

# WALGAS TU

NOSTRAM FIDEM



RULES 2019

**We won't let you down**

# Contents

1.	MISSION STATEMENT.....	3
2.	CONSTITUTION .....	5
2.1.	Name and offices.....	5
2.2.	Aims.....	5
2.3.	Changing and amending rules.....	6
2.4.	Dissolving the Union.....	6
3.	MEMBERSHIP .....	7
3.1.	Qualifications for Membership .....	7
3.2.	Applications for Membership.....	7
3.3.	Obligations of Membership.....	7
3.4.	Subscriptions & Categories of Membership.....	7
Full Time .....	7	
Part Time .....	7	
Unemployed/Retired.....	8	
Apprenticeship .....	8	
3.5.	Arrears of Subscriptions .....	8
3.6.	Resignation or Cancellation of Membership.....	8
3.7.	Complaints procedures for members .....	9
4.	LEGAL ASSISTANCE .....	10
5.	CENTRAL EXECUTIVE COUNCIL.....	11
5.1.	President: .....	11
5.2.	General Secretary.....	12
5.3.	Treasurer .....	12
5.4.	Representatives.....	13
6.	FINANCE .....	14
6.1.	Audits .....	14
7.	ANNUAL GENERAL MEETING .....	15
7.1.	Special Meetings .....	16
8.	GDPR.....	17
9.	STATUTORY REQUIREMENTS .....	18
10.	CONTACT DETAILS .....	18
	ANNEXTURE 1.....	19

# 1. MISSION STATEMENT

Belonging to WALGAS TU you will join an independent and dynamic Trade Union that will not let you down. Our belief is that every member is entitled to be represented with integrity and principle, putting equality and diversity first whilst supporting your individual life at work. WALGAS TU is always available, seven days a week through online enquiry or by making a call to our 24 hour a day phone line. Our quick response and careful consideration to your position will set your mind at ease by guiding you through the process at hand. In part our aims are to promote and build on voluntary recognition relationships with your employer whilst supporting legislation that is in the interest of all members. Should a member require legal or other assistance in matters pertaining to employment issues including that of securing compensation for injury by incidents or accidents in their employment WALGAS TU will assist in bringing justice through fair settlement. Our promise to all members is that an independent Trade Union Representative or Full Time Officer will be available to go through their case before attending any meetings or hearing. This ensures the member, independent Trade Union Representative or Full Time Officer are fully informed and ready to represent the position as required. Our approach is to give advice and provide confidence in maintaining good employment practices with all member and the individuals employers. The journey for voluntary recognition with employers to improving wages and conditions will not be overlooked. We will actively engage and negotiate with all employers. Through recognition of our status as your Trade Union of choice inside of the workplace we can challenge the reflective cost of living against wages and conditions of employment. The quest for industry standards to reflect the passion and commitments of its workforce go hand in hand with WALGAS TU as a forwarding thinking promoter of equality and diversity. This promotion is what drives our member base to grow and gives greater strength to the position of union recognition.

“NOSTRAM FIDEM” OUR PROMISE



## 2. CONSTITUTION

### 2.1. Name and offices

- The Union is called WALGAS TU
- Our main office is at 207 Regent Street , London W1B3HH.
- In line with any decisions made by the Central Executive Council , we will be run according to the core rules

### 2.2. Aims

Our Aims are as follows:

- To recruit , organise and represent all workers
- To regulate relations between employees and employers and between employees themselves
- To provide benefits (including legal assistance) to members in line with our rules.
- To maintain and improve wages and conditions by maintaining reasonable hours of labour, proper rates of wages, and general conditions of service.
- To promote equal opportunities and equal treatment for all members and oppose discrimination on grounds of sex , race, ethnic origin , disability , age, sexual orientation or religion
- To promote or support legislation in the interest of our members by providing legal or other assistance when necessary in matters pertaining to the employment of members, or for securing compensation for members who suffers injury by accidents in their employment.
- An independent representative or full Time Officer will be assigned to your case
- There will always be an independent TU Representative or Full Time Officer at your meeting
- We will reply to all queries or phone calls in less than 48 hours
- The phone will be on 24 hours a day Monday through Sunday
- If you are called into a meeting at work please call your representative for advice first

- We will promote training and educating of our members in relation to the activities they carry out on our behalf, and provide scholarships to educational institutions for members, in line with conditions set out by the central Executive Council.
- We will promote the social , moral and intellectual interests of our members
- To do any such lawful things as are incidental or conducive to the attainment of any or all of the above aims that the Central Executive Council may consider to be in the interests of the members.
- To assist and support other Unions, organisations, charities or individuals as deemed appropriate

### **2.3. Changing and amending rules**

- Any changes or amendments or additions of new rules can only be done when agreed by a majority vote at Annual General Meeting (Ordinary or Special), or by a ballot of members.

### **2.4. Dissolving the Union**

- The Union may be formally ended (dissolved) by a vote of five-sixths of the financial members, by means of voting papers.
- If a member wishes to bring forth the motion of dissolving the Union they must be a member for the minimum of 6 months and this motion must be put forward to the Central Executive Council in writing no later than 2 months before the Annual General Meeting and the motion must comply with the five-sixths rule.
- The remaining assets shall be distributed according to the wishes of the members expressed by means of majority vote by members

## **3. MEMBERSHIP**

### **3.1. Qualifications for Membership**

- WALGAS TU welcomes into membership people from any industry or walk of life who are committed to upholding the aims and rules of the Union.

### **3.2. Applications for Membership**

- Applications must be made online or by completing the pre-printed form as prescribed by the Executive Committee, to any officer of WALGAS TU.
- See Annexure 1 –pre-printed Application Form.
- On acceptance of membership application, membership shall be treated as having started at the beginning of the week for which the first subscription is paid.
- The Central Executive Council may create temporary grades of membership if they think they are necessary

### **3.3. Obligations of Membership**

- Every member shall observe all the rules of the Union
- A copy of the current rule book will be available to all members online(Printed copies are available on request)
- Every member who changes her/his address shall notify the Union of the change in the writing or online
- It is the obligation of the member to ensure that her/his subscription is paid to the Union at the correct rate (See Subscriptions & Categories of Membership), and on the date on which it is due. Payment may be made by standing order or directly into the Union Bank Account.

### **3.4. Subscriptions & Categories of Membership**

#### **Full Time**

- Working up to 25 hours: £5.00 –Over 25 hours: £10.00 per month

#### **Part Time**

- Working less than 25 hours: £5.00

## Unemployed/Retired

- Unemployed/retired: £2.00 per month

## Apprenticeship

- Apprenticeship rate: £2.00 per month

PAYMENTS CAN BE MADE ON THE **1<sup>ST</sup>** OR THE **30<sup>TH</sup>** OF EACH MONTH

### **3.5. Arrears of Subscriptions**

- Any person owing more than three month's subscriptions shall cease to be a member of the Union (unless the Central Executive Council decides otherwise) and shall forfeit all that she/he has paid to the Union.
- Such a person may rejoin the Union. The Central Executive Council shall require such a person to pay outstanding subscriptions or such other amount that it may determine.

### **3.6. Resignation or Cancellation of Membership**

- Any Member may at anytime resign her or his membership by submitting a one month's written resignation to the Central Executive Council.
- Upon resigning, that member will forfeit any right to receive benefits or privileges of membership, and shall forfeit all that she/he has paid to the Union.
- Despite anything set out in these rules the Central Executive Council may , by giving six weeks written notice in writing , cancel the membership of any member , if this is necessary to keep to:
- A decision arising from an inter-union disputes committee set up by us and another union; or
- The Central Executive Council , has the power to suspend a member from benefit or ban them from taking part in WALGAS TU business and affairs , in any case for as long as the council feels necessary
- If they believe the member is guilty of trying to harm the Union or acting against the rules:



- If the member makes or in any way associates themselves with any defamatory or abusive comments made against any of our officials or Council members.
- If the member, alone or together with any other members or people opposes or acts against any of our policies;
- If the member acts against the best interests of WALGAS TU
- If the member encourages or takes part in the activities of any organisation or group whose policies or aims are racist or promote racist beliefs.
- Or any other sufficient reason.

### 3.7. Complaints procedures for members

- Any member who wants to complain or appeal against a decision made, must do so to any member of the Central Executive Council in writing
- The Central Executive Council may order a complaint to be struck out for scandalous, vexatious or unreasonable behaviour by the complainant or for excessive delay in proceeding with the complaint will be sent notice giving them an opportunity to show why the order should not be made.
- Where the person complaining, and any person who the Central Executive committee reasonably considers to have an interest in the outcome of the complaint, will have a reasonable opportunity to present their case to the committee.
- At each hearing the member will have a reasonable opportunity:
  - a) To present their case in writing or orally
  - b) To support their case with witnesses and or written statements
  - c) To hear the evidence against their complaint, to answer it and to question witnesses.
- They can appeal the outcome in writing, within 2 working weeks of the decision, to the President, who will make the final decision.

## 4. LEGAL ASSISTANCE

- Any member who has been with WALGAS TU for 6 months or more will be eligible for legal assistance.
- The Central Executive Council will have the power to provide legal assistance .This can include any matter connected with the members employment , as long as the General Secretary is satisfied that the member should take legal action
- Any member who wants Legal assistance from us must contact Head Office as soon as possible
- The General Secretary will have the right to decide which nominated solicitor represents a member under this rule. Alternatively the General Secretary can nominate a WALGAS TU officer or member to provide representation.
- If we agree to provide legal assistance for any member , the member must keep at all times to any terms and conditions set by the nominated solicitor , and in particular must do the following:
  - a) Continue to be a member of the Union and pay contributions as set out in these rules.
  - b) Accept and follow the advice of the Solicitor or representative.
  - c) Co-operate with the solicitor or representative , and in particular
    - Reply to correspondence
    - Keep to arranged appointments
    - Give them as much relevant information as possible and
    - Tell them if they change their address or name.
- As long as the member receiving legal assistance keeps to the conditions set out by the nominated solicitor in paragraph 5 above, they will not have to pay any legal costs that arise from their claim, In addition the Union may loan funds to cover any tribunal fees. Payable by the member, in accordance with the terms of the nominated solicitor's retainer. However, if the member fails to keep to any of the conditions, or deliberately gives false information to the solicitor or representative, or any doctor,

engineer or other expert involved in the claim, we may withdraw the legal assistance. If this happens, the member will not be entitled to any indemnity for the legal costs run up during their claim. We will be entitled to recover from the member any costs we have already run up.

- Despite anything in these rules the General Secretary will make the final decision about whether we provide legal assistance.
- We will not provide Legal assistance for any claim against the Union or any of our officials or employees, in their capacity as such.

## **5. CENTRAL EXECUTIVE COUNCIL**

- The Central Executive Council shall consist of a President, Vice President, General Secretary, Treasurer and 3 representatives elected.
- The Central Executive Council will meet quarterly each year to discuss all matters.
- No person shall be eligible to serve as a representative at the time of nomination for any vacancy required to be filled, is not a full member of the Union.
- The Central Executive Council shall have full control of the business of the Union , and shall have the power to do anything not inconsistent with these rules or the Acts of Parliament under which the Union is certified as an independent Trade Union
- In the event of any question on which Rules are salient or obscure , the Central Executive Council shall have power to decide thereon
- Every decision and order of the Central Executive Council shall be binding on members, subject to appeal to the next succeeding conference, or by referendum to the membership, which shall take place at any time on request of 10 per cent of the members.

### **5.1. President:**

- There shall be a President of the Union, who shall be Honorary Officials of the Union.

- The President will chair meetings of the Central Executive Council , and will preside over the Annual General Meeting of the Union
- The Nominees will be appointed by means of votes
- The Voting papers shall be returned not later than the date specified thereon, and voting papers received after, shall not be accepted.
- The maximum number of votes allowed to each member shall be equal to the number of candidates to be elected for the office.
- Those candidates receiving the largest number of votes shall be declared elected.
- The Central Executive Council shall, prior to the holding of an election, appoint an independent Returning Officer to attend to the election of officers to the Central Executive Council.
- The duties of the Returning Officer shall include the submission of voting returns, together with a statement of the number of votes given to the various candidates and of the persons elected, to the Scrutineers of the Union before printing.

## **5.2. General Secretary**

- There shall be a General Secretary of the Union who shall be the Principal officer of the Union
- The General Secretary shall have the right to attend and speak at Annual General Meetings of the Union and meetings of the Central Executive Council
- The General Secretary shall have duties, rights, powers and responsibilities commensurate with the post of principal officer, as approved by the Central Executive Council. The General Secretary shall act under the direction of the Central Executive Council.

## **5.3. Treasurer**

- There shall be a Treasurer of the Union who shall be an honorary Official of the Union
- The Treasurer will conduct the Union's financials and keep accounts in accordance with the rules.
- The Nominees will be appointed by means of votes

- The Voting papers shall be returned not later than the date specified thereon, and voting papers received after, shall not be accepted.
- The maximum number of votes allowed to each member shall be equal to the number of candidates to be elected for the office.
- Those candidates receiving the largest number of votes shall be declared elected.
- The Central Executive Council shall, prior to the holding of an election, appoint an independent Returning Officer to attend to the election of officers to the Central Executive Council.
- The duties of the Returning Officer shall include the submission of voting returns, together with a statement of the number of votes given to the various candidates and of the persons elected, to the Scrutineers of the Union before printing.

#### **5.4. Representatives**

- There will be three Representatives elected to the Central Executive Council.
- The Representatives will be nominated by the members of the Union
- The Nominees will be appointed by means of votes
- The Voting papers shall be returned not later than the date specified thereon, and voting papers received after, shall not be accepted.
- The maximum number of votes allowed to each member shall be equal to the number of candidates to be elected for the office.
- Those candidates receiving the largest number of votes shall be declared elected.
- The Central Executive Council shall, prior to the holding of an election, appoint an independent Returning Officer to attend to the election of officers to the Central Executive Council.
- The duties of the Returning Officer shall include the submission of voting returns, together with a statement of the number of votes given to the various candidates and of the persons elected, to the Scrutineers of the Union before printing.

## 6. FINANCE

- All money and property we receive or obtain will belong to the Union, and will be controlled by the general trustees
- The funds of the Union will be held in one or more banks as specified by the Central Executive Council, The Central Executive Council can choose to hold part of the fund in any other bank in any part of the world as it feels is appropriate.
- The Central Executive Council will have the power to use our funds in any way it feels necessary and appropriate.
- There will be a central fund for protecting and supporting members to achieve their aims in the workplace , and for generally managing the Union
- The Central Executive Council will raise the central fund in any way it feels necessary.
- The Central Executive Council will decide which costs will be met by the central fund.
- The central fund will be managed by the Central Executive Council, who will give instructions for how all cheques should be signed.

### 6.1. Audits

- Our accounts will be audited by chartered accountants appointed by the Central Executive Council
- Our membership register will be audited by an assurer appointed by the Central Executive Council
- Our accounts will be examined by three of our members, who will be appointed with the appropriate rules governing the nomination and election of officials.
- The members elected to examine the accounts must not be members of The Central Executive Council or employees of the Union
- The members will have the same access to our books and information as the chartered accountants , under the conditions of the Trade Union and Labour Relations (Consolidation) Act 1992

## 7. ANNUAL GENERAL MEETING

- The Central Executive Council shall annually arrange a Annual General Meeting in a town chosen by the Central Executive Council.

The following will take part in the Annual General Meeting and will have the right to speak but not to vote:

- a) Central Executive Council members
  - b) The General Secretary and Treasurer
  - c) National Industrial Officers
  - d) General member auditors
- The complete Agenda, with proposed Amendments, subject to such grouping or verbal revision shall be issued and published on the WALGAS TU website not later than six days before Annual General Meeting.
  - Time of Assembling shall be set by the Central Executive Council.
  - An appropriate number of tellers and Voting Clerks shall be appointed at each Annual General Meeting by the delegates present
  - A minimum of two Scrutineers will be elected from the members.
  - The Scrutineers will examine all nominations in respect of elections for the Central Executive Council.
  - Will be present at the office of the Independent Scrutineer , to observe and witness the counting of the votes.
  - They will supervise the opening of the specially provided envelopes containing the voting papers and to supervise the counting of the votes (the counting to be done at the Head office by such staff as the General Secretary may allocate for the purpose)
  - All delegates must be fully financial members
  - The Annual General Meeting shall be WLAGAS TU's supreme authority, and its decisions (which shall remain in force until rescinded) shall be binding on all members.

- When issuing credentials and voting cards the General Secretary shall take into account the net membership at the end of the financial period.
- A member shall have one vote only.
- The Annual General Meeting will consider and make decisions on policies affecting the general , industrial ,political or social welfare of our members
- The Annual General Meeting will receive reports from the General Secretary and Treasurer (which will include reports from Senior officials nominated by the General Secretary)
- The Annual General Meeting will consider and make decisions on all matters included in the agenda for the Annual General Meeting ; and
- Confirm the elections of officials and general member auditors when necessary
- When speaking to resolutions, proposers and each subsequent speaker will be allowed such time as the Conference may decide.
- No resolution or amendment shall be discussed until it has been seconded, and no second amendment or rider shall be voted upon until the first amendment has been disposed of.
- Questions relating to the Central Executive Council’s report shall be submitted to Head Office in writing before the end of the month commencing the Conference each year and the Central Executive Council’s replies (together with the questions) shall be circulated in writing to the members on the first day of the Conference.
- A Conference may adjourn to such a date, time, and place as it may decide.
- No addition to, change of any kind shall be made in the Rules, procedure or policy of WALGAS TU without the sanction of the Conference being previously obtained.

### **7.1. Special Meetings**

- The Central Executive Council can choose to hold and arrange a special meeting.



- A special meeting may be summoned on the requisition of a majority of the voting members of the Council, which give six clear days notice of such meeting, and shall state the object for which the meeting is called.
- No business shall be transacted other than that stated on the notice convening the special meeting.
- A special meeting may be called at any time when considered necessary by the General Secretary
- All Rules for Normal Conference will apply

## 8. GDPR


- General Data Protection Regulation (GDPR). We at WALGAS TU value your privacy and want to be clear about the data we collect, how we use it and your rights.
- Please see our privacy policy online at [www.walgastu.com](http://www.walgastu.com)
- WALGAS TU will never sell your data, will keep your details secure and will never share them with third parties for marketing purposes.
- WALGAS TU will only contact you with direct matters and benefits arising to your Union membership relating to your subscriptions and workplace advice either by phone, text, email or in writing.


## 9. STATUTORY REQUIREMENTS

- The following records will be kept in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992: for a period of 6 years from date of creation.
- of financial annual returns : these will be submitted to the certification office annually
- Details of income and expenditure,
- Membership figures,
- Ballots for industrial action held and strike action taken.

## 10. CONTACT DETAILS

 Our website address: [www.walgastu.com](http://www.walgastu.com)

 Head office: Walgas TU 207 Regent Street, London, W1B3HH

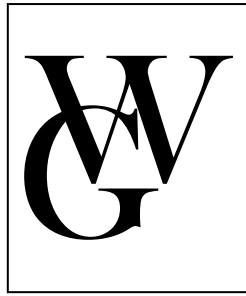
 Contact Number (+44)02086 984432

 Email:

a) [rayhockingwalgastu@yahoo.com](mailto:rayhockingwalgastu@yahoo.com)

b) [joan.lewis@walgastu.com](mailto:joan.lewis@walgastu.com)

ANNEXTURE 1



WALGAS TU

NOSTRAM FIDEM



We won't let you down

As a new WALGAS TU member, you will be part of an independent dynamic Union that will not let you down. We believe every member is entitled to be represented with integrity and principal, supporting the individual with their life at work. We encourage and help maintain good employment practices and promote equal opportunities for all .Welcome

 **Your personal details** (BLOCK CAPITALS)

SURNAME:		TITLE:	
FIRST NAME(S)		DOS:        /        /	
HOME ADDRESS:			
HOME TEL:		*MOBILE TEL:	
*EMAIL:			

 **Your employment details**

EMPLOYER:		JOB TITLE:	
WORK ADDRESS:			
SIGNATURE:		DATE:        /        /	
*EMAIL:			

**PLEASE NOTE:** Members are required to give one month's notice for changes or cancelation of membership.

OFFICIAL USE ONLY	MEMBERSHIP NO						DATE OF JOINING:					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>



# Instructions to your bank to pay by standing order

PLEASE TICK AS APPROPRIATE:

<input type="checkbox"/>	FULL TIME:£10.00 pcm
<input type="checkbox"/>	PART- TIME:£5.00 pcm
<input type="checkbox"/>	UNEMPLOYED/RETIRED:£2.00 pcm
<input type="checkbox"/>	APPRENTICESHIP:£2.00 pcm

WALGAS TU  
**NATWEST BANK**  
 ACCOUNT NO: **16023323**  
 SORT CODE: **60-04-36**

REFERENCE:

PAYMENTS CAN BE MADE FROM THE **24<sup>TH</sup>** UNTIL **7<sup>TH</sup>** OF EACH MONTH (CIRCLE AS APPROPRIATE)  
 PLEASE PAY WALGAS TU THE SUM OF £ \_\_\_\_\_ ON THE \_\_\_\_\_  
 OF EVERY MONTH

START DATE: \_\_/\_\_/\_\_

EXPIRY DATE: UNTIL FURTHER NOTICE

NAME OF ACCOUNT TO BE DEBITED (YOUR ACCOUNT):

BANK NAME AND ADDRESS:

ACCOUNT NO:

SORT CODE:  -  -

PRINT NAME:

SIGNATURE:

HOME ADDRESS:

**WHY NOT JOIN US ONLINE?** The fastest and easiest way to join WALGAS TU is online via our website  
 – [www.walgastu.com](http://www.walgastu.com)



## Why join us?

As a modern, independent, dynamic Union that will not let you down. We aim to represent our members with integrity and principal, supporting the individual with their life at work. We encourage and help maintain good employment practices and promote equal opportunities for all, keeping our subscription costs low and providing excellent service to our members.

### WALGAS TU will...

- ☐ Dedicate a representative for member
- ☐ Offer professional representation for disciplinary hearings and grievance
- ☐ Provide contract and workplace advice on all employment related issues
- ☐ Always return your call /email

### LOW MONTHLY SUBSCRIPTION COSTS

- ☐ Working up to 25 hours: £5.00 –Over 25 hours: £10.00 per month
- ☐ Unemployed/retired: £2.00 per month
- ☐ Apprenticeship rate: £2.00 per month

All subscriptions go back into supporting WALGAS TU members.

### OUR CONTACT DETAILS:

☎ (+44)020 869 84432

📍 207 Regent Street, London, W1B3HH.

**\*\* General Data Protection Regulation (GDPR). We at WALGAS TU value your privacy and want to be clear about the data we collect, how we use it and your rights. Please see our privacy policy online at [www.walgastu.com](http://www.walgastu.com) WALGAS TU will never sell your data, will keep your details secure and will never share them with third parties for marketing purposes .WALGAS TU will only contact you with direct matters and benefits arising to your Union membership relating to your subscriptions and workplace advice either by phone, text, email or in writing.**



**WALGAS TU** We won't let you down