have been misunderstood. The Chairperson's decision on accepting a point of clarification is final.
- v. Use their discretion to allow Delegates to raise a point of order in relation to any alleged breach of these standing orders. The Chairperson's decision on accepting a point of order is final.
- vi. Have a casting vote.

2.3. The ruling of the Chairperson at any meeting, as to the interpretation and application of any of these Standing Orders, or as to the proceedings of Conference shall be final. The Chairperson will explain rulings and decisions if challenged or asked to do so. Once provided the Chairperson may not be challenged further.

3. AGENDA

3.1. All motions for the agenda must be national and not regional or local in character. Motions must be about matters for which the Society has

responsibility and/or about matters which affect the members of the Society and the wider Trade Union movement. Any motion which would require the Society to act in breach of its own Rules or legislation would not be permitted. Any motion which requires the Society to act in a way that is beyond its powers and responsibilities would not be permitted. Motions must be signed by the Chairperson and Secretary of the Branch on the appropriate form. Motions from Forums must be signed by the Convenor and another Forum member. Motions from the Executive Committee must be signed by two members of the Executive Committee.

- 3.2.** A copy of the Conference timetable must be received by the Secretary of each Branch by the end of the first complete week in December.
- 3.3.** Motions for the Preliminary Agenda must be received by the General Secretary 67 days prior to the date of the Conference on the form provided.
- 3.4.** A copy of the Preliminary Agenda containing the proposed amendments to Rules and Motions will be received by the Secretary of each Branch 52 days prior to the date of the Conference.
- 3.5.** Amendments to the Preliminary Agenda must be received by the General Secretary on the appropriate form and appropriately signed (as per SO/3.1) 42 days prior to the date of the Conference. An amendment may not negate the original motion.
- 3.6.** A copy of the Final Agenda must be received by the Secretary of each branch 21 days prior to the date of the Conference.
- 3.7.** No business other than that which appears on the agenda can be dealt with at the Conference, except as provided in para (11.1).
- 3.8.** As provided in Rule E 3.3.1 of the Rules, the Conference having opened, the Executive committee shall present their report for the period under review. The report shall review the period up to, but not including, the date of receipt of the Preliminary Agenda by the Secretary of each branch ie. 52 days before the date of the Conference.

4. STANDING ORDERS COMMITTEE (SOC)

- 4.1.** The Standing Orders Committee shall consists of three Members elected at National Conference as specified in Rule K.
- 4.2.** The SOC shall meet between 67 days - 52 days prior to Conference to permit competent motions onto the Preliminary Agenda.
- 4.3.** The SOC shall meet between 42 days - 28 days prior to Conference to

permit competent amendments onto the Final Agenda, draft suggested composites and to arrange the Order of Conference Business. Draft Composites and timetables for Conference will be circulated along with the Final Agenda, in accordance with SO/3.6

- 4.4. The Order of Business and Conference timetable shall be included in the First Report of the SOC and shall be subject to the approval of Conference. The SOC may bring further reports relating to the business and conduct of conference as necessary.
- 4.5. Branches, having received suggested composites along with the Final Agenda will be required to send its delegates to meet with the SOC immediately before Conference to discuss and, where possible, agree the wording of Composite Motions.
- 4.6. The wording of Composite Motions may be agreed in the absence of delegates who fail to present themselves to SOC, as notified, and who fail to notify the Committee in writing, of any objections to the suggested wording.
- 4.7. The SOC shall be present throughout Conference and shall ensure that speakers adhere to the agreed time limits and notify the Chairperson of any breach of standing orders which is brought to their attention.

5. SUSPENSION OF STANDING ORDERS

- 5.1. All Procedural matters, excepting those which arise out of the course of debate, shall be referred in the first instance to the SOC. The Committee shall advise delegates on such matters and shall report its decisions to Conference.
- 5.2. A Motion for the suspension of Standing Orders must be supported by two thirds of the Delegates present at Conference.

6. TELLERS AND SCRUTINEERS

- 6.1. Two persons shall be elected as Tellers.
- 6.2. In the event of a dispute regarding a vote, the Chairperson shall order an immediate recount.

7. VOTING

- 7.1. Votes may be taken either by a show of hands, or if demanded by three delegates present, by card; the Chairperson shall have a casting vote only.

- 7.2. In a card vote Branches shall be entitled to one vote for every financial member as at the final day of the calendar month prior to Conference.

8. MOTIONS AND AMENDMENTS

- 8.1. Every motion must be moved and seconded by members actually present at the meeting before they can be discussed.
- 8.2. The mover of a motion shall be allowed ten minutes speech and each succeeding speaker five minutes.
- 8.3. No one shall be allowed to speak more than once on an original motion except the mover of the motion, who shall be allowed five minutes for the right of reply. A Delegate may however make a point of order or clarification if the Chairperson allows.
- 8.4. The mover of the motion shall close the debate.
- 8.5. Amendments to motions must be moved and seconded by members present before they can be discussed.
- 8.6. No second amendment can be taken until the first one has been disposed of.
- 8.7. Notice of any further amendment must be given before the first amendment is put to the vote.
- 8.8. An amendment moved and seconded shall be put to the Conference before the original motion and, if carried, becomes the substantive motion.
- 8.9. Members who speak on the original motion may speak again on an amendment moved in accordance with Standing Order 8.5.
- 8.10. Motions or amendments will not automatically fall if the delegate(s) from the proposing branch are absent, providing 8.1 and 8.5 are complied with.

9. WITHDRAWAL OF MOTIONS AND AMENDMENTS

- 9.1. No motion or amendment which has been accepted by the Chairperson, shall be withdrawn without the unanimous consent of the Conference.

10. SEQUENCE OF SPEAKERS

- 10.1. Speakers are called at the Chairperson's discretion and the Chairperson will determine when sufficient debate has taken place.
- 10.2. The sequence of Speakers at Conference shall be as follows:-

- i.** Motions: Mover and Secunder
- ii.** Amendments: Mover and Secunder
- iii.** Debate
- iv.** Response from Executive committee
- v.** Movers right to reply
- vi.** The Vote

10.3. A Secunder does not have to speak to the motion on seconding it and may reserve the right to speak later in the debate.

11. EMERGENCY MOTIONS AND AMENDMENTS

11.1. Emergency motions may be accepted for inclusion in the business of Conference, provided they are submitted to SOC in writing immediately prior to the Conference and will be included in the report of SOC. A two thirds majority is required for acceptance of the section of SOC Report dealing with emergency motions.

11.2. Such a motion must be of an Emergency nature which has made SO/3.3 impossible to comply with and must be signed by the appropriate people on the appropriate form.


(Standing Orders Committee at 2017 Conference determined that this Rule allows for amendments to Emergency Motions to be put from the floor of Conference as long as they are accepted by a 2/3 Majority of the Conference Delegates.)

APPENDIX B

DISCIPLINARY PROCEDURE

To be agreed by Executive

APPENDIX C



**TRADE UNION AND
LABOUR RELATIONS ACT 1974**
(as amended by the Employment Protection Act 1975)


Certificate under Section 9(1)(b)

I hereby certify that the name of

THE SOCIETY OF UNION EMPLOYERS

(S.U.F.E.)

is named in the list of TRADE UNIONS



J. L. EDWARDS
Certificate Officer

Date 14 JULY 1977

APPENDIX D

Financial Members

Financial Members of the Society of Union Employees will pay the following contributions per month on the basis of their gross actual earnings before deductions:

Subscription Band	Annual Salary Range	Amount
1	Over £50,000	£13.50
2	£36,001 to £49,999	£12.00
3	£27,501 to £36,000	£11.00
4	£24,001 to £27,500	£10.00
5	£15,001 to £24,000	£7.00
6	£10,001 to £15,000	£5.00
7	Under £10,000	£3.00

There are the following exceptions:

Members on a temporarily reduced income (including members on maternity, paternity, adoptive, special leave or on reduced sick pay) will pay the subscription band applicable to their income for that period of time. The Executive may agree to waive subscriptions for members temporarily on nil pay.

Members taking up temporary alternative employment as per Rule C will pay the subscription band appropriate to their actual earnings during this temporary alternative employment.

Members undertaking full time study as per Rule C will pay the subscription band appropriate to their actual earnings if they remain salaried during these studies, else they will pay the lowest subscription band (Band 7).

Members who are Apprentices will pay the subscription band appropriate to their actual earnings.

Retired Members

Retired members will pay a £15.00 one off payment.

Unemployed Members

Unemployed members will pay the lowest subscription band (Band 7).