

G & V RULES AND REGULATIONS IN ACCORDANCE TO CLAUSE NUMBER 3 OF THE UNION'S CONSTITUTION AS AMENDED FROM TIME TO TIME

1. Membership of the Uni.

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

(ii) Membership shall begin from the date the Union receives the new Members's first payment.

(iii) Where the new Member has immediate need for the Union's services, s/he will be advised of the Union's Policy on special condition that applies to members with less than six months in membership with the Union. Such member/s would be given general advice on consultation but not representation before employers unless the Member made a year's subscription prepayment plus 6 months subscription to the Union. The new members has the option to approach any professional Employment lawyer or Adviser who may or not charge for their services.

(iv) All fully paid up Members who have been in the Union for at least six months will continue to be represented by the Union as and when required.

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

2. Membership Subscription

The Union shall determine rate of Subscription from time to time through recommendation from its properly elected Management Committee or at a properly convened General Members Meeting (EGM) of the Union.

3. Lapsed/Suspension of Membership

From January 2025, the Union will automatically lapse the Membership of any Member whose subscription arrears equals 8 months or over as at 31

December 2024 and thereafter. Reinstatement of Membership shall be after the Member has paid all the arrears plus one year's Subscription prepayment.

4. De-Registration of Membership

(i) A Member who wishes to terminate his/her membership of the Union must write to the General Secretary to this effect.

(ii) Such Member/s must be a fully paid up Member as at the date of termination of membership.

(iii) The Union reserves the right to recover any unpaid Subscription from any Member including using appropriate legal means, the cost of which shall be paid by the Member/s.

5. Unemployed Members

In line with the General Members Resolution dated March 2014, the Union created another category of Membership who will be able to pay half of the current monthly subscription whilst they are unemployed. The Members will sign the Union's "Unemployed Register" every month to qualify for this reduced Subscription payment. This will take effect from April 2014.

6. Union's Constitution:

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

(ii) Any Member wishing to have a copy of the Constitution shall be charged only for the cost of photocopying of the documents.

(iii) Each new Member from January 2005 shall be sent the Union's Rules and Regulations in the "WELCOME PACK".

7. Welcome Pack for New Members.

The welcome pack shall consist of;

- * A letter acknowledging receipt of the completed Application form including any Subscription paid;
- * Membership Card;

- * Current General Secretary's Report or Newsletter;
- * Union's Undergraduate Programme;
- * The Union's Meeting dates for the current year (where this is not included in either the current Newsletter or the General Secretary's report or circular letters to all members);
- * Copy of the Union's current Rules & Regulations;
- * Union's Business Card to recruit at least another new Member for the union.

8. **Goodwill/Donations:**

- (i) Any Member, Group or Individuals wishing to give donations to the Union must make such donation/s to the Union as a group so that other Members can benefit from it.

9. **Stewards and Officers Elections:**

- (i) Stewards shall be elected every two years by Secret Ballots through one Member one vote of fully paid up Members;
- (ii) Officers shall be elected every four/five years by Secret Ballots through one Member one vote of fully paid up Members.
- (iii) Duties of the advertised posts shall be made available to Members on request. Completed Nominations forms shall be returned to the Union's registered Office or to a properly appointed name Scrutineer on or before the specified date on the Nomination form. Nomination forms shall be returned in self-addressed stamped envelope to the Union's office.
- (iv) All fully paid up Members are eligible to nominate themselves or be nominated to stand for election into any advertised Union's Offices.
- (v) Stewards and Officers are required to attend the Union's Meetings in order to fully represent the interests of their members. Stewards are also Health & Safety Representatives in their workplaces.

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

11. **Union's Meetings:**

The mode of holding meetings, the scale and right to voting, the mode of making, altering or rescinding rules shall be by:

- (i) Giving proper notice of meetings – which shall include date, time, venue and agenda of meetings to all eligible fully paid-up Members giving at least 14 days written Notice to them, except for emergency meetings called by the Executive Officers of the Union with at least 24 hours Notices to all eligible fully paid up Members of the Union.
- (ii) The scale and right of voting shall be one Member one vote by Secret Ballots;
- (iii) The mode of making alterations or rescinding rules shall be through majority of voting Members at a properly convened meeting of the Union.

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

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

13. **Lapsed Membership:**

These are Members in Subscription Arrears. They are entitled to be reinstated after they have paid their subscription arrears plus prepayment of the annual Subscription at the current rate.