RULE 1 – TITLE AND REGISTERED OFFICE

The Union shall be called **Undeb Cenedlaethol Athrawon Cymru** (in English it shall be referred to as the *National Union of the Teachers of Wales*). Its abbreviated title shall be UCAC. During these Rules it shall be referred to as UCAC or the Union. The Registered Office of the Union shall be at Prif Swyddfa UCAC, Ffordd Penglais, Aberystwyth, Ceredigion SY23 2EU. Other offices may be established and maintained in other centres as required.

RULE 2 – OBJECTIVES

The objects of the Union shall be:

(a) To establish an Independent Education System for Wales.

(b) To safeguard and improve the conditions of work of its members, and to protect their interests; to organise its members so as to promote their collective interests; to seek remuneration commensurate with the duties, qualifications and services of its members and make a general contribution to conditions of employment. Contribute to the regulation of relations between members and their employers and to further settlement of grievances and disputes between them. To work with other teachers' organisations in promoting these objectives.

(c) To further the interests of UCAC and its members by seeking representations on, or making representations to, councils and committees established by their employers, by other statutory or non-statutory bodies, whether national or local, whose functions are in any way related to the work of UCAC membership. To make representations, or submissions to negotiate with or generally promote the interests of associations, movements, social or socio-educational groups whose manifest or latent functions are related to the work of UCAC members.

(ch) To contribute to the raising and maintenance of educational standards and generally promote equality of educational opportunity for all children and students. To contribute further to the improvement of teacher training both initial and in-service and provide or support lectures, courses, research projects, publications and other learning media for the members. To make grants to and/or share in the management of, or take control of any institutions from which members may derive benefit and to have power to render, as occasion may arise, assistance to their organisations of workers or trade unions.

(d) To provide legal or other assistance when necessary in matters pertaining to the employment of members or to help members secure redress or compensation in matters relevant to the performance of their duties.

(dd) To promote the use of the Welsh language and further the interests of Welsh culture in the schools and colleges of Wales and generally to promote the best education in provision and content to all children.

(e) To aid and co-operate with any other union or group of unions having for their objects, or one of them, the promoting of the interests of employees within the scope of the relevant Acts.

(f) The promotion of equality for all including through:

(i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;

(ii) the union's own employment practices.

(ff) To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, language, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.

RULE 3 – ACCOUNTS AND APPLICATION OF FUNDS

(a) All monies received on behalf of the Union on account of fees, contributions, donations, admissions or otherwise by local officers shall be forwarded to the Registered Office and form one Central Fund for general purposes.

(b) The fund shall be appropriated to any purpose of purposes decided by Executive with particular regard to the resolutions from time to time of the Union's Annual Conference.

(c) The Executive may audit or examine any books of the Union and, if dissatisfied, may take whatever action is deemed necessary in the interest of the Union.

(ch) At the Annual Conference of the Union the Executive shall lay before the meeting an income and expenditure account and balance sheet made up to the preceding 31 December and audited as required by the Acts.

(d) It shall be the duty of every officer and servant of the Union to give to the auditor of the Union such information and explanation as may be required by him.

(dd) For the purposes of Rule 3(a) and 3(b) there shall be established a Finance Committee (see Rule 18).

RULE 4 – MEMBERSHIP

There shall be three classes of membership:

(a) **Full membership**

(i) Persons in the following categories, who are in full-time, part-time, or temporary employment, will have the right to full membership:

- persons recognised as qualified teachers who are employed as teachers in any educational establishment
- persons recognised as qualified teachers and who are employed in youth work, in social work based on the school, in nursery education, or in any other relevant service or establishment recognised by the Council
- persons recognised as qualified teachers who are self-employed in an educational capacity
- persons employed as educators, including those employed in further education and higher education
- persons who hold qualifications recognised by the Council and who are employed in youth work, in social work based on the school, in nursery education, or in any other service or establishment recognised by the Council
- persons who have been members in the past, who are not employed at the present time, but who intend to return to work
- persons who are studying on teachers' training courses at any level, or who are studying courses which have a specific element of teachers' training

(i) No discrepancy of disparity shall be allowed in membership on the ground of sex, disability, religion or race.

(iii) Any person qualifying for full membership of the Union shall, unless refused by the Executive, be admitted as a member on payment of the annual fee, and, upon payment, the full benefit of membership of the Union shall become immediately available to the member (except those members who have not complied with the Rules of the Department of Legal and Employment Services).

(b) **Associate Members**

(i) Any person has the right to an associate membership. These will be referred to as Associates.

(ii) Associated members shall not be entitled to the normal benefits and services of the Union, nor shall they vote in any meeting of the Union except in specific cases with prior agreement of the Executive. They strictly cannot claim help from the Department of Legal and Employment Services.

(c) **Life Members**

(i) The Life Member category was terminated in January 2010.

(ii) A person who has already opted for the Life Member category will not be entitled to vote in any meeting of the Union apart from specific cases with the prior agreement of the Executive.

(iii) If a life member returns to teach, and wishes to become a member of UCAC once again, his first year of membership shall be without payment.

(ch) **Rejection of an applicant for membership**

The General Secretary, in consultation with the National President, shall have power to recommend refusing an application for membership, but must present the matter to the National Executive. The National Executive must decide whether it is appropriate to refuse the application in the light of current legislation. The National Executive shall inform the applicant in writing of its decision and the reasons for refusal.

RULE 5 – SUBSCRIPTIONS

(a) Yearly subscriptions paid by cheque or cash by members as defined in Rule 4 shall be payable by the end of June of each year. Full members who pay their subscriptions through direct debit may do so on a monthly basis throughout the year.

(b) In the event of any subscription not being paid by the end of December, the defaulting member shall cease to be entitled to any of the benefits or rights due to him as a member and shall be notified accordingly by the General Secretary. If the default continues for a further period of three months the defaulter shall forthwith cease to be a member and shall be notified accordingly by the General Secretary. Such defaulters in seeking renewal of membership must pay some subscription arrears.

(c) The subscriptions payable can be adjusted at any time on the recommendation of the National Executive.

(ch) Members of UCAC on a period of maternity leave or adoption leave shall be entitled to a reduction in their subscriptions to the Union according to the following rules:

(i) only teachers who pay by a monthly direct debit will be entitled to the reduction in their subscription

(ii) once a member has informed the Head Office that they are starting on maternity leave or adoption leave, the direct debit paid by that member will be halved for a period of three months

(iii) at the end of these three months, the direct debit will be returned to its usual amount unless the member informs the Head Office that they are taking an extended absence leave – it will be necessary for the member to inform the Union of the date they intend to return to work

(iv) if the teacher continues on an extended leave, they will continue to pay half the usual monthly subscription until they return to work.

(d) Any subscription paid by a member will be changed the day after the Head Office was informed of the change.

(dd) Cessation of membership nor changing the category of membership for whatsoever cause during the currency of a subscription shall not entitle any person to a refund of the whole or any part thereof.

(e) Resignation of membership must be notified in writing and confirmed by Head Office.

RULE 6 – EXPULSION AND TEMPORARY SUSPENSION

(a) The Presidential Team and the General Secretary, any County Association of UCAC or three ordinary members of the National Executive have a right to recommend that the Executive discipline (e.g. expel or temporarily suspend from the Union) a member who, in their opinion:

(i) by his conduct wilfully acts against the objectives and well being of the Union

(ii) disregards or acts in any way contrary to the provisions contained in the Rules of the Union

(iii) has wilfully acted contrary to the Code of Conduct of the Union.

(b) (i) A complaint must be submitted in writing to the General Secretary.

(ii) The National Executive shall appoint a Disciplinary Sub-Committee of 5 of its members and this Sub-Committee shall consider the complaint and come to a decision having regard of current guidelines.

(iii) The member and the National Executive shall be informed of the Disciplinary Sub-Committee's decision.

(c) Neither the Constitution nor any guidelines should be interpreted nor enacted in a way which is contrary to the law of Wales and England.

(ch) (i) The full National Executive, except for members of the Disciplinary Sub-Committee and any members who submitted the recommendation, shall consider and execute the member's appeal.

(ii) The member shall be entitled to attend the said meeting and they can present their own case or bring a friend with them who could present the case on their behalf.

(iii) The National Executive shall appoint a Chairperson for the hearing.

(iv) Any evidence must be presented in writing at least 10 working days before the day of the appeal.

(v) Only members of the Appeal Committee (namely the full Executive, except for members of the Disciplinary Sub-Committee and the members who submitted the recommendation) shall be present during the discussion to determine the decision of the appeal.

(vi) The decision of this Appeal Committee shall be final.

RULE 7 – MANAGEMENT

(a) Subject to the power of the General Meetings of the Union to decide the policy of the Union, the control and administration of the affairs and property of the Union shall be vested in the Executive.

(b) The officers of the Union shall be: the National President, the Vice President, the Immediate Past President, the General Secretary and the National Treasurer. The Deputy General Secretary, Field Officers, the Policy Officer and Department Secretaries shall be invited to meetings of the Executive.

(c) (i) Membership of the National Executive shall consist of: the officers named in (b) above and county representatives elected under Rule 8(c).

(ii) The Vice President of one year shall be President for the succeeding year, and shall hold office as Immediate Past President during the next following year.

(iii) Teachers who have retired shall be ineligible for election to the Executive.

RULE 8 – ELECTION OF VICE-PRESIDENT AND EXECUTIVE MEMBERS (this should be implemented according to the statutory requirements of the election of Trade Union Officers).

(a) (i) Every member, conditional upon (a)(ii) below and with the support of ten members, is entitled to stand for election to the office of Vice President. In addition, the executive committee of every County Association may nominate one member for the office of Vice President.

(ii) The member so named or nominated must have been a member of the Union for three years immediately preceding election.

(iii) All names of individual members and the nominations of the County Committees must be submitted to the General Secretary no later than 6 weeks before the National Conference. When more than one nomination has been received, the General Secretary shall then arrange an election, adhering to all legal requirements.

(iv) Every member of the Union shall be entitled to one vote for election of Vice President.

(b) Any vacancy arising in the office of President or Vice President shall be temporarily filled by the Executive pending election or until the end of that presidential year.

(c) (i) Every member, conditional upon the support of six other members, shall be entitled to nominate up to two representatives to represent the County Association on the National Executive. In addition, every member, conditional upon the support of ten members of their County Association, shall be entitled to stand for an election to be a member of the National Executive.

(ii) Nominations and names must be submitted on the relevant form available from the Head Office and must reach the General Secretary by 30 November in the year of election.

(iii) Persons nominated must have been members of the Union for three years immediately preceding the election.

(iv) Representatives of the counties shall retain their membership from the day following the close of the Annual Conference where their election was announced, until the last day of the Annual Conference held three years from the date of their election. They can be re-elected.

(v) In unavoidable circumstances a deputy member of the County Association can represent an elected member. The deputy shall not have the right to vote on the National Executive. Deputies shall be appointed by the Executive Committee of each County Association in accordance with Rule 10(e) of these Rules.

(vi) Members of the National Executive so elected, shall be ex officio members of the executive committee of their County Association with responsibility for reporting to that committee, but without the right to vote or the right to represent the executive committee at the county association annual conference unless they hold office as County Officials.

(ch) Should a vacancy arise among county representatives, the Executive Committee of that County Association can hold an election to elect a new representative to serve for the remainder of the three-year term.

(d) One National Executive seat will be allocated to a member in the first 5 years of their teaching career, to contribute as an observer without a vote.

RULE 9 – DISMISSING ELECTED NATIONAL OFFICERS AND MEMBERS OF THE EXECUTIVE

Any elected National Officer or member of the Executive must relinquish his position:

(i) should he resign from the Executive by notice in writing to the General Secretary

(ii) should the Union, in a General Meeting, resolve that he should retire or resign because he has:

(i) by his conduct wilfully acted against the objectives and well being of the Union

(ii) disregarded or acted in any way contrary to the provisions contained in the Rules of the Union

(iii) has wilfully acted contrary to the Code of Conduct of the Union.

(iii) should he be absent from three consecutive meetings of the National Executive without a reasonable excuse.

RULE 10 – MEETINGS OF THE EXECUTIVE

(a) The Executive shall meet at least twice during the year in addition to one or more meetings during the Annual Conference of the Union.

(b) The Executive may meet at such other times as the President and General Secretary may deem fit.

(c) The meeting of the Executive may be convened at the written request of eight (8) members of the Executive, or ten per cent (10%) of the membership of the Union.

(ch) In any meeting of the Executive, duly summoned, eight (8) voting members shall form a quorum.

(d) Representation from the counties shall be:

up to 125 members	–	1 representative
126 – 300 members	–	2 representatives
301 – 500 members	–	3 representatives
over 501 members	–	4 representatives

(dd) The General Secretary shall inform each County Secretary of the number of representatives that county shall elect to the National Executive in accordance with the number of members enrolled for that county for the previous year.

(e) Deputy representatives to attend the National Executive shall be appointed by the Executive Committee of each County Association, for the following three years, at its first meeting after the election.

(f) It is expected that every member of the National Executive will sign an agreement to abide by the Code of Conduct for the meetings of the National Executive. New agreements will have to be signed at the beginning of every three year cycle as a member of the National Executive.

RULE 11 – THE FUNCTIONS AND POWERS OF THE EXECUTIVE

(a) The management of the affairs of the Union shall be vested in the Executive who, in addition to the powers and authorities by the rules or otherwise conferred upon it shall exercise all such powers and do all such things as may conduce to the furtherance of the objects of the Union.

(b) The decision of the Executive shall be binding on all officials and members and all County Associations, subject to appeal to the next Annual Conference or to a Special Conference called in accordance with Rule 16.

(c) Without prejudice to (b) any member of the Union aggrieved at a decision of the Executive shall have the right to attend and be heard by the Executive at its next meeting and can be represented by a friend at such meeting. The Executive's decision shall be final but if the appeal is successful the member shall be paid reasonable out of pocket expenses incurred in attending.

(ch) It shall be the duty of the Executive to implement the decisions of the Annual Conference. It is possible to delegate these implementations to the relevant departments.

(d) The Executive shall be empowered to appoint a committee from amongst the members of the Executive or the Union with authority to transact urgent or other special business. Every such committee shall in the exercise of its powers conform to any regulations that may from time to time be imposed upon it by the Executive.

(dd) The Executive shall ensure that due information about any agitation or dispute is conveyed to them from the County Associations and shall determine, in consultation with Officers of the County Association, upon such act as the Executive may deem necessary.

(e) The Executive shall have the right to be represented by any of its members at meetings of County Associations and at meetings of any other bodies set up for the purpose of the Union's work but Executive members may vote only at meetings of the County Association to which they belong.

(f) Questions arising at any meeting of the Executive shall be decided by a majority of votes. The Chairman of the meeting shall have one vote but in the case of equality of votes, it will be expected that the Chairman shall cast a second vote.

(ff) Ordinarily, the National Executive will not review a decision that it has taken less than six months previously, but the Presidential Team and the General Secretary, any County

Association of UCAC or three members of the National Executive are entitled to recommend that the Council re-examines a decision, if circumstances have changed in relation to the original matter or if new information is received.

The following process should be followed:

(i) The request should be made in writing and addressed to the National President or the General Secretary noting the reasons why the matter should be re-addressed.

(ii) The General Secretary or the National President in consultation with the Deputy President or the Immediate Past President will decide if the matter should be brought to the attention of the next meeting of the National Executive

(iii) If it is decided that the matter does not need further discussion, the members who made the original request should receive a written reply.

(iv) If is decided that the matter should be readdressed, all the members of the National Executive should be notified that the matter is under discussion once again, by noting this on the agenda and also making reference to it in the invitation letter.

(v) A majority of two thirds of the votes cast on the day by the members of the General Council is necessary to ensure that the previous resolution is reversed.

(g) The Executive shall present at every Annual Conference a report on the state and condition of the Union and the progress of its work.

(ng) The Executive shall have the authority, at its own request or at the request of one or more of the counties, to:

(i) unite two or more of the geographical counties to form one County Association

(ii) divide a county into two or more thus forming two or more County Associations.

(h) All acts done by the meeting of the Executive or any of its committees shall notwithstanding that it shall afterwards be discovered that there was some defect in the election of all or any of the members of the Executive be as valid as if every such member had been duly elected.

RULE 12 – THE GENERAL SECRETARY AND THE DEPUTY GENERAL SECRETARY

(a) The General Secretary[1] shall be the chief salaried officer of the Union. The General Secretary shall be a member of the Union and will be elected by its members. The General Secretary shall hold office for a term of five years from the date of appointment and shall be eligible for re-election.

(b) (i) Any member of UCAC, subject to (b)(ii) below and with the support of ten other members of UCAC, is entitled to stand for election for the position of UCAC's General Secretary.

(ii) The member so nominated, as well as their ten supporters, must have been full members[1] of the Union for at least three years on the date on which members are informed of the start of the election process.

[1] *For the purpose of electing a General Secretary, 'full member' means a member who pays a subscription fee, or a member who has committed to paying a subscription fee from a specific date (e.g. by completing a direct debit form). Full members will have a membership number – unlike members who do not pay the subscription fees or who have not committed to paying them (e.g. student members).*

(c) The election for the position of UCAC's General Secretary shall be held by an independent auditor appointed by the National Executive. The election shall be held according to the current statutory requirements for electing a trade union General Secretary and shall conform to the general guidelines issued by the National Executive. The Annual Conference shall approve these guidelines. Any member who feels that UCAC has not acted in accordance with the statutory requirements is entitled to lodge a complaint with the Returning Officer or court.

(ch) Every full member of UCAC shall be entitled to one vote for the election of General Secretary.

(d) The main functions of the General Secretary will be to:
(i) lead the Union nationally
(ii) ensure the best service possible to the Union's members
(iii) manage the salaried employees of the Union.

(dd) The General Secretary shall be a member of the Executive with power to vote.

(e) In the event of a vacancy in the office of the General Secretary the Deputy General Secretary shall serve temporarily until such time as a new General Secretary is elected.

(f) A Deputy General Secretary shall be appointed by the National Executive. The main function of the Deputy General Secretary is to deputise for the General Secretary.

RULE 13 – TRUSTEES

(a) The Executive shall elect up to seven Trustees from among the members and ex-members of the Union.

(b) In the event of the resignation or death of any Trustee, it shall be the duty of the Executive to fill the vacancy. Such appointment shall not be made unless every member of the Executive has been notified of the place and date of the meeting of the Executive at which such appointment shall be made. The vacancy may be filled by a majority of the Executive present and voting at such meeting.

(c) In regard to resignation, a Trustee shall give at least two months notice to the General Secretary of his intention to resign.

(ch) The Executive shall have power to determine the trusteeship of any person who becomes bankrupt or insolvent. Notice of motion to determine such trusteeship must be sent to the Executive at least seven days before the meeting at which the motion is to be proposed.

(d) A member is eligible to continue to be a Trustee after retiring from his position as teacher provided that they retain membership with the Union as an Associate Member under Rule 4(b) or as Honourable Member (Rule 4(d); this category was abolished in 2009).

(dd) All investments and properties of the Union shall be vested in the Trustees. Legal documents in relation to the investment of money shall be signed by the Trustees. The funds and properties of the Union shall remain under the control and the disposal of the Executive according to Rule 11 provided always that no sale or disposal of funds and properties invested in the Trustees' names shall be valid unless every member of the Executive and the Trustees have been notified of the meeting at which the motion authorising such sale or disposal is to be proposed.

(e) Any one of the Trustees is entitled to be present in the Executive's meetings but shall not have the power to vote. Every Trustee may attend the meeting of the Executive when the accounts of the Union are reviewed.

(f) Trustees may attend the Annual Conference of the Union in an ex officio capacity.

RULE 14 – TREASURER AND ACCOUNTS

(a) A General Treasurer will be appointed to the Union by the National Executive.

(b) He shall have the right to attend every meeting of the Executive, but shall not have the power to vote.

(c) He shall be an ex-officio member of all of UCAC's Departments and Committees, and he is expected to be present when financial matters are discussed.

(ch) The accounts of the Union shall be audited by qualified Auditors.

(d) The Annual Conference shall appoint the Auditors. They shall not be removed from office except by resolution passed at Annual Conference.

(dd) The Executive shall ensure that the provisions of Trade Union and Labour Relations Act 1974, Schedule 2, Part 1, with regard to auditors, are adhered to.

RULE 15 – ANNUAL GENERAL CONFERENCE

(a) (i) The Annual Conference of the Union shall be the supreme governing body of the Union.

(ii) It shall be held during March, April, May or June.

(b) (i) The membership of the Conference shall consist of:

i) members of the Union's Executive

ii) the General Secretary of the Union

iii) two representatives nominated by each Department

iv) delegates elected by each County Association according to the following numbers:

up to 125 members – 2 representatives
126 - 250 members – 3 representatives
251 - 375 members – 4 representatives
376 - 500 members – 5 representatives
over 501 members – 6 representatives

v) members of the Standing Orders Committee but without the right to vote

vi) other employed officers of the Union, but without the right to vote

vii) any other members of the Union may attend and contribute to the Annual Conference, but without the right to vote

viii) No employee of the Union shall act as representative of any County Association

ix) The full names and addresses of the elected representatives should be sent to the General Secretary not less than six weeks before the opening date of the Conference

x) If an elected representative cannot attend the Conference for whatever reasons the Officers of the County Association may appoint a substitute.

(c) Motions to be placed on the Conference Agenda shall be:

(i) those agreed by the Executive

(ii) those agreed by the Departments of the Union

(iii) those agreed by the County Associations' Annual Conferences

(iv) those submitted directly by individual members but rejected by the County Conference, with the consent of the Standing Orders Committee

(v) emergency motions with the consent of the Standing Orders Committee

(ch) These motions shall be subject to Rule 2(iv) of the Standing Orders of the Annual Conference.

(d) Each member of the Executive, and each representative elected under (b)(i) of this Rule, shall have one vote. The Chairperson shall have one vote, but in the event of an equality of votes being cast, he will be expected to cast a second vote.

RULE 16 – SPECIAL CONFERENCE AND GENERAL MEETING

(a) A Special Conference or a General Meeting may be convened:

(i) by the Executive

(ii) at the written request of four County Associations who have held a general meeting of all their members.

(b) Fourteen days notice of the date and place of the Special Conference or General Meeting must be given, in writing, to all members of the Union.

(c) **Special Conference**

(i) The Standing Orders of the Annual Conference shall apply to a Special Conference.

(ii) The Special Conference shall deal only with the motion or motions for which it has been summoned.

(iii) The Executive shall have power to refuse any motion that would have the effect of altering the objectives of the Union.

(iv) The Special Conference shall not rescind any resolution passed at Annual Conference during the current year.

(ch) **General Meeting**

(i) The procedure at General Meetings shall be as set out in Standing Orders laid down by the Standing Orders Committee.

(ii) It shall be competent for the Chairperson at any General Meeting to accept a motion for the suspension or a variation thereof and such motion shall be deemed to be passed if it is approved by not less than two-thirds of those present and voting at such Meeting. A motion for the suspension or variation of Standing Orders shall take priority over any other motion before any such Meeting.

RULE 17 – STANDING ORDERS COMMITTEE

(a) The membership of the Standing Orders Committee (also known as the Conference Committee) shall consist of: the National President, the Vice President, the Secretary of the Employment and Legal Services Department, the General Secretary, and six members elected in accordance to (b) below. These six members shall not be selected from among the Union's National Officials nor shall they be members of the National Executive. The term of office for such members shall be two years.

(b) In every Annual Conference, three of the elected members shall retire and three members shall be elected from amongst the conference's delegates, and they shall hold office from the end of the Conference. The three retiring members can be re-elected.

(c) Should there be no success in electing the necessary number of members during the Conference, the National Executive may elect members to the Committee from amongst other members of UCAC.

(ch) The Standing Orders Committee shall meet before the Conference to consider the agenda and to make recommendations to the Executive as to the way in which the business of the Conference can be carried out.

(d) The Committee shall meet either immediately before or during Conference to consider any emergency motions that may be submitted to it. A statement in writing giving reasons for the emergency must support emergency motions.

(dd) The business of Conference shall be conducted in accordance with the Standing Orders in force at the time subject to amendment under Rule 16(ch).

(e) Members of the Standing Orders Committee shall not be eligible for election as delegates while serving in that capacity.

(f) The Secretary of the Standing Orders Committee/Annual Conference, in consultation with the General Secretary, shall convene all meetings. He shall have responsibility for recording the minutes of such meetings. The National President or his deputy shall preside over all meetings.

RULE 18 – FINANCE AND DEVELOPMENT COMMITTEE

(a) There shall be established a Finance and Development Committee consisting of the following members: the National President, the Vice President, the Past President, the General Secretary, and three members elected from the National Executive. The Union's Trustees shall allocate one member from amongst them to attend the Committee's meetings.

(b) The National Executive can nominate a deputy among its members to attend the Committee's meetings as required

(c) The Committee shall meet at least once every term, or at the request of one or more of the Union's Officers.

(ch) The quorum for this committee shall be three members.

(d) Meetings will be chaired by the National President or, in his absence, by the Vice President.

(dd) The main functions of the Department shall be all financial and constitutional matters and matters relating to the development of the Union, including the employment and the working conditions of UCAC's employees, the administration of the Head Office and UCAC's campaigns.

RULE 19 – EMPLOYMENT AND LEGAL SERVICES DEPARTMENT

(a) There shall be established an Employment and Legal Services Department consisting of the following members: the National President, the Vice President, the General Secretary, and three members elected by the National Executive.

(b) The General Secretary shall serve as Secretary of the Department.

(c) The quorum for this committee shall be three members.

(ch) The main function of this Department shall be give advice and assistance to members on matters arising in the course of their employment.

(d) A member seeking advice must:

(i) belong to the category of full membership as defined in Rule 4
(ii) have paid the full subscription for the current year
(iii) comply with all the conditions listed in the Department's Rules.

(dd) Assistance may be denied to any member who is in breach of these conditions or the Union's Code of Professional Conduct, or for any reason deemed sufficient by the Executive.

(e) The National Executive of the Union shall be informed of the Department's decisions.

RULE 20 – OTHER DEPARTMENTS

(a) The Departments listed below shall be established:
(i) Education, Curriculum and Assessment Department
(ii) Salaries, Pensions and Conditions of Employment Department
(iii) School Leaders' Department
(iv) Further Education Department
(v) Higher Education Department
(vi) Equality Department

(b) The main functions of the Departments shall be to respond to relevant consultation documentations and recommend policies to the National Executive.

(c) The members of the above Departments shall consist of: the National President or his deputy, the General Secretary, the Policy Officer, the Department Secretary and six other members elected by the National Executive. One of these six members shall be a member of the Executive, and the National Executive shall elect the five other members from among the Union members. They shall hold office for three years. They can be re-elected.

(ch) The quorum for these Departments shall be three members.

(d) A Chairperson shall be elected annually from among the members of each Department.

(dd) Each Department shall meet at least once every school term and more often if required.

(e) The secretaryship of UCAC's Departments will depend on the staffing structure.

RULE 21 – INDUSTRIAL ACTION

(a) A secret ballot shall be held of all those members the Union believes will be called upon to take industrial action or to strike.

(b) Regarding national action, a simple majority of all votes cast is required prior to action in accordance with (a) above. In accordance with this, the following and no others, have the right to call upon the Union's members to strike or take some other form of industrial action:
(i) the Annual Conference
(ii) the National Executive
(iii) the National President or the General Secretary on the instructions of the National Executive.

(c) Regarding local action, a simple majority of all votes cast is required prior to action in accordance with (a) above. The right to call upon the Union's members, or a particular group of them, to strike or take some other form of industrial action, is delegated to the General Secretary in consultation with the National President.

(ch) The National Executive may authorise the National President or the General Secretary, under certain circumstances, to nullify a decision on their part instructing members of the Union to take part in industrial action or to strike or to refrain from doing so.

RULE 22 – INSPECTION OF BOOKS

Any member or members having an interest in the funds of the Union may inspect the books and names of the members at any reasonable hour at the Registered Office upon seventy-two hours written notice to the General Secretary.

RULE 23 – ALTERATION TO THE CONSTITUTION AND RULES

No Rules shall be made, amended or rescinded except by the Annual Conference of the Union. A majority of two-thirds of the votes cast shall be required at the Annual Conference before any change in the Constitution or the Rules of the Union may be made.

RULE 24 – DISSOLUTION

(a) The Union may be dissolved by the consent of two-thirds of its members voting by ballot papers, which shall be issued from and returnable to the Registered Office. The ballot shall be arranged by the Executive following a combined request from not less than two-thirds of the members.

(b) If the number of members should fall below two hundred, then the Union may be dissolved by a resolution to that effect passed by two-thirds of members present and voting at an Annual Conference or Special Conference.

(c) Upon dissolution, the funds of the Union shall be divided among the whole of the members in proportion to their period of membership at the date of the dissolution after all legally incurred debts and liabilities, of the Union have been discharged.

RULE 25 – INTERPRETATION

(a) Any question arising as to the interpretation of these Rules shall be referred to the Executive, whose decision shall be binding upon members.

(b) In the case of any inconsistency between the wording of the Welsh and English versions, this Constitution is to be interpreted in accordance with the Welsh wording on all occasions.

STANDING ORDERS / ANNUAL CONFERENCE

The order and proceedings of the Annual Conference shall be governed by the Standing Orders Committee (also referred to as the Conference Committee).

1. The Constitution of the Annual Conference Committee

(i) **Membership**

(a) The Union's President and Deputy President for the year leading up to the annual conference.

(b) The Union's General Secretary.

(c) Six members of the Union elected for a period of two years. The six members shall not be Officers of the Union nationally nor members of the Executive. In every Annual Conference, three of the elected members shall retire and three other members shall be elected, and they shall assume the posts at the end of the Conference. The three members retiring may be re-elected (see also Rule 17 of the Constitution).

(ii) **Meetings**

The Conference's committee shall meet:

(a) in February, before the Annual Conference

(b) before opening the Annual Conference

(c) during the Annual Conference itself, as required

(ch) at any other time, as and when required.

The General Secretary shall call the Committee's meetings. The meetings shall be chaired by the National President or his/her deputy.

2. Administrating the Annual Conference

(i) A draft programme of the annual conference shall be presented to the Conference Committee by the Union's General Secretary by the first session of the Committee in February.

(ii) The Conference Committee shall regulate which motions are presented to the Annual Conference in each one of its sessions.

(iii) The Conference Committee is entitled to select motions which are relevant to each other, to combine and condense them at its discretion. Any two representatives, by agreement of those bodies affected, are permitted to submit a composite motion.

(iv) The Conference Committee is entitled to refuse or amend:

(a) motions which transgress the aims of the Union

(b) motions which are not worded properly or sufficiently

(c) motions which reiterate current UCAC policies which are in force

(ch) motions which are not directly concerned with promoting the work of the Union and the profession

(d) motions which do not comply with the guidelines produced by the National Executive

(v) Any motion which changes the Constitution, Standing Orders or the policies of the Union must have the majority of two thirds of the votes in the Conference.

(vi) The Committee of the Annual Conference must inform the County Associations, the Union's Department or the National Executive before acting in accordance to clauses (ii), (iii) or (iv) of the sections on the Standing Orders.

(vii) The above bodies are entitled – when there is opposition to the decisions of the Conference Committee under clause (ii), (iii) or (iv) of this section of the Standing Orders – to appeal to the Appeal Committee of four members elected by the Executive. An appeal must be recorded with the Committee within the first fortnight after the February half term. If it not settled with the Appeal Committee, there shall be a further appeal to the Union's National Executive and the Executive's decision shall be final.

(viii) Emergency motions may be submitted regarding issues arising since the County Conferences.

(a) An emergency motion must comply with (iv) above.

(b) The Conference Committee ruling regarding the validity of emergency motions, and whether they should be put forward to the annual conference or not, is final.

(c) Emergency motions must be submitted on the appropriate form in advance of one of the meetings of the Conference Committee.

(ch) Any two members of the Conference are allowed to submit emergency motions.

3. Constitution of the Annual Conference

(a) The Annual Conference of the Union shall be held during the months of March, April or May.

(b) The membership of the Conference shall be:

(i) members of the Union's Executive

(ii) the General Secretary of the Union

(iii) two representatives elected by each Department

(iv) delegates elected by each County Association according to the numbers below:

up to 125 members	–	2 representatives
126 – 250 members	–	3 representatives
251 – 375 members	–	4 representatives
376 – 500 members	–	5 representatives
501 members or more	–	6 representatives

(v) members of the Committee Standing Orders but without the right to vote

(vi) other salaried Officers of the Union but without the right to vote

(vii) any other members of the Union are entitled to attend and contribute to the Annual Conference as individual members, without the right to vote

(viii) no employed worker of the Union can represent any County Association.

(ix) The full names and addresses of the elected delegates must be sent to the General Secretary within six weeks of the opening date of the Conference

(x) If the elected delegate cannot attend the Conference for whatever reason, the Officers of the County Association are entitled to appoint a deputy

(c) The Annual Meeting of the Union shall be held during the Conference.

(ch) The Annual Meeting shall be chaired by the retiring Union President, and in his absence, by the Deputy President or the former President.

(d) The agenda of the Annual Meeting shall be:

(i) receive reports by the Executive and its Officers, the Union's representatives on various bodies, and County Associations' Secretaries; voting and receiving such reports

(ii) changes to the Union's Constitution and/or administration

(iii) announce results of the electing of Officers and the membership of the Executive for the following year
(iv) present the Union's President for the following year
(v) present the Union's Deputy President for the following year
(the President and the Deputy President shall be inaugurated during the Conference's Dinner)

(dd) The motions put forward for the Agenda of the Conference shall be:
(i) those agreed by the Executive
(ii) those agreed by the Departments of the Union
(iii) those agreed by the Annual Conferences of the County Associations
(iv) with the consent of the Standing Orders Committee, those presented by individual members but rejected by a County Conference
(v) emergency motions on particular issues, with the consent of the Standing Orders Committee

(e) These motions shall be subject to Rule 2(iv) of the Standing Orders of the Annual Conference.

(f) Each member of the Executive and each representative, in keeping with (b)(i) of this Rule, shall have one vote. The Chairman shall have one vote but in the case of an equality of votes, it will be expected that the Chairman shall cast a second vote.

(ff) After the Conference a copy of all the resolutions should be sent to the Union's National Executive.

(g) The Employment and Legal Services Department shall be entitled to comment on any resolution relevant to the Union's Constitution, or on a legal issue regarding any resolution, or a repercussion of it.

(h) If any resolution of the Annual Conference adds to the Constitution, or changes it, the Executive shall ask the Employment and Legal Services Department to include it in the Constitution, and publish an appendix to it.

(i) The procedure, method and timing of every resolution of the Annual Conference shall be governed by the Executive.

4. The Order of Meetings at the Annual Conference

(i) **Chairperson**

(a) The meetings of the Annual Conference shall be chaired by the Union's President, the Deputy President and the previous former President in turn.

(b) In the absence of the three, a member of the Union's Executive shall be elected through a vote by the Conference members, to be a temporary Chairperson.

(c) It is not permissible for the Chairperson of the Conference at the time to neither propose nor second any motion which comes before the Conference.

(ch) The Chairperson's role is to steer the discussion and keep order.

(ii) **The Agenda of the Meetings**

(a) Every meeting of the Annual Conference shall be opened with the Chairperson at the time reading the issues to be discussed as decided by the Annual Conference's Committee.

(b) The first motions to be discussed shall be the emergency motions; no more than two emergency motions shall be discussed in any meeting of the Annual Conference, and no emergency motion may be discussed without notice before hand to the Annual Conference Committee and placed on the meeting's agenda by that Committee.

(c) After coming to a resolution on the emergency motions by the Annual Conference, the motions must be discussed one by one following the agenda drawn up by the Conference's committee.

(ch) In the case of a County Conference, the Officers of the Executive Committee shall act as the Conference's committee. (Emergency motions must be presented in writing to them immediately before the start of the Conference.)

(d) All motions placed before the annual conference shall be done in this order:

1. After confirming the presence of proposer and seconder, the proposer shall be called to put forward the motion.
2. The seconder shall be called to second the motion.
3. After the proposer and the seconder have spoken in favour of the motion, speakers from the floor of the Conference shall be called.
4. If the proposer chooses not to speak to support his motion, the Chairperson may shorten the time for discussion on the issue from the floor.
5. When the Chairperson deems that the discussion from the floor of the Conference has ended or is sufficient, he/she shall call on the proposer to conclude the discussion, if the proposer so wishes.
6. If there is opposition from the floor of the Conference to the intention of the Chairperson to bring the discussion to a close without sufficient discussion, the Chairperson, if he/she so chooses, may put his/her decision to vote.
7. (a) After the proposer has been given the opportunity to close the discussion, the motion shall be read by the General Secretary or his/her deputy before inviting the members of the Conference to vote in favour or against it.
   (b) The Chairperson shall first of all ask the members to raise hands in favour and against the motion or the amendment. Two members of the Conference's committee shall count the votes either through the decision of the Chairperson or through a request from the Conference floor.
8. Every motion apart from those referred to in the Standing Orders, shall be decided through a simple majority of votes.
9. In the case of equality of votes, the Chairman shall be entitled to cast a second vote.
10. No grievance on any issue concerning the vote can be accepted apart from at the time of voting.
11. If a representative makes a mistake whilst voting or if a member challenges that the counting is incorrect, this must be stated before the Chairperson announces the result of the vote on the motion. The Chairperson, as a consequence, may change or refuse to change the vote as he/she deems best. If the mistake or the miscounting does not affect the result of the vote, it shall not be changed. If the result of the vote has been announced before the declaration from the floor, the vote shall remain as announced, unless a request comes from the floor to hold a second vote.

12. The Chairperson does not have to reveal the number of votes cast for either side. It shall be sufficient to announce whether the motion carried or failed.
13. The Chairperson's verdict on the result of the vote shall be final.

(dd) A proposer of a motion from the National Executive must be a voting member of the National Executive; a proposer of a motion from a County Association must be a representative of the County Association, and the proposer of a motion from a Department must be a representative of that Department. The seconder to a motion from the National Executive must be a voting member of the National Executive; the seconder of a motion from the County Association must be a representative of that County Association, and the seconder of a motion from a Department must be a representative of that Department.

(e) Any official member of a Department who is also a member of the National Council (or is a county representative at Conference) will be allowed to represent the Department at the Annual Conference by proposing or seconding a motion.

(f) Exceptions to (f) in this section are:

1. emergency motions which can be accepted during an Annual Conference
2. composite motions, in compliance with Section 2(iii) of these Rules.

(ff) When a motion, or an amendment to it, had been presented and seconded, it cannot be withdrawn without the consent of the Conference, and through a vote, if need be.

(g) There shall be no discussion on any motion if it does not have a proposer and a seconder.

(ng) If there is no proposer and seconder, the motion cannot be presented before the Conference for the second time in that meeting, and it cannot be placed on the agenda of any meeting of that Annual Conference.

(h) When the Conference, in a meeting, has come to a resolution on a motion, it shall not be possible in that meeting or any other meeting of that Conference, to present a second motion which intends to, or its effect would be to, revoke or change in any manner, the first resolution. It is possible, however, to present such a motion to an Annual Conference in a year's time. If this is done, a majority of two thirds of the total votes is needed in that Conference before it becomes a resolution.

5. Speakers

(i) The proposer of any motion is entitled to speak for up to ten minutes, and the seconder up to five minutes. Up to three minutes is allowed to every speaker from the floor.

(ii) It is the Chairperson who shall decide in which order the members are to speak, but the Conference, through a vote, may decide that a particular member should be given the opportunity to speak next.

(iii) A member can speak only once from the floor of the Conference. The Chairperson, however, may relax this rule either through calling upon, or giving permission to, a person who has already spoken, or to correct facts. The same right shall be given to another member, whether they have already spoken or not, to ask them for more information, or to give an explanation, or to correct facts. By doing this, they shall not lose their right to speak again if they have not already spoken on the motion.

(iv) The proposer shall be entitled, if he/she so chooses, to speak once more in order to bring the discussion on his/her motion to a close.

(v) The proposer of the original motion may not propose an amendment to his/her own motion. He/she, however, may speak on an amendment or amendments proposed by other members.

(vi) No member can propose more than one amendment to the original motion.

(vii) An amendment proposer may not speak twice to sum up the discussion to his/her amendment.

6. The Order when an Amendment is Proposed

(i) When possible, written amendments (with the names of the proposer and seconder) should be presented to the Conference's committee before the sessions in which they are to be discussed but the Chairperson, at his discretion, may accept an amendment from the floor during discussion on a motion if a seconder can be found. This is called a 'first amendment'.

(ii) After the amendment has been read by the General Secretary or his/her deputy, the discussion on the amendment shall be opened by its proposer.

(iii) The Chairperson shall ensure that the discussion is completely focussed on the amendment.

(iv) No other amendment shall be accepted from the floor before the discussion on the first amendment has drawn to an end by the Chairperson, and the Conference has voted on it.

(v) The proposer of the amendment cannot ask to speak to close the discussion on it.

(vi) If the result of the vote is a majority in favour of the amendment, it shall become the original motion changed by the amendment to meet the wishes of the Conference on the issue.

(vii) The Chairperson shall give the meeting the opportunity to debate further on it as an original motion in order to offer opportunity for another amendment to be proposed and seconded. If this is done, the process in (i)-(vii) shall be repeated.

(viii) If the result of the vote is a majority against the amendment, the discussion on the original motion shall continue, in keeping with (vii) above.

7. Raising a Point of Order

(i) Any member is permitted to raise a point of order.

(ii) The point should be raised, and dealt with by the Chairperson in consultation with the General Secretary or the Secretary of the Conference, immediately when the irregular matter comes to light.

(iii) The Chairperson may permit a short discussion on the question before making a ruling on it.

(iv) The Chairperson's decision on the issue shall be final.

8. Formal Motions

(i) **A motion not to put the original motion to vote:** if the motion is now irrelevant, the Chairperson, with the agreement of the members of the Conference, may decide not to put the motion to vote.

(ii) **Motion to put the issue to vote:** if it is felt that the discussion is becoming too long, any member of the Conference who did not speak during the discussion on the issue in hand can propose to put the issue to vote. This can be proposed during discussion on the original motion or on an amendment to it.

(iii) **Motion to move forward or leave the issue on the table:** if it is felt that a decision on the motion in hand should not be decided upon, any member of the Conference who did not speak during the discussion on the issue, may propose that the meeting move forward to the next motion or issue and leave the issue on the table. A motion to leave an amendment on the table is not permissible.

(iv) **Motion to adjourn the discussion:** if it is felt that a break from the discussion on the motion in hand is required, any member of the Conference who did not speak during that discussion may propose that the meeting adjourns the discussion on the issue. This can be proposed during discussion on the original motion or on an amendment to it.

(v) **Transfer the motion to the Executive:** if it is felt that the issue in hand is a matter for the Executive to discuss, any member of the Conference who did not speak during the discussion on the issue, may propose that the meeting transfer the motion to the attention of the National Executive. This can be proposed during discussion on the original motion or on an amendment to it.

(vi) The following procedure shall be applied for formal motions noted in (ii) to (v) above:

(a) The proposer is entitled to up to three minutes to explain the reason for proposing the formal motion.

(b) The Chairperson, at his discretion, may refuse to accept the formal motion if he/she feels it is too early in the discussion to do so.

(c) Once the Chairperson has received the formal motion it must have a seconder. The seconder has to be a member of the Conference who has not previously spoken on the issue discussed.

(ch) The formal motion shall be put to vote forthwith.

(d) If there is a majority in favour of the formal motion, it will be implemented forthwith through:

1. closing the discussion, and putting the original motion, or the amendment, to a vote forthwith (formal motion ii)
2. not putting the original motion to a vote (formal motion iii) and moving forward to the next issue
3. adjourning the discussion straight away, and assigning time to discuss the issue later (formal motion iv), or
4. terminating the discussion and transferring the issue to the agenda of the next meeting of the Executive (formal motion v).

(dd) Unless there is a majority in favour of formal motion, then the discussion is continued on the original motion or on the amendment to it. Note:

1. a proposal may be made to move forward for the second time during a discussion on the motion in hand
2. a formal motion can be made to adjourn the discussion after a further twenty minutes of discussion on the issue.

THE RULES OF THE COUNTY ASSOCIATIONS

1. Role

UCAC'S county business shall be governed by the Executive Committee of a County Association, which shall have the rights and the authority according to the Union Rules to promote the aims and interests of the Union in the county. The following shall be included in the duties of the Executive Committee:

(i) arrange at least one meeting of the Committee once every school term

(ii) arrange a County Conference every January to all the members of the county, and its first session shall be the Annual Meeting of the County Association

(iii) arrange meetings for the general members of the Union in the county as follows:

- (a) when there is a demand in the opinion of the Executive Committee
- (b) when there is a demand for an emergency meeting in the opinion of the County Chairperson and the County Secretary
- (c) on the written request of 10% of the members of the county

2. Members of the Executive Committee

(i) The Executive Committee shall include:

- (a) Chairperson, Vice-Chairperson, County Secretary and other Officers as the need arises, elected by open ballot in the Annual Meeting of the County Association
- (b) members chosen by open ballot in the Annual Meeting of the County Association; the number of members to be elected shall be decided by the Annual Meeting
- (c) three other members co-opted by the Executive Committee of the County Association; the co-opted members shall be members of the Committee for one year, until the next Annual Meeting of the Association, and they can be co-opted again.

Members of the Executive Committee must be current members of UCAC. Refer also to Rule 7(iv).

(ii) The Vice-Chairperson shall be promoted to Chairperson at the end of the year.

(iii) The Chairperson shall serve a term of one year.

(iv) Other Officers shall be elected for three years. They can be re-elected.

(v) If the membership of the Executive Committee of the County Association should fall below one third of the number of members in the full Committee, the Committee may function only to fill vacancies on the Committee or to call a General Meeting.

3. The Meetings of the Executive Committee

(i) The Executive Committee shall meet at least once every school term.

(ii) The Chairperson shall chair the meetings of the County Executive Committee as well as all the meetings of the County Association.

(iii) The County Association is entitled to establish area sub-committees to hold local meetings of the Association.

(iv) The quorum of the Executive Committee of the County Association shall be a third of its members.

(v) If there shall be no quorum present within half an hour from the meeting's designated start time, it will be adjourned to a day (no later than twenty one days from the adjourning date)

appointed by the Chairperson who will also appoint the time and place; and if there shall be no quorum present in the adjourned meeting the members present there and then, who have the right to vote, shall be quorum and they shall be entitled to act upon the business which the meeting had been called to discuss.

(vi) The National President, the General Secretary, the Deputy General Secretary and a Union's Field Officer shall be entitled to be present in any meeting, but they shall not have the right to vote.

4. Removing membership from the County Executive Committee

Any member shall cease to be a member of the Executive Committee:

(i) if they resign from the Committee by letter to the County Secretary or the County Chairperson

(ii) if the County Association in a General Meeting decide that the member should retire from the Committee.

5. The Executive Committee's work

(i) The Executive Committee shall meet to discuss business, adjourn meetings and organise meetings and work as the Committee sees fit, and itself can decide on the notice required before holding any meeting of the Committee.

(ii) All issues brought before the Committee shall be decided through the vote of the majority, and in the case of an equality of votes, the Chairman shall cast a second vote.

(iii) If the Chairperson is not present by the time stated to start a meeting of the Committee, the Vice-Chairperson shall take the chair and, in the absence of the Chairperson and the Vice-Chairperson, a Chairperson to the meeting shall be chosen from amongst the members.

(iv) The Committee may deputise any part of its authority to a sub-committee of two or more of the members of the Committee to act on its behalf.

(v) Any rules which govern the meetings and activity of the Committee shall also govern the meetings and activity of any sub-committee where appropriate.

(vi) The Secretary must ensure that every meeting of the Executive Committee or its sub-committees are minuted in Welsh.

6. The County's Finances

(i) A fixed percentage of the membership fees of all members of the County Association shall be transferred to the account of that county, administrated centrally by the Union.

(ii) The costs and expenses of the County's Officers and Representatives and the administrative costs of the county shall be paid out of the account in (i) above by the Union centrally.

7. The County Conference

(i) The County Conference should be held during January every year.

(ii) The agenda of the Conference must include: the County Officers' reports on the year's work.

(iii) Every member of the county shall be entitled to attend the Conference and:

(a) take part in the discussions

(b) vote

(iv) (a) Any member of the county with the support of six other members from the same county may nominate Officers and/or members to the Executive Committee of the County Association.

(b) The nominations should be presented to the Conference before hand and adhering to the organisation of the Executive Committee of the county. They must be in writing and include the names and signatures of the nominators as well as the names and signatures of each one of the six supporters. They should reach the County Secretary before the day of the Annual Meeting.

(c) If no nominations are received before hand, nominations may be received through formal proposals and seconding on the night.

(v) (a) Motions to the County Conference are to be received from:

1. the Executive Committee of a County Association – the proposer and the seconder of those motions must be members of the Executive Committee
2. any member of the County Association with the seconder coming from the same County Association. Members may submit motions to Conference in writing on the night

(b) It shall be the responsibility of the proposer and the seconder to submit the motion to the Conference.

(vi) Immediately after the Conference, its resolutions and copies of the reports of the Officers shall be transferred to the National Executive. The resolutions must be recorded on the relevant form and signed by a County Officer and a National Officer on the night.

(vii) If a motion fails by a majority in the County Conference, the proposer whose motion was refused, with the support of another member, is entitled to send that motion to the National Executive noting their reasons why the motion should have special consideration. The National Executive's decision on this issue shall be final. If the motion is accepted, it shall be presented to the attention of the Annual Conference's committee in the name of the Executive.

(viii) The County Conference shall follow the Standing Orders of the Annual Conference on issues regarding motions, reading the motions publicly, presenting motion, proposing amendments and conditions for speakers.

(ix) Before motions are allowed, a quorum of the county's members must be in attendance. The quorum must be 2% of the membership of the county, with the following exceptions:

(a) if 2% of the county's membership is less than 4, the number to be taken as the quorum shall be 4

(b) if 2% of the county's membership is more than 10, the number to be taken as the quorum shall be 10.

The figures shall always be rounded up.

8. Annual General Meeting

(i) The County Association should hold its Annual General Meeting during January as its first County Conference.

(ii) The agenda must include the items in 7(ii) above and a list of the motions to be discussed.

(iii) If neither the Chairperson nor the Vice-Chairperson is present, a member is chosen to take their place by the members present.

(iv) Each case brought before the Meeting shall be decided by members raising their hands and by the majority of such a vote. If there shall be an equality of votes, the Chairman shall cast a second vote. Anybody not present in the meeting shall not be allowed a vote.

(v) The Chairperson is entitled, with the permission of the members present, to adjourn the meeting and change its location.

9. Special County Executive Committee and/or County Conference

A Special County Executive Committee and/or Special County Conference may be called on the written request of 10% of the County's members.

SECTION 1– The Department and Member and former member

1. Assistance shall be given to a member regarding any issue concerning their work. The nature of the assistance shall be determined by the Employment and Legal Services Department or by the National Executive. The General Secretary is entitled to deputise responsibilities to the Field Officers.

2. Former members can claim professional or legal advice about any matter relevant to their work during the period when they were fully paid-up members of UCAC. UCAC's Code of Conduct and the rules of the Employment and Legal Services Department will be applicable when claims for assistance are received from former members.

3. (i) The Department or the Executive may refuse to act on behalf of a member or former member if the member does not comply to the following conditions:
   - (a) once the matter is transferred into the custody of the Department, the member should not correspond with his/her employer nor the Union's solicitor regarding the case except through the Department
   - (b) the member should comply with the guidance of the Department on any issue concerning the case
   - (c) he/she should not make public statements about their case
   - (ch) the member must have paid his/her current subscription fee
   - (d) the former member must have paid his/her subscription fee during the period under consideration

   (ii) The Department or the Executive may ask the member or former member to sign a written statement attesting compliance with the above conditions.

   (iii) If the Department believes that the member or former member's case should be transferred to the consideration of a solicitor, the Department shall have discretion whether to accept the solicitor's guidance or not.

   (iv) The Department may decide, at its discretion, to discontinue with the case of a member or former member who has breached UCAC's Code of Conduct, or for any reason determined sufficient by the Executive. The National Executive must be informed of this decision.

4. The member or former member will be kept informed of the progress of the case.

5. The Department or the Executive may refuse legal assistance in regards to an issue which happened before the date the membership started.

SECTION 2 – The Department and the National Executive

1. The Department shall act directly to support a member or former member as and when necessary without consultation with the Executive.

2. If the Department decides to take the case to a court of law, the President and the General Secretary shall consult with the Union's National Treasurer regarding the financial expense which could ensue for the Union, and shall present a report to the Executive.

3. When the case is of exceptional importance, there shall be close consultation and co-operation between the Department and the Union's President and General Secretary.

4. The minutes of the Department's meetings shall be presented to the attention of the Executive. The Department reserves the right not to disclose confidential facts regarding any case.

5. If, in the opinion of the Department, a serious case arises, or serious circumstances regarding any case, then the Department is entitled to call a special meeting of the Executive.

SECTION 3 – The Department and UCAC's Solicitors

1. If a direct request is received by a member or former member who, in the opinion of the Department, is a suitable case to be taken up by a solicitor, that case shall be placed immediately in the care of one of UCAC's solicitors.

2. If the request is received first of all by the County Secretary, the Secretary should transfer the matter to the attention of the Professional and Legal Services Department.

3. The Employment and Legal Services Department should be notified regarding the development of any case transferred to a solicitor.

THE CONSTITUTION OF THE ASSISTANCE FUND

1. Name

The name of the Association shall be **Cymhorthfa Undeb Cenedlaethol Athrawon Cymru (the Assistance Fund of the National Union of the Teachers of Wales)**.

2. Aims

(a) Give financial support to UCAC members in straitened circumstances due to illness or an accident, and are unemployed or receiving a very small wage as a consequence.

(b) Give any other support required in such circumstances.

(c) Support a widow or widower of a former member of UCAC or his/her family in need or suffering serious ill health.

3. Officers

(a) Three members of UCAC shall be Officers of the Association.

(b) One of UCAC's salaried Officers shall be Secretary of the Assistance Fund.

(c) They shall be appointed to this post by UCAC's National Executive and shall remain in the post for three years. They may be re-elected.

4. Administration

(a) The Assistance Fund shall be administrated by the Officers elected according to 3(c) above.

(b) The Officers shall be accountable to UCAC's National Executive and the Executive may call for a report on any case or a full report on the state of the Assistance Fund at any time.

(c) The Officers must present an annual report to the Annual Conference of the Union.

(ch) The payments from the Fund or other assistance offered to any member shall be under the control of the Officers in consultation with the Trustees. This shall be implemented in keeping with the condition in Rule 3(b).

5. The Finance of the Assistance Fund

(a) The Assistance Fund's money shall be invested in consultation with the Trustees.

(b) An amount from the Fund shall only be paid on a requisition signed by UCAC's National Treasurer and the current Secretary of the Assistance Fund.

(c) The Trustees, by permission of the National Executive, can transfer a sum of money to the Assistance Fund as the need arises.

(ch) Voluntary contributions to the Assistance Fund shall be accepted by the members of UCAC.

6. Trustees

(a) UCAC's Trustees shall be the Trustees of the Assistance Fund.

(b) It shall be the Trustees' responsibility to safeguard the investments and property of the Assistance Fund.

(c) Two Trustees shall sign legal documents pertaining to investing the property of the Assistance Fund.

(ch) The permission of the Trustees must be sought before financial assistance can be given to a member who applies for it. The officers of the Assistance Fund however are able to pay a maximum of £2,000 in any one calendar year to any member without consulting with the Trustees.

(d) The Trustees are entitled to be present at the Union's Annual Conference in their capacity as Trustees as well as to attend meetings of the National Executive when the accounts of the Assistance Fund are reviewed. The Executive may ask for their presence in such a meeting. They shall not have the right to vote.

7. Interpretation

The interpretation of the National Executive shall be binding upon the Rules of this Constitution.