



# RULE BOOK

*including Annex A and Annex B*

## 1. Title and registered office

- 1.1. The Union formed under these rules, hereinafter called 'the Union' shall be known by the title of the Union Workers' Union - UWU.
- 1.2. This Rule Book applies to all members of the Union and represents the entirety of the rules applicable to members of the Union, save as for explicitly provided for under this Rule Book.
- 1.3. The rules contained in the Rule Book must be read in conjunction with the UWU Constitution. If there is a contradiction between the Rule Book and the Constitution, the Constitution takes precedence.
- 1.4. The Registered Office of the Union shall be 3rd floor, 86-90 Paul Street, London EC2A 4NE or such other place as may be decided by the Executive Committee.

## 2. Objects and aims

- 2.1. To recruit, organise and represent all workers employed, volunteering in or contracting in trade unions and other similar organisations.
- 2.2. To seek to protect and improve pay, terms and conditions of all members.
- 2.3. To provide a single trade union within which all employees of trade unions and other similar organisations can network and seek support of common aims regionally, nationally and internationally.
- 2.4. To aim to assist in the settlement of disputes between the members and their employers; regulate the relations between the members and their employers through collective bargaining, withdrawal of labour, or otherwise; conduct negotiations.

## 3. Membership

- 3.1. The Union shall consist of, and Membership shall be open to all employees, apprentices, officials, and volunteers and contractors of the following, who accept the principles, objectives and Rules of the Union:
  - 3.1.1. Trade unions
  - 3.1.2. Trade union federations (eg. TUC, GFTU, ITUC)
  - 3.1.3. Global Union Federations (eg. PSI, ITF).
  - 3.1.4. Any other organisations accepted by the Executive Committee.
- 3.2. There are no restrictions on the nationality or on the country of residence or country of employment of members.
- 3.3. Applications for membership can be accepted by any officer authorised for the purpose by the Executive Committee.
- 3.4. Every application for membership shall be made in a form approved by the Union.
- 3.5. There shall be four categories of membership:
  - 3.5.1. Full Members
  - 3.5.2. Unemployed Members



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- 3.5.3. Members in education
- 3.5.4. Associate and Retired Members
- 3.6. An applicant for membership whose application has been refused may appeal to the Executive Committee, which may accept or refuse the application at its discretion.
- 3.7. A Union General Meeting may, at its discretion, admit any person as an Honorary Member of the Union.
- 3.8. The Executive committee may, at its discretion, admit an Honorary Member, subject to a simple majority vote of the committee.
- 3.9. The Executive Committee will decide upon the most appropriate category of membership for an Honorary Member.

## **4. Membership Constitution and Benefits**

- 4.1. The Executive Committee shall establish a general account into which all membership fees, all contributions, subscriptions and/or donations will be paid, administered then directed as appropriate.
- 4.2. Membership fees shall be established by the Executive Committee and reviewed in October of each year.
- 4.3. It shall be the personal responsibility of the Member to maintain their contributions and avoid arrears in any circumstances.
- 4.4. The Executive Committee will determine the period of membership necessary prior to the member attaining eligibility for benefits. Any period during which contributions are in arrears shall automatically remove eligibility for benefits.
- 4.5. Notwithstanding the limited ability to provide full benefits in the early stages of the Union's formation, the Executive Committee will seek to improve upon all benefits at the earliest opportunity.
- 4.6. In conjunction with Rule 4.5, the Executive Committee recommends members to retain membership of their existing TUC-affiliated trade union, until such time as the Union's benefits can match those offered by their existing union.
- 4.7. Benefits available to full members resident and/or employed outside of the United Kingdom will be limited in their extent and will be reliant upon lay support in the relevant jurisdiction/s.

## **5. Obligations of members**

- 5.1. A member of the Union must comply with these rules and with any duty or obligation imposed on that member by or pursuant to these rules whether in his/her capacity as a member, a holder of a lay office or as a full time officer.
- 5.2. A member must not knowingly, recklessly or in bad faith provide the Union with false or misleading information relating to a member or any aspect of the Union's activities.

- 5.3. A member must inform the Union of any changes to their position within their employer and to the organisation by which they are employed.
- 5.4. A motion shall not be submitted by or on behalf of the Union or any group or body within the Union to an organisation or body outside the Union without authorisation from the Executive Committee.
- 5.5. When acting as a representative of the Union at a meeting of an organisation or body outside the Union, a member shall speak and vote in accordance with the policy of the Union and with any decision taken by the Union's representatives at that meeting which is consistent with the Union's policy.
- 5.6. Where existing policy has not yet been formed, those members acting as a representative of the Union at a meeting of an organisation or body outside of the Union, a member shall abstain from voting.

## **6. Branch structure**

- 6.1. Full members and members in education will be allocated to a branch upon joining the Union.
- 6.2. Full members and members in education will ordinarily be allocated to a branch aligned to their employer, or the organisation in which they are completing their training.
- 6.3. Unemployed members and Associate and Retired members will be in a single branch.
- 6.4. Full members who, at the time of joining the Union, or at the time of appointment or election to the office of Assistant General Secretary or General Secretary - or other roles deemed equivalent by the Executive Committee - shall be entered or moved into the 'Senior Management Branch'.
- 6.5. The allocation of full members to the Senior Management Branch of the Union shall be kept under review by the Executive Committee.
- 6.6. The Executive Committee will periodically review the branch structure of the Union.

## **7. Representation and support**

- 7.1. Further to Rule 4.5, during the initial stages of the Union's formation, representation of a full member or member in education will be limited to:
  - 7.1.1. Verbal advice on a casework matter
  - 7.1.2. Representation on a casework matter.
- 7.2. At all times during the initial stages of the Union's formation, representation and support will be subject to criteria agreed by the Executive Committee and subject to the availability of resources.

## **8. Executive Committee**

- 8.1. The Executive Committee of the Union will consist of no more than 11 Committee Members.

- 8.2. The Executive Committee will operate on a non-hierarchical basis.
- 8.3. No more than two employees of a single trade union or similar organisation may sit on the Executive Committee.
- 8.4. At the commencement of any Executive Committee meeting, any one of the attendees may be elected by those present as the Chair of that meeting.
- 8.5. Each meeting will also elect from those present a Secretary, responsible for taking notes of each meeting and circulating them within a reasonable timescale.
- 8.6. An Executive Committee meeting will be considered quorate with the presence of at least 50% of current Executive Committee members.
- 8.7. Meetings of the Executive Committee and any sub-committees established by the Executive Committee are permitted to take place in person and/or with the use of appropriate technology.
- 8.8. In accordance with relevant legislation the positions of President, General Secretary and members of the Executive Committee will be elected by an all member secret ballot. The term of election and other arrangements are outlined in Annex A.
- 8.9. In accordance with relevant legislation the union will appoint an independent scrutineer at the outset of each election.

## **9. Trustees**

- 9.1. In accordance with relevant legislation all property of the union shall be vested in trustees in trust for it.
- 9.2. The Executive Committee shall appoint at least one and no more than three Trustees.

## **10. Equality and inclusion**

- 10.1. The Union will actively oppose prejudice and discrimination on grounds of gender, race, ethnic origin, religion, class, marital status, sexual orientation, gender identity, age, or disability.
- 10.2. For the avoidance of doubt, Rule 10.1 will be applied both internally and externally to the Union's business.

## **11. Disciplinary procedures**

- 11.1. Where an allegation is received by the Executive Committee, of: a breach of Union rules; of conduct incongruous with the interests of the Union, or; of conduct unbecoming of a member of the Union, a sub-committee of two Executive Committee members shall have the power to investigate such breach or conduct.



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- 11.2. Wherever possible, the Executive Committee members involved in the investigation of an allegation, or the imposition of a penalty under the disciplinary procedures, shall not be from the same employer as the individual/s subject to the investigation or penalty.
- 11.3. Members of the Union against whom an allegation has been made shall be afforded details in writing of any allegation contained in such complaint or report and the source.
- 11.4. The provision of the information at 11.3 shall be no less than one week before the meeting of the sub-committee at which such allegation shall be heard and determined.
- 11.5. The member subject to an allegation shall be entitled to hear all of the allegations made against them and to respond, either in writing or before the sub-committee.
- 11.6. If a serious allegation against a member arises, and it would be in the interests of the Union for the person to be suspended from official duties and/or membership pending an investigation, and if a simple majority of a quorum of the Executive Committee agrees that the situation merits suspension, then they shall have the power to suspend on behalf of the Union.
- 11.7. Such suspension at 11.6 is not a penalty and any temporary suspension should only last until the Rule 11 investigation and decision has been made.
- 11.8. A member who is deemed guilty of an allegation in line with Rule 11 may be subject to one or more of the following penalties as the sub-committee may decide:
  - 11.8.1. Receipt of a formal caution in regard to future conduct.
  - 11.8.2. Removal of the right to attend relevant Union meetings for a period as decided.
  - 11.8.3. Removal of the right to hold office or participate in any way in branch or Union administration for a period as decided.
  - 11.8.4. Suspension from membership for a period as decided.
  - 11.8.5. Expulsion from membership.
- 11.9. A person suspended from membership shall be deemed a non-member for the full period of the suspension.

## **12. Rule changes**

- 12.1. These rules may be amended by a two-thirds majority of voting Executive Committee members or by a simple majority of voters at a General Meeting as called by the Executive Committee.

## **13. Dissolution of the Union**

- 13.1. The Union may at any time be dissolved by the consent of a ballot of all members of the Union resulting in a three-quarters majority of those voting, such majority to represent more than 50% of the membership.



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- 13.2. Upon the result of the notification of a dissolution at Rule 13.1 the Executive Committee will agree upon the manner in which any Union funds or assets will be returned to creditors and members of the Union.
- 13.3. Such decision at Rule 13.2 will be minuted and available for inspection by any member of the Union upon request.

## **Annex A - Elections**

### **1. Branch Elections**

- 1.1. Branch elections shall take place each year via an electronic ballot.
- 1.2. A nominated member of the Executive Committee shall act as Returning Officer and shall be confirmed in post at the preceding Executive meeting.
- 1.3. The Returning Officer shall communicate with all members in paid-up i.e. 'non-lapsed' membership to invite nominations for all branch representatives' positions.
- 1.4. Paid-up members may self-nominate for positions by completing a nomination form signed off by the Executive Committee.
- 1.5. The nomination period will be 3 weeks.
- 1.6. Following the close of the nomination period the Returning Officer will issue an electronic ballot to all eligible i.e. paid-up members of the branch.
- 1.7. The election period will be 3 weeks.
- 1.8. Following the close of the election period the Returning Officer will announce the results of the election to all eligible members.
- 1.9. The union may run additional elections mid-term to elect to vacancies or newly created posts.

### **2. Executive Elections**

- 2.1. Executive elections shall take place every two years via an electronic ballot.
- 2.2. A nominated member of the outgoing Executive shall act as Returning Officer and shall be confirmed in post at the preceding Executive meeting.
- 2.3. The Returning Officer shall communicate with all members in paid up i.e. 'non-lapsed' membership to invite nominations for all Executive positions.
- 2.4. Paid-up members may self-nominate for positions by completing a nomination form signed off by the Executive Committee.
- 2.5. The nomination period will be 3 weeks.
- 2.6. Following the close of the nomination period the Returning Officer will issue an electronic ballot to all eligible i.e. paid up members of the union.
- 2.7. The election period will be 3 weeks.



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- 2.8. Following the close of the election period the Returning Officer will announce the results of the election to all eligible members.
- 2.9. The union may run additional elections mid-term to elect to vacancies or newly created posts.

### **3. Statutory Elections**

- 3.1. The union has 2 statutory posts; President and General Secretary.
- 3.2. The Executive shall appoint an independent scrutineer in line with relevant legislation.
- 3.3. The independent scrutineer shall run an election(s) for statutory posts a minimum of every 5 years.
- 3.4. To be considered eligible for nomination nominees must:
  - 3.4.1. be in paid-up i.e. 'non-lapsed' membership.
  - 3.4.2. not be seeking a consecutive term unless they identify with one or more of the following protected characteristics: an underrepresented gender identity, black, asian or ethnic minority, lesbian, gay bisexual or disabled.
  - 3.4.3. not have served 2 consecutive terms, regardless of equality status.
- 3.5. Eligible members may self-nominate for statutory positions within the nomination period and via the method set by the independent scrutineer.
- 3.6. In order to ensure a 'level playing field' nominees are specifically prohibited from:
  - 3.6.1. accessing membership data for purposes of campaigning.
  - 3.6.2. using social media for the purposes of campaigning.
  - 3.6.3. raising or utilising personal funds for the purpose of campaigning.
  - 3.6.4. engaging in negative campaigning of any kind.
- 3.7. Non-compliance with section 3.5 will empower the official scrutineer to disqualify nominees.
- 3.8. Campaigning activities will be restricted to:
  - 3.8.1. an election address of no more than 1000 words.
  - 3.8.2. an election video of no more than 2 minutes.

### **Annex B - Meeting Standing Orders**

1. The union is committed to a non-hierarchical structure under the principles of direct member democracy.
2. Motions may be raised verbally during any members' meetings.
3. Verbally raised motions must be adopted by a simple majority of members in the meeting.



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4. Adopted motions must then be submitted in writing within 2 weeks of the date of the initial meeting.
5. Written motions will be circulated to all relevant members by a member nominated by the Executive.
6. Relevant members will be given the following options by way of an online ballot:
  - 6.1. Accept.
  - 6.2. Reject.
  - 6.3. Amend.
7. Motions will be deemed to be accepted or rejected following support by a simple majority.
8. Members wishing to amend adopted motions must submit amendments writing within 1 week of the close of the ballot.
9. Amendments will be circulated to relevant in the order they were received, composited by agreement with the submitting members and voted on accordingly via electronic ballot.
10. Should no amendments be received before the 1 week deadline the motion will stand or fall according to the original vote.