

## RULES AND CONSTITUTION

### Rule 1 NAME

Rule 1.1 The organisation (referred to in these rules as "the Union") is called "News Union".

Rule 1.2 The name of the Union may be changed by the National Executive Committee provided that they consult with the membership in advance of making their decision.

### Rule 2 HEAD OFFICE

Rule 2.1 The Union's head office shall be based in London or such other place, as the Union shall from time to time determine.

### Rule 3 OBJECTS

Rule 3.1 The Union shall have the following objects:

- a) To represent the interests of the members in all matters connected with their employment in particular but not exclusively the following:
  - i The physical conditions in which they are required to work.
  - ii Termination of employment of a member for disciplinary or other reasons.
  - iii Reductions or reorganisations in the workforce for economic or other reasons.
  - iv All terms and conditions of employment including; hours of work, rates of pay, benefits and pensions.
- b) Negotiating and settling of differences and disputes between members of the Union and employers by collective bargaining, agreement, arbitration, or by any means determined from time to time by the National Executive Committee.
- c) To promote the interests of the Union by such means as Conference or the National Executive Committee shall from time to time decide.
- d) To work for equal opportunities for all actively opposing all forms of prejudice and discrimination on whatever grounds.
- e) To work to ensure that the members receive proper legal representation in relation to all work related matters in accordance with the guidelines laid down by the National Executive Committee from time to time.
- f) Assist Representatives, Officers, or those appointed to work on behalf of the Union, in training, maintaining and improving standards.
- g) To spread knowledge and understanding in all aspects of the members' working environment.

### Rule 4 POWERS

Rule 4.1 The Union may do anything incidental or conducive to any of the objects including (but not limited to):

- a) Affiliate to relevant bodies;
- b) Co-operate with other organisations as considered appropriate;
- c) Employ staff, full or part time, or engage independent contractors;
- d) Borrow money;

- e) Acquire by purchase or lease freehold or leasehold property;
- f) Invest and deal with the money of the Union;
- g) Indemnify Union Representatives, Officers, or those appointed to work on behalf of the Union, in respect of all demands made against them because of any authorised act done by them in the course of their duties or on behalf of the Union, to such extent that such indemnity is not prevented by law.

## **Rule 5 MEMBERSHIP**

**Rule 5.1** The Union shall have the following classes of membership:

- a) Full members.
- b) Honorary life members.

## **Rule 6 FULL MEMBERS**

### **Full Members**

**Rule 6.1** Any person employed in one of the following occupations shall be eligible for full membership:

- a) The printing and distribution of newspapers, magazines or books.
- b) The production or authorship of newspapers, magazines, books and online publications or other digital media.
- c) The sale of advertising for newspapers, magazines, books and online publications or other digital media.
- d) The management and operation of an organisation involving the production and distribution of newspapers, magazines or an online publication or digital media.
- e) Employees of or persons who have a contract to directly provide services whether on a long or short term basis to any organization covered by the above.
- f) An employee of the Union.

**Rule 6.2** Every candidate for admission as a member shall complete an application form for membership in such terms as may from time to time be determined by the National Executive Committee and send the same to the General Secretary at the head office of the Union.

**Rule 6.3** The General Secretary shall decide whether to accept or reject the application and shall communicate to the applicant the decision within 28 days of receipt by the General Secretary of the application form.

**Rule 6.4** If an application is rejected, the applicant shall be notified of his rejection and the reason for the rejection. An applicant who has been rejected shall be entitled to appeal in writing to the National Executive Committee against that decision. Despite the rejection, the applicant shall be eligible to re-apply for membership by submitting a further application for membership stating, where appropriate, any reason for believing that any previous application should not have been rejected or any change in circumstances arising since the last application, as the case may be.

**Rule 6.5** All full members shall provide in writing to the General Secretary a postal and a company email address which will be used by the Union for all purposes.

**Rule 6.6** It shall be the duty of each member to notify the General Secretary in writing of any change of his postal or email address.

## **Rule 7 HONORARY LIFE MEMBERS**

### **The Qualification**

**Rule 7.1** The qualification for honorary life membership is having made an outstanding contribution to the work of the Union.

**Rule 7.2** Honorary life membership may be granted to someone who qualifies under Rule 7.1 (or revoked) but only by Conference and the recommendation of:

- a) The National Executive Committee, or
- b) A Committee.

### **Entitlement**

**Rule 7.3** Honorary life members:

- a) Are not required to pay a subscription.
- b) Are not entitled to vote.

## **Rule 8 STRUCTURE & ORGANISATION**

**Rule 8.1** The Union shall have a National Executive Committee formulated in accordance with Rule 9.

**Rule 8.2** The Union shall be organised by Committees.

**Rule 8.3** The Union shall have the following Committees:

- a) The London Committee - which will comprise members of the Union, employed in London, Peterborough, and Manchester, and all those involved in the distribution of all materials produced.
- b) The Guildhall Committee - which will comprise members of the Union employed in Guildhall, Glasgow.
- c) The Newsprinters Committee – which will comprise members of the Union employed in Broxbourne, Knowsley, and EuroCentral (Scotland).
- d) Such other Committees as the National Executive Committee shall decide are necessary to represent the interest of the members in any particular area or circumstance.

**Rule 8.4** Each Committee as defined in 8.3 a) to c) will be elected in accordance with the Rule 11. Any Committee created under paragraph 8.3 d) shall be constituted as defined by the National Executive Committee.

**Rule 8.5** The Union will have the following positions:

- a) The General Secretary;
- b) The National Chairman;  
Elected in accordance with Rule 11.1
- c) The National Executive Committee members to be elected in accordance with Rule 11.2;
- d) Committee members known as Representatives to be elected in accordance with Rule 11.2 and
- e) Support Representatives, to be appointed by the General Secretary, in consultation with each Committee. The Support Representative's role shall be as set out in Annex 3.

It shall be a condition precedent to the holding of their position that all of the above shall be required to sign a Confidentiality Undertaking in such form as shall be determined by the National Executive Committee.

## **Rule 9 COMPOSITION OF THE NATIONAL EXECUTIVE COMMITTEE**

**Rule 9.1** The National Executive Committee shall be constituted as follows:

- a) The General Secretary (who shall also act as Treasurer);
- b) Three members from Editorial across all titles and sites, and three from Commercial, one of whom shall be National Chairman. Should there be a shortfall in any section, the post may be filled from any other section;
- c) The Chairman of the News Printers Committee.

The terms "Editorial" and "Commercial" refers to the designations as set out in Appendix 1 to these Rules. The number of representatives for each area are as set out in Appendix 1 and shall be determined by the National Executive Committee in accordance with Rule 12.2.

The NEC representatives from each section (Editorial, Commercial and Newsprinters) are to be elected at meetings of representatives from each of the relevant sections.

**Rule 9.2** The National Executive Committee shall meet at least bi-monthly to decide the policy and management of the Union.

**Rule 9.3** The quorum necessary for the transaction of business shall be four members.

**Rule 9.4**

- (a) Each member of the National Executive Committee (apart from the National Chairman and the General Secretary) shall designate one member of his committee to be his Deputy.
- (b) A Designated Deputy who attends at a National Executive Committee meeting in such circumstances shall be entitled to fully take part in the meeting but shall not be entitled to vote on any issue upon which a vote is called.

- (c) In the event that a National Executive Committee member or his Designated Deputy fails to attend or fails to obtain the General Secretary's agreement to his absence for three National Executive Committee Meetings in a period of twelve months, then the National Executive Committee may terminate that member's term of office and Rule 10.2 shall apply.

**Rule 9.5** Questions arising at the National Executive Committee meeting shall be decided by a majority of votes cast and the Chairman of the meeting shall in addition to the his ordinary vote have a casting vote.

**Rule 9.6** The Chairman shall preside at all meetings of the National Executive Committee but if there by no such Chairman or if the Chairman is not present within five minutes after the time appointed for holding the meeting then the members present shall choose one of their members to act as Chairman at such meeting.

**Rule 9.7** The National Executive Committee has full authority to act in the name of the Union and exercise all such powers of the Union and do on behalf of the Union everything it is legally entitled to do and which it is not by the rules of the Union required to be exercised or done by the Union in general meeting.

**Rule 9.8** The National Executive Committee shall cause records to be kept of:

- a) The appointment, removal and resignation of officers of the National Executive Committee;
- b) The names of persons present at each meeting of the National Executive Committee, and
- c) All resolutions and proceedings of the National Executive Committee.

**Rule 9.9** The General Secretary shall be responsible to the Union for the supervision and control of the administration of the Union, its officers and staff.

**Rule 9.10** The General Secretary's duties shall be:

- a) To uphold and propagate the policies and decisions of the Union as propounded by the delegates' conference of the Union or by the National Executive Committee from time to time;
- b) To act as Principal contact between the Members' Employer and the Union.
- c) To act as principal contact between the Company and the Union;
- d) In conjunction with the National Chairman (wherever possible) act as Lead Negotiator on all matters affecting the Union and its' members;
- e) Make all returns and supply such information as required by the Certification Officer;
- f) To engage such staff or independent contractors as may be necessary to conduct the work of the Union as directed by the National Executive Committee;
- g) To have responsibility of the administration of the finances of the Union;
- h) To arrange for the conduct of the Union correspondence including preservation of all documents, books and papers received by the General Secretary and for the preparation of memoranda, circulars, rules and membership cards and other documents as required for issue as necessary to members of the Union and to others;
- i) To maintain the register of members;
- j) To convene and at attend delegate conferences of the Union and meetings of the National Executive Committee;
- k) To arrange for minutes for all delegates' conferences and meetings of the National Executive Committee to be taken;
- l) To supervise the preparation of:
  - (i) the agenda for the delegates' conference of the Union;
  - (ii) reports of the delegates' conference for the Union;
  - (iii) the business conducted on behalf of the Union since the previous annual delegates' conference; and
  - (iv) an audited statements of the accounts of the Union's funds.

**Rule 9.11** The National Chairman shall:

- (a) uphold and propagate the policies and decisions of the Union as decided by the delegates' conference or by the National Executive Committee from time to time;
- (b) be responsible (in conjunction with the General Secretary) for the supervision and control of the administration of the National Executive Committee;
- (c) supervise (in conjunction with the General Secretary) the preparation of the agenda National Executive Committee meetings and preparation reports of the delegates' conference for the union of the business conducted by the Union;
- (d) in all matters act in accordance with the instructions of the National Executive Committee;
- (e) in conjunction with the General Secretary arrange for minutes for all meetings of the National Executive Committee;

- (f) cause records to be kept of: The names of members present at each meeting, and all orders resolutions and proceedings of general meetings and meetings of National Executive Committee;
- (g) make regular reports to the National Executive Committee and make a full report to the Annual Delegates Conference;
- (h) in conjunction with the General Secretary arrange for the conduct of the National Executive Committee, correspondence including preservation of all documents, books and papers received and for the preparation of memoranda, circulars, and other documents as required;
- (i) maintain adequate organising and publicity arrangements; and
- (j) assist other National Executive Committee members to recruit and retain existing Union members.

## **Rule 10 ELECTED POSTS**

**Rule 10.1** The members will elect:

- a) The General Secretary for 5 years;
  - b) The National Chairman for 3 years;
- and the members of the various sections shall elect;
- c) The National Executive Committee and;
  - d) Committee members for 3 years
- and the members occupying all those posts are eligible for re-election.

**Rule 10.2** The National Executive Committee will be responsible for deciding when elections shall be held and in doing so will ensure so far as is possible that the elections are staggered. In the event that this requires a member of the National Executive Committee to serve more than 3 years then this shall be permissible provided always no one serves more than 5 years without being re-elected.

**Rule 10.3** If a vacancy occurs on the National Executive Committee between elections:

- a) The members of the Committee where the vacancy arises will elect a replacement.
- b) The person elected will serve the balance of the term of the person replaced, but if the vacancy occurs within six months before the normal date, the National Executive Committee may postpone the election until the normal date.

**Rule 10.4** All elections for the posts of National Chairman or General Secretary will be by secret ballot. Only full members who have provided an address in accordance with the Rule 6.5 are entitled to vote and shall be elected in accordance with Rule 11.

**Rule 10.5** In the event the National Chairman or the General Secretary shall be unable to fulfill his duties through illness or some other reason, for a period of four months in any twelve then the National Executive Committee shall have the power to declare that the period of office of the party concerned shall determine either immediately or at some future date and hold an election for the vacant post. The person elected shall serve the balance of the term of office of the person replaced.

### **Eligibility**

**Rule 10.6** Candidates for election as National Chairman or General Secretary members must be:

- a) Full members of the Union who are willing to stand;
- b) Nominated by two members to the General Secretary in writing in accordance with Rule 11.6; and
- c) The National Chairman shall be a member of the NEC.

### **A National Executive Committee**

**Rule 10.7** A National Executive Committee member:

- a) May retain office if promoted or transferred to another department or establishment provided that the local committee represented agrees;
- b) Ceases to be a National Executive Committee member automatically upon ceasing to be a full member of the Union.

## **Rule 11 CONDUCT OF ELECTIONS & SECRET BALLOTS**

### **Elections**

**Rule 11.1** Every member shall be entitled to vote in the election of the National Chairman and the General Secretary.

**Rule 11.2.** Members of the Committees shall be elected by those in the constituency that they will represent. Those elected to the Committees shall choose from among their number a Chairman.

**Rule 11.3** In relation to all elections held under this rule there shall be appointed an appropriate independent body to oversee and administer the ballot. No member of the Union will interfere or attempt to interfere with that appointed body in the performance of its duties.

### **Rule 11.4**

- a) Where there are a number of candidates nominated for one post then the individual receiving the most votes shall be elected.
- b) In the event of a tie between the candidates, the election shall be rerun and will utilise the Single Transferrable Vote system.
- c) Where there is an election for more than one post and more candidates nominated than seats available then the Single Transferrable Vote system shall be utilised.

**Rule 11.5** In the case of all elections under these rules not less than one month notice before the date fixed for the election as determined by the National Executive Committee, the General Secretary shall draw up and publish to all members a timetable;

- a) For seeking and receiving nominations.
- b) For checking and approving nominations by the National Executive Committee.
- c) For the compilation of and circulation of election addresses,
- d) For the printing, distribution and return of voting papers,
- e) For the counting of votes and for the declaration of the result,
- f) For the receipt and resolution of any complaints, alleging breach of the election procedure.

**Rule 11.6** Nominations shall be made in writing and shall be signed by the candidate and by the nominator and seconder. The completed nomination shall be sent to the General Secretary at the head office or to such other person or organisation as the NEC shall decide and thereafter shall be checked and approved.

**Rule 11.7** Candidates for election must have been a full member of the Union for at least six months from the date the election is called. All candidates for the position of National Chairman must be a member of the National Executive Committee.

**Rule 11.8** The General Secretary shall in an election for the National Chairman, draw up a list of properly nominated candidates.

**Rule 11.9** The National Chairman shall in an election for the General Secretary, draw up a list of properly nominated candidates.

**Rule 11.10** The General Secretary, the National Chairman and any person elected a member of the National Executive Committee shall take up office for the period commencing from the date of their election and terminating at the expiration of his term of office, unless reappointed following successful re-election in a second or subsequent elections.

## **Rule 12 COMMITTEE ORGANISATION**

**Rule 12.1** The Committees as defined in Rule 8.3 each shall have a Chairman who will be elected in accordance with Rule 11.2.

**Rule 12.2** The Committees shall be made up of representatives elected every three years by members of each section. The sections may vary from time to time to reflect any structural change in the workplace. The representative sections are defined in the Appendix 1. The decision as to whether changes are to be made to the structure of the Committees and sections shall be made by the National Executive Committee and any such change shall not constitute a rule change for the purposes of Rule 20.1.

**Rule 12.3** The duties of each committee will be to protect and promote the interest of the members of the constituency including (but not limited to):

- a) Recruiting and retaining members, and assisting the National Executive Committee and General Secretary in carrying out the rules and objects of the Union;
- b) Keeping written attendance records of the names of persons present at each meeting of the Committee;
- c) Keeping written minutes of all resolutions passed by the Committee;
- d) Sending copies (signed by the chairman of those attendance records and minutes to the General Secretary on request;
- e) Furnishing any returns of information required from time to time by the General Secretary.

**Rule 12.4** Each Committee will meet at least three times per year. Additional meetings may be called:

- a) On written request from at least one third of the members represented by the Committee;
- b) At the request of the Committee; or
- c) By the Committee Chairman.

**Rule 12.5** The quorum for a Committee meeting shall be at least 50% of members of that Committee.

## **Rule 13 SUBSCRIPTIONS**

### **Full Members**

**Rule 13.1** Full members will pay a monthly subscription at levels which will be determined by Conference from time to time and notified in writing to the membership.

**Rule 13.2** Each member must pay the appropriate monthly subscription in arrears on the eighth working day of each month:

- a) By deduction from salary.
- b) By direct debit.

If a member wishes to pay by cheque he or she shall pay the annual subscription in two installments in advance on the 8th January and the 8th August in each year.

### **Waiver**

**Rule 13.3** Subscriptions are waived automatically for members on a reduced salary because of:

- a) Long term sickness.
- b) Maternity leave.

**Rule 13.4** Subscriptions may be waived at the discretion of the National Executive Committee for members who are suspended without pay for one month or more.

## **Rule 14 LAPSE, CESSATION AND RESIGNATION OF MEMBERSHIP**

**Rule 14.1** If a member's subscription is unpaid for at least two months, membership lapses automatically. A lapsed member will be entitled to rejoin the Union upon payment of any unpaid subscriptions due from the date his membership lapsed.

**Rule 14.2** A lapsed member is not entitled to any membership rights or benefits until any unpaid subscription and arrears have been paid.

**Rule 14.3** The National Executive Committee has a discretion to allow a member or lapsed member to repay arrears of subscription payments by monthly installments of double the usual subscription if the member's Committee confirms that he would otherwise suffer financial hardship.

**Rule 14.4** The membership of a person shall cease upon:

- a) a member giving one month's notice prior written notice of resignation to the General Secretary;
- b) expulsion under Rule 19.6;
- c) the member being employed in a post which in the opinion of the National Executive Committee makes continuing membership of the Union inappropriate. In the event of the National Executive Committee exercising the powers under this rule then the decision of the National Executive Committee to expel a member shall be by a two-thirds majority.

## **Rule 15 FUNDS**

**Rule 15.1** The Union will maintain General Fund which may be used for any lawful purpose of the Union.

### **Allocation of Funds**

**Rule 15.2** The funds of the Union may not be given to or lent to any political party without prior approval of Conference.

**Rule 15.3** All subscriptions will be paid into the General Fund.

**Rule 15.4** All investment, income and capital gains of the Union will be paid into the General Fund.

**Rule 15.5** No more than £100.00 will be held as petty cash at any one time.

## **Rule 16 ACCOUNTS**

**Rule 16.1** The financial year of the Union will end on the 31st of July each year.

**Rule 16.2** The Union's accounts will be examined annually by a registered auditor appointed by the National Executive Committee. The auditor will prepare:

- a) A statement of account;
- b) Provide any comments or recommendations he or she believes should be communicated to the members.

**Rule 16.3** Within eight weeks of the date of the annual return made to the Certification Officer the National Executive Committee will publish to the membership a financial statement which complies with s.32A of the Trade Union Labour Relations (Consolidation) Act 1992.

## **Rule 17 TRUSTEES**

**Rule 17.1** The Union will have two managing trustees who will be the National Chairman and the General Secretary.

### **Functions**

**Rule 17.2** All real or personal property acquired on behalf of the Union will be vested in, and managed by the trustees subject to the direction of the National Executive Committee.

**Rule 17.3** The managing trustees have a duty to preserve the assets of the Union and must:

- a) Act diligently and prudently.
- b) Seek appropriate advice before taking any investment decisions.
- c) Ensure that proper accounts are kept.
- d) Not derive any profitable benefit from their position as managing trustees.

**Rule 17.4** Funds of the Union may be invested as if they were being invested by a sole beneficial owner, but subject to:

- a) Instructions from the National Executive Committee.
- b) The authority of the managing trustees in accordance with the provisions of Rule 17.3.

## **Rule 18 EXPENSES & GRANTS**

**Rule 18.1** When on authorised Union business National Executive Committee members, officials and members of the Union are entitled to expenses and allowances in accordance with regulations determined from time to time by the National Executive Committee. All expenses will be reimbursed to the member by means of a bank transfer to the member's bank account.

**Rule 18.2** If the National Executive Committee or any individual member of the Committee shall invite a member or request the presence of a member at any venue, travelling expenses and subsistence will be paid subject to a maximum determined from time to time by the National Executive Committee.

**Rule 18.3** If a member attends without prior invitation at any meeting of the Union be it formal or informal and without the prior approval of a member of the National Executive Committee then he or she shall not be entitled to receive travelling expenses and subsistence unless the member satisfies the National Executive Committee that the reason for such attendance was of extreme gravity or urgency.



## **Rule 19 DISCIPLINE**

### **Breaches of Discipline**

**Rule 19.1** Subject to any statutory restrictions in force at the time, any member may be disciplined who:

- a) Acts against the interest of the Union or its membership locally or nationally;
- b) Behaves in a manner which can be construed as unacceptable - by word, act or omission.

### **Disciplinary Committee**

**Rule 19.2** The Union will have a Disciplinary Committee consisting of three members (who are not members of the National Executive Committee) of the Union.

**Rule 19.3** If any member makes a complaint to the General Secretary that he believes could constitute a breach of Rule 19.1 or the General Secretary becomes aware of circumstances which could bring the Union into disrepute he will firstly try and resolve the complaint by discussion with the complainant and the accused. In the event that the matter cannot be resolved to the complainant's satisfaction then the General Secretary shall convene a Disciplinary Committee and place the matter before them.

**Rule 19.4** Neither the Union or its officials are responsible for any expenses incurred by a member in relation to disciplinary proceedings.

**Rule 19.5** Where practical, a member must exhaust all stages of the disciplinary procedure before applying to any court, tribunal, outside agency or outside official for redress.

### **Powers & Duties of the Disciplinary Committee**

**Rule 19.6** If a member is subject to action under Rule 19.1 and the Disciplinary Committee so determines the Committee has power to do one or more of the following:

- a) Censure the member;
- b) Ban the member from holding any local office in the Union for up to five years;
- c) Ban the member from holding any national office in the Union for up to five years;
- d) Deprive the member temporarily of some or all the rights and facilities of membership for a time and extent fixed by the Disciplinary Committee but in any event not to exceed 6 months;
- e) Suspend the member for up to 1 year;
- f) Expel the member.

### **Proceedings**

**Rule 19.7** Upon receipt of a complaint the Disciplinary Committee will give at least 14 days written notice to the member by email or registered or recorded delivery post to the members last known home address (or work address if home address is not known) stating:

- a) Briefly why it is alleged that the member is subject to action.
- b) State the time, date and place when the Disciplinary Committee will investigate the complaint and hear representations from the member and his witnesses.
- c) The member's rights to present written submissions in advance of the meeting, make representations to the meeting before and during the meeting to call and cross-examine witnesses, and to be represented throughout by someone is a member of the Union.

**Rule 19.8** At the conclusion of the meeting the Disciplinary Committee will consider whether it believes the charge against the member is proved to their satisfaction and if so decide upon what sanction should be imposed.

**Rule 19.9** The Disciplinary Committee will give written notice of the outcome of all investigations and any sanction which is imposed:

- a) To the General Secretary and National Chairman
- b) and then 7 days later, to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known)
- c) To the member's local Committee.

## **Appeal**

**Rule 19.10** A member who has been subject to investigation by the Disciplinary Committee and against whom a finding is made and sanctions imposed may appeal in writing to the General Secretary within 14 days of receiving notice of the decision of the Disciplinary Committee. The appeal will be determined by the National Executive Committee. Any sanction which has been imposed will not take effect until the appeal has been determined.

### **Appeal procedure**

**Rule 19.11** The General Secretary will give at least 21 days written notice to the member by registered or recorded delivery post to the members last known home address (or work address if the home address is not known) informing him of the date upon which the appeal will be heard and the date by which any written submissions must be received, which date will be 7 days prior to the date of the appeal hearing.

**Rule 19.12** Upon receipt of written submissions from the member the General Secretary shall ensure that copies of such written submissions are circulated to the members of the National Executive Committee without delay.

**Rule 19.13** At the hearing of the appeal the member shall be entitled to attend the National Executive Committee and be accompanied by another member of the Union for the purposes of the appeal although he shall do so at his own expense.

**Rule 19.14** At the conclusion of the determination of the appeal the General Secretary shall give written notice to the member of the decision of the National Executive Committee.

**Rule 19.15** All disciplinary proceedings, will be completed within 3 months from the date on which disciplinary proceedings, excluding any appeal to Conference under Rule 19.10(b) will be completed within 6 months from the date on which the Disciplinary Committee gave notice of the disciplinary charges to the member unless:

- a) The member charged shall consent to an extension of this time limit.
- b) The National Executive Committee shall determine that it has been impracticable to complete the disciplinary procedure within the time specified for reasons outside of the control of the Disciplinary Committee or the National Executive Committee and shall give notice to the member of any such extension.

**Rule 19.16** If a complaint is against the General Secretary or the National Chairman then all obligations under this rule which fall to be performed by that party shall be done by such other person as the NEC shall appoint for that purpose.

## **Rule 20 RULES**

### **Amendment to Rules**

**Rule 20.1** These rules and constitution may only be amended by a two thirds of majority of votes cast at conference.

**Rule 20.2** Motions for the amendment of rules will only be considered at annual conference in 2007 and every three years after that, unless the National Executive Committee decides otherwise on grounds of urgency or expediency.

### **Interpretation of the Rules**

**Rule 20.3** The headings are of convenience only and do not affect the interpretation of the rules.

**Rule 20.4** Words incorporating the masculine gender shall be interpreted as incorporating the feminine and vice versa.

**Rule 20.5** Interpretation of these rules is vested in:

- a) Conference when it is in session.
- b) The National Executive Committee when it is in session and conference is not.
- c) The National Chairman and General Secretary (acting together) when neither conference nor the National Executive Committee is in session and after all reasonable attempts to contact and consult with the remaining members of the National Executive Committee.

**Rule 20.6** The Appendices to these rules do not form part of the rules and may be amended by the National Executive Committee.

## **Rule 21 DELEGATES' CONFERENCES**

**Rule 21.1** The Union shall hold Delegates' Conferences at which members of the NEC and all elected members of Committees of the union as defined under Rule 12.2 shall be entitled to attend and vote. Delegates' Conferences shall constitute the main policy making body within the Union.

**Rule 21.2** The Union shall in each year hold an Annual Delegates' Conference in addition to any other Conferences in that year and shall specify the Conference as such in the notice calling it. The Annual Delegates' Conference of the union shall be held annually at such time and place as the National Executive Committee shall appoint provided always that the National Executive Committee will give three months' notice of the date of the Conference.

**Rule 21.3** In addition to the Annual Delegates' Conference of the Union the National Executive Committee may at any time convene an Extraordinary Delegates' Conference of the Union and must convene an Extraordinary Delegates' Conference of the Union if requisitioned to do so, in writing, for a stated purpose by at least thirty three percent of the membership of the Union within two months of receipt by the General Secretary of such a requisition.

**Rule 21.4** An Extraordinary delegates' conference of the Union shall be convened by the giving of at least one month's notice in writing from the General Secretary to every delegate where the conference is convened at the request of one third of the delegates. Such notice shall specify the place, time and hour of the meeting and the general nature of the business of that meeting. Where the conference is convened by the National Executive Committee then such notice as circumstances allow shall be given.

**Rule 21.5** No business shall be transacted at any delegates' conference unless a quorum of delegates is present at the time when the meeting proceeds to business and;

- a) 50%+1 of the delegates entitled to attend and vote at a meeting shall be a quorum;
- b) If within half an hour from the time appointed for the meeting a quorum is not present then the meeting shall be adjourned to such day and time and place as the National Executive Committee may determine or cancelled.
- c) The National Chairman of the union shall preside at every delegates' conference.

**Rule 21.6** In the absence of the National Chairman the General Secretary shall preside at the Delegates' Conference.

**Rule 21.7** The Chairman of the meeting may with the consent of the conference adjourn the meeting from time to time and from place to place.

**Rule 21.8** The business of delegates' conferences shall be conducted in accordance with these rules provided that:

- a) At any Delegates' Conference a resolution put to the vote of the meeting shall be decided on a show of hands unless a secret ballot is demanded by the Chairman of the meeting or by one half of the delegates present in person having the right to vote at the meeting.
- b) Unless a secret ballot is so demanded declaration by the Chairman of the meeting that a resolution has on a show of hands been carried shall be conclusive evidence of that fact.
- c) If a secret ballot is duly demanded it shall be taken in such a manner as the Chairman of the meeting shall direct.
- d) In the case of equality of votes whether on a show of hands or on a secret ballot the Chairman of the meeting shall be entitled to exercise a casting vote.

**Rule 21.9** At any Delegates' Conference no proposition may be debated unless the proposition has been notified to the General Secretary in writing in accordance with Rule 21.10 (b) or it is agreed by at least two thirds of those present and voting at the annual delegates' conference to admit the proposition for debate and a vote.

**Rule 21.10** Prior to the day appointed for the commencement of the annual delegates' conference the following procedure shall apply;

- a) The National Executive Committee shall publish to delegates its report and statement of accounts for the year not less than one week before the commencement of the annual delegates' conference.
- b) Any delegate desiring to put any proposition before the annual delegates' conference shall notify the General Secretary in writing not less than one month before of such proposition. Each proposition shall deal with one subject.

c) If a delegate wishes to put a proposition to a delegates conference in relation to a matter or issue which has arisen in the month before a delegates conference then he shall notify the General Secretary in writing of the proposition stating why the matter should be debated and why the member was unable to comply with the provisions of 21.9.

**Rule 21.11** No proposition shall be debated by the union at a delegates' conference unless it is seconded by another delegate.

**Rule 21.12** Any delegate attending a delegate conference who conducts himself in the disorderly manner may be expelled from the meeting upon a majority of votes of those attending the meeting and entitled to vote.

## **Rule 22 DISSOLUTION AND AMALGAMATION**

**Rule 22.1** The Union may not be dissolved or its funds divided except with the consent of at least five sixths of the votes cast by the members voting by postal ballot.

**Rule 22.2** The Union may not amalgamate with any other organisation except with the consent of at least two thirds of the votes cast by the members voting by a postal ballot.

# CONSTITUTION - Appendix 1

## Representatives Committees and Sections

### **London Committee**

#### **Number of Representatives**

The Sun x 3 (Editorial)

The Sunday Times x 2 (Editorial)

The Times x 2 (Editorial)

Corporate (Corporate / HR / Legal / Finance London / Security) x 1 (Commercial)

Technology / Publishing Operations x 1 (Commercial)

Commercial / Advertising / Marketing x 2 (Commercial)

Peterborough x 1 (Commercial)

*Section Representatives Complement 12*

### **Guildhall**

#### **Number of Representatives**

Guildhall x 1

*Section Representative Complement 1*

### **Newsprinters Committee**

#### **Number of representatives**

Broxbourne

NPL Production / Tech support x 3

NPL Operations and Admin at Broxbourne x 1

Knowsley

Production / Tech support / Admin x 3

Scotland

EuroCentral Production/Technical Support/Admin x 2

*Section Representative Complement 9*

***Total Representative Complement 22***

# CONSTITUTION - Appendix 2

**General Secretary**

**National Chairman**

**NEC**

General Secretary, National Chairman  
Editorial 3, Commercial 3, Newsprinters 1

**Editorial**

**Commercial and Corporate**

**Newsprinters**

**London Committee**

The Sun – 3  
The Times - 2  
The Sunday Times – 2

Commercial / Advertising /  
Marketing / Sales x 2  
Corporate  
(Corporate/HR/Legal/Finance  
London/Security) x 1  
Technology/Publishing  
Operations x 1

**Broxbourne**

Broxbourne – 3  
NPL Operations & Admin x 1

**Knowsley**

Knowsley - 3

**EuroCentral**

EuroCentral - 2

**Guildhall**

Guildhall – 1

March 2019