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TRANSPORT AND GENERAL WORKERS' UNION

RULES

All previous Rules rescinded

Amended following the 10th Statutory Rules Conference July 2004

RULE 1. TITLE AND MEMBERSHIP

1. The Union formed under these rules (hereinafter called the Union) shall be known by the title of the "TRANSPORT AND GENERAL WORKERS' UNION"; and in Ireland as the "AMALGAMATED TRANSPORT AND GENERAL WORKERS' UNION." It shall be a registered Trade Union. Trade Unions which amalgamated together in October 1921, as the Union and any other Trade Unions which have since, or may hereafter become amalgamated with the Union are hereinafter included in the expression "The Amalgamating Trade Unions."
2.
 - (a) Members of the amalgamating Trade Unions at the time of the amalgamation shall be deemed for all purposes to be members of the Union, and, for the purpose of computing duration of membership in the Union, the membership of a member of an amalgamating Trade Union, who was a financial member at the date of the resolution of that Union for amalgamation with this Union, shall be deemed to be membership of the Union.
 - (b) The Union shall consist of all members of the amalgamating Trade Unions, together with such other persons as may be duly admitted members of the Union under Rule 19 hereof.
 - (c) Delegates, councillors, committee members and officers shall be subject to the qualifications and disqualifications set out in Schedule I to these rules, subject to the provisions of Rule 15, Clause 1, and Rule 16, Clause 2, in the case of the General Secretary and the Executive Finance Director, respectively.
 - (d) Every member, not being an honorary member, shall, subject to the following rules, have an equal voice in all the concerns thereof, and in the administration of all the property thereof. An honorary member shall not be entitled to vote.
 - (e) The head office of the Union shall be at such place as the General Executive Council shall from time to time decide.

RULE 2. OBJECTS

1. The principal objects of the Union are the regulation of the relations between workers and employers, and between workers and workers, and also the provision of benefits to members.
2. The objects of the Union shall further include: -
 - (a) The organisation of all members and other persons qualified for membership, as may be deemed eligible by the General Executive Council of the Union, and the obtaining, maintaining and improving of just and proper hours of work, rates of wages, healthy and safe conditions, and to endeavour by all means in their power to control the industries in which the members are engaged.
 - (b) The settling and negotiating of differences and disputes between the members of the Union and employers, and other Trade Unions and persons, by collective bargaining or agreement, withdrawal of labour, or otherwise.
 - (c) Generally, the power to promote the welfare of the members of the Union in such manner as the General Executive Council from time to time shall deem expedient.
 - (d) The promotion of equality for all, including equal pay for work of equal value, through collective bargaining, organisation, education, the provision of services and benefits; to actively oppose all forms of prejudice and discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, creed, class, caring responsibilities, marital status, sexuality, physical ability, age or mental health.
 - (e) The provision of benefits to members as follows: -
 - (i) Assistance to members, or particular classes of members, (1) when out of employment or in distressed circumstances; (2) in cases of sickness, accident and disablement, (3) in old age; (4) in trade disputes; (5) for funeral expenses; and such other forms of assistance as may from time to time be decided by the General Executive Council.
 - (ii) Legal advice and legal assistance to the Union or its members where, in the opinion of the General Executive Council, it is necessary or expedient.
 - (iii) Grants and endowments, including scholarships, to members and to the colleges or institutions having among their objects the education of trade unionists.
 - (f) The furtherance of political objects of any kind.

- (g) The transaction of insurance business.
 - (h) The extension of cooperative production and distribution.
 - (i) The establishment or carrying on, or participation, financial or otherwise, directly or indirectly, in the business of printing or publishing of a general newspaper or newspapers, or of books, pamphlets, or publications, or of any other kind of undertaking industrial or otherwise in the interests of and with the main purpose of furthering the interests of the Union or of trade unionism generally, together with such subsidiary action and purposes as may be calculated to enhance the prosperity of the publications or the business generally, after submission to the Biennial Delegate Conference or ballot of members.
 - (j) The furtherance of, or participation, financial or otherwise, directly or indirectly, in the work or purpose of any association or federal body having for its objects the furthering of the interests of labour, trade unionism, or trade unionists, including the securing of a real measure of control in industry and participation by the workers in the management, in the interest of labour and the general community.
 - (k) The furthering of any other action or purpose, or the participation, financial or otherwise, directly or indirectly, in any other purpose, so far as may be lawful, which is calculated, in the opinion of the Union or the General Executive Council, to further the interests of labour, trade unionism, or trade unionists.
 - (l) The provision of opportunities for social intercourse and promotion of sport and social events amongst the members.
3. In order to achieve the above objects the Union shall have power, in addition to any other powers given them by law or by these rules, to impose such restraints upon the labour of its members or generally to interfere, whether such interference is in restraint of trade or not, but so far only as may otherwise be lawful, with the trade or conduct of such industries, businesses, and occupations as may be deemed expedient.
 4. In the case of unions amalgamating the conditions, terms and obligations shall be such as are agreed upon between this Union and the unions desiring amalgamations, and upon ratification shall form an integral part of these rules.
 5. In particular, the Union shall have power to provide funds, by subscription, levy, or otherwise, as the Union or the General Executive Council may direct, for maintaining all or some of the benefits from time to time authorised in pursuance of these rules, and for the establishment or maintenance of any undertaking of any kind, financial or otherwise, authorised by the Union, and for any action, including collective bargaining, striking, withholding of labour, taking action under the Wages Councils Act or other statutes, either severally or

jointly, or the securing of agreements concerning wages or other conditions of employment, whether in defence of the members or in support of other workers of allied or other industries, which may, in the opinion of the Union or of the General Executive Council, be deemed to be calculated to further the interests of the Union, or of the Trade Union Movement generally. No levy shall be imposed until a vote of members concerned has been taken.

6. There shall be an Officials' Superannuation Fund and a Staff Superannuation Fund to which the Union shall contribute an amount not less than that contributed by the officials and the staff, and the liabilities of the funds shall be guaranteed by the Trade Union funds of the Union, which may vary its contributions to the funds as and when found to be necessary following an examination of the funds.

Such provision shall apply to all contributors to the Funds and to full-time Officials and Members of the Staff who joined the service of the Union up to and including December 31, 1962, or on a date to be decided by the General Executive Council, whichever is the later.

As from the date of commencement of the combined Superannuation Fund mentioned in the next succeeding paragraph no further entrants shall be accepted to either of the above funds.

7. There shall be a combined Superannuation Fund on and after January 1, 1963, or such later date as shall be appointed for the commencement of the Fund, full-time Officials and Members of the Staff who are not members of either of the Funds mentioned in the preceding paragraph shall contribute to such combined Fund as from the date of becoming eligible for membership thereof.

The Union shall contribute to the said Fund an amount not less than that contributed by full-time Officials and Staff and the liability of the Fund shall be guaranteed by the Trade Union funds of the Union, which may vary its contributions to the Funds as and when found to be necessary, following an examination of the Funds.

8. For all or any of the above objects the Union and the General Executive Council shall have power (inter alia): -
 - (a) To hold, purchase, lease, mortgage, sell or otherwise deal with land or other property.
 - (b) To erect and furnish such buildings as may be considered necessary or desirable.
 - (c) To raise funds by borrowing money on any real or personal property of the Union, or by levies on its members or any class thereof (subject to proviso in preceding Clause 5).

(d) To establish superannuation schemes, contributory or otherwise, for officers and other employees of the Union.

RULE 3. CONSTITUTION AND GOVERNMENT

1. For the government of the Union there shall be a Biennial Delegate Conference. This Conference shall only consist of elected delegates, General Secretary, other executive officers, Executive Finance Director, National Officials and Regional Secretaries and heads of departments. Women's representation of elected delegates shall be proportionate to the respective membership of the Regional Trade Group delegations. Black and Asian ethnic minority representation shall be proportionate to the respective membership of the Regional Trade Group delegations.
2. For the revision of the rules and constitution of the Union there shall be a Rules Conference which shall meet in every sixth year commencing with the year 1950. The Rules Conference shall only consist of elected delegates, General Secretary, other executive officers, Executive Finance Director and Regional Secretaries. Women's representation of elected delegates shall be proportionate to the respective membership of the Region. Black and Asian ethnic minority representation of elected delegates shall be proportionate to the respective membership of the Region.
3. For the general administration of the Union's business and for the government of the Union in the period between the Biennial Delegate Conference there shall be a General Executive Council. This Council shall consist of such number of elected members as is provided for in the rules.
4. For the purpose of administration, the membership of the Union shall be divided, according to (a) territorial region and (b) trade or occupation, or district committee if required.
5. For the purpose of regional administration the British Islands shall be divided into regions, including:-
 - (1) London, the South East England and East Anglia
 - (2) South West England and the Channel Islands
 - (3) Ireland
 - (4) Wales
 - (5) Midlands
 - (6) North West England and Isle of Man
 - (7) Scotland
 - (8) Northern England including Yorkshire and Humberside.

or such other regions as may from time to time be determined.
6. The membership shall be divided into National Industrial Sectors according to

the employment of members of the Union. The National Industrial Sectors shall be as follows:-

- (a) Manufacturing
- (b) Services
- (c) Transport
- (d) Food and Agriculture

Each of the National Industrial Sectors shall be divided into national trade groups and sections including craft and occupational sections as may from time to time be determined by the General Executive Council.

The General Executive Council has determined that the National Industrial Sectors shall be divided into national trade groups or sections as follows:

- (a) Manufacturing – Vehicle Building & Automotive
Power & Engineering
Chemical Oil and Rubber
Textiles
- (b) Services - Administrative, Clerical, Technical and
Supervisory Staffs
Public Services
Building and Construction (including Building Crafts)
General Workers
- (c) Transport - Civil Air Transport
Road Transport (Commercial)
Passenger
Docks & Waterways
- (d) Food and Agriculture – Agricultural and Allied Workers
Food, Drink & Tobacco

7 Each National Industrial Sector shall, where practicable, be divided into regional trade groups, sections or district committees in accordance with the territorial regions. Regional trade groups, sections or district committees shall be divided into branches to one of which every member of the Union shall belong. The territorial area over which each Branch shall exercise jurisdiction, shall be decided by the General Executive Council, on the recommendation of the Regional Committee concerned.

8 The division of regions and regional trade groups or sections and the allocation of members thereto shall be decided by the General Executive Council, who shall constitute special sub-sections of trade groups as may from time to time seem expedient.

- 9 The general policy of the Union shall, subject to the Biennial Delegate Conference, be determined by the General Executive Council, but the policy of every region or trade shall, within the powers delegated to a Regional Trade Group or District Committee, Regional Committee, National Industrial Sector Committee or National Trade Group Committee by these rules or by the General Executive Council, be determined by such committees.
- 10 There shall be national and regional Women's Committees, and national and regional Race Equality Committees, the constitution of which shall be determined by the General Executive Council. The representatives elected to the General Executive Council in accordance with Rule 6 clause 2c and 2d shall be full members of the relevant national committee.
11. There shall be national and regional Disabled Members' Committees, the constitution of which shall be determined by the General Executive Council.
12. The General Executive Council may constitute or revoke National and Regional advisory committees as may from time to time seem expedient, the constitution of which shall be determined by the General Executive Council.

RULE 4. BIENNIAL DELEGATE CONFERENCE

1. The government of the Union and the appointment of its trustees, shall be vested only in a Biennial Delegate Conference, which shall meet in the month of June or July. Special Conferences may be held as in these rules provided.
2. The Biennial Delegate Conference shall be constituted as follows:-

Every Branch of the Union shall have power to nominate a member of two years standing, who is in benefit, as a candidate or delegate in its trade group to the Biennial Delegate Conference. The election of such nominees shall take place at the Branch meeting, and shall be by show of hands or by ballot, if so decided by the meeting. Every Regional Trade Group, within a National Industrial Sector, shall be entitled to one delegate at the Biennial Delegate Conference for every 1,000 members of that Regional Trade Group up to 5,000 members, or one delegate where the membership is 1,000 or less; and where the membership exceeds 5,000 members one additional delegate for every, 2,000 members. The number of delegates to which each Regional Trade Group shall be entitled shall be calculated on the basis of the financial membership as at the close of the June quarter in the year preceding the year in which the Biennial Delegate Conference is due to be held. The members of every Regional Trade Group shall elect from among the candidates, who are members of that Regional Trade Group, as many delegates as they are entitled to under this rule. Such last-mentioned election shall be by ballot vote. If after the election anything shall happen to prevent a delegate from attending the Biennial Delegate Conference, their place shall be filled by the candidate obtaining the next highest number of votes in the election. Invitations for the

nomination of delegates shall be sent to every Branch by the third Monday in December in the year preceding that in which the Biennial Delegate Conference is held.

3. No member of the General Executive Council, permanent or full-time officer, or permanent or full-time member of the staff of the Union, or retired officer or member of the staff of the Union, or any member who is in receipt of a pension from any of the funds of the Union, and no member who is employed on Union business on a full-time basis with remuneration paid from funds which are raised from special contributions paid by Branch members as distinct from Union contributions, shall be eligible for nomination as a delegate to the Biennial Delegate Conference.
4. The General Executive Council shall be represented by not more than three of its members at any Biennial Delegate Conference, and its representatives may speak upon but shall not vote on any subject.
5. Each delegate shall hold office until the next Biennial Delegate Conference.
6. General motions may be moved at the instance of branches, regional trade groups or districts, or national trade groups or sectors, regional committees or the General Executive Council. The General Secretary shall send not later than December in the year preceding each Biennial Delegate Conference to each Branch an invitation to forward general motions for the agenda of such Conference. No general motion shall be placed upon the agenda unless despatched to reach the General Secretary within a period of six weeks of the date of the circular issued by the General Secretary inviting the submission of general motions.

The agenda, subject to such grouping or verbal revision as the General Executive Council may deem advisable, shall be issued to the delegates, to the branches, and to all national and regional authorities at least three weeks before the Biennial Delegate Conference meets, and no subject not included therein shall be discussed without the permission of the Biennial Delegate Conference, or unless the Standing Orders Committee report it to be a matter of urgency.

Amendments to general motions on the agenda may be moved at the instance of branches, regional trade groups or districts, or national trade groups or sectors,, regional committees or the General Executive Council.

The General Secretary shall circulate any such amendments received to the delegates prior to the Biennial Delegate Conference.

7. Not less than one teller from each region, six scrutineers, and three members of the Standing Orders Committee shall be appointed at each Biennial Delegate Conference from among the delegates present.

8. The Standing Orders Committee shall consist of six members, one-half of whom shall retire in turn at each Biennial Delegate Conference. They shall be eligible for re-election. Casual vacancies on the Committee shall be filled from the candidates not elected at the previous election in the order of the votes recorded. They shall give special consideration to all matters of urgency referred to them, and make such recommendations regarding the same and for the conduct of the business of the Biennial Delegate Conference as they shall deem fit. They may advise the suspension or modification of any standing orders. They shall examine the credentials of all delegates, and shall report the result to the Biennial Delegate Conference. Members of the General Executive Council shall not be eligible to serve as members of this Committee.
9. The Biennial Delegate Conference shall have power to formulate such standing orders as it shall think fit.
10. The Biennial Delegate Conference shall elect six delegates to form an Appeal Committee, which shall hear and decide appeals from decisions of the General Executive Council under Rule 6, Clauses 9, and 18; Rule 10, Clause 7 (c); and Rule 11 Clause 10 (c). No member of the General Executive Council shall be eligible to be nominated for the Appeals Committee. Such Committee shall hold office until the succeeding Biennial Delegate Conference. Casual vacancies on the Committee shall be filled from the candidates not elected at the previous election in the order of the votes recorded. The decisions of the Appeals Committee shall be final. All appeals must be heard within four weeks of the appeal being received by the General Secretary.
11. The cost of any Biennial Delegate Conference shall be met from the general funds.
12. Each delegate shall receive payment in accordance with the rates laid down by the General Executive Council.
13. The Biennial Delegate Conference may be recalled by the General Executive Council in an emergency, and shall be so called before the sanctioning of a strike involving the whole of the members of the Union. It shall only deal with the business for which it is summoned. If the Conference shall deem a strike involving the whole of the members of the Union advisable, it shall direct the General Executive Council to take a vote thereon by ballot of all the members of the Union, and the General Executive Council shall act in accordance with such vote. Before attending a recalled Biennial Delegate Conference delegates shall attend their group committee to receive instructions.

RULE 5. RULES CONFERENCE

1. The power to make, amend and revoke the rules of the Union and its constitution shall be vested only in a Rules Conference, which shall meet in the month of June or July of every sixth year commencing with the year 1950.

Special Rules Conferences may be held as in these rules provided.

2. The Rules Conference shall be constituted as follows:

Every Branch of the Union shall have power to nominate a member of two years standing who is in benefit as a candidate for election as delegate to the Rules Conference. The election of such nominee shall take place at the Branch meeting and shall be by show of hands or by ballot, if so decided by the meeting. Subject to an over-riding limit of 25 delegates in the case of any one region, each region shall be entitled to one delegate at the Rules Conference for every 10,000 members of that region, or part thereof, provided the part thereof is 5,000 or over. The number of delegates to which a region shall be entitled shall be calculated on the basis of the financial membership as at the close of the year preceding the year in which the Rules Conference is due to be held. The members of each region shall elect from amongst the candidates who are members within that region as many delegates as they are entitled to under this rule. Such last mentioned election shall be by ballot vote. If after the election anything shall happen to prevent an elected delegate from attending the Rules Conference, their place shall be filled by the candidate obtaining the next highest number of votes in the election in the region concerned. Invitations for the nomination of delegates shall be sent to each Branch by the third Monday in March of every year in which the Rules Conference is held.

3. No member of the General Executive Council, permanent or full-time officer or permanent or full-time member of the staff of the Union, or retired officer or member of the staff of the Union, or any member who is in receipt of a pension from any of the funds of the Union, and no member who is employed on Union business on a full-time basis with remuneration paid from funds which are raised from special contributions paid by Branch members as distinct from Union contributions, shall be eligible for nomination and election as a delegate to the Rules Conference.
4. The General Executive Council shall be represented at the Rules Conference by not more than three of its members, and its representatives may speak but shall not vote on any question arising.
5. Each delegate shall hold office until the next ordinary Rules Conference.
6. Motions to amend the rules may be moved at the instance of branches, Regional Trade Group or District or National Trade Group or sector committees, regional committees or the General Executive Council. The General Secretary shall send not later than March 31 in the year of each ordinary Rules Conference to each Branch an invitation to forward motions to amend the rules for the agenda of such Conference. No motion to amend the rules shall be placed upon the agenda of the Rules Conference unless despatched to reach the General Secretary within a period of six weeks of the date of the circular issued by the General Secretary inviting the submission of motions to amend the rules.

7. The agenda, subject to such grouping or verbal revision as the General Executive Council may deem advisable, shall be issued to the delegates, to the branches and to all national and regional authorities, at least three weeks before the Rules Conference is due to meet, and no subject not included on the agenda shall be discussed without the permission of the Rules Conference, or unless the Standing Orders Committee report it to be a matter of urgency.
8. Not less than six tellers and six scrutineers shall be appointed at each Rules Conference from among the delegates present.
9. The Standing Orders Committee shall consist of six members, elected by, and from the Rules Conference and holding office until the next conference. They shall be eligible for re-election. Casual vacancies on the Standing Orders Committee shall be filled from the candidates not elected at the previous election in the order of the votes recorded. The Committee shall give special consideration to all matters of urgency referred to them and make such recommendations regarding the same and for the conduct of the business of the Rules Conference as they shall deem fit. They may advise the suspension or modification of any standing order. They shall be responsible for the examination of the credentials of all delegates and shall report the result to the Rules Conference. Members of the General Executive Council shall not be eligible to serve as members of the Standing Orders Committee.
10. The Rules Conference shall have power to formulate such standing orders as it shall deem fit.
11. The cost of any Rules Conference shall be met from the general funds.
12. Each delegate to the Rules Conference shall receive payment in accordance with the rates laid down by the General Executive Council.
13. A Special Rules Conference may be called by the General Executive Council. Such Conference shall only deal with the business for which it is summoned.

RULE 6. GENERAL EXECUTIVE COUNCIL

1. For the general administration of the Union's business there shall be a General Executive Council.
2. The General Executive Council shall be constituted as follows:-
 - (a) One representative from each territorial region with a membership of 50,000 or less; two representatives from each territorial region with a membership of more than 50,000 up to 150,000; and three representatives from each territorial region with a membership of more than 150,000. The number of territorial representatives shall be determined on the membership of

each region as at the end of the June quarter in the year immediately preceding the year in which the General Executive Council takes office.

In the event of a region becoming entitled to more than one territorial representative the General Executive Council may, if deemed desirable, divide the region into constituent parts and allocate to the said parts the representation of the region as in the opinion of the General Executive Council seems just. A regional territorial representative shall not at the same time represent a Regional Trade Group or District Committee on the Regional Committee.

Where a territorial region has a women's membership of 10,000 or more as at the end of the June quarter in the year immediately preceding the year in which the General Executive Council takes office it shall be entitled to an additional representative who shall be a woman.

Where a territorial region has a Black & Asian ethnic minority membership of 5,000 or more as at the end of the June quarter in the year immediately preceding the year in which the General Executive Council takes office it shall be entitled to an additional representative who shall be a Black & Asian ethnic minority member. The General Executive shall define such categories of members in accordance with the Union's equal opportunities policy as from time to time determined by them.

- (b) Representatives from each National Industrial Sector as follows:
- (i) Manufacturing – 4 representatives
 - (ii) Services – 4 representatives
 - (iii) Transport – 4 representatives
 - (iv) Food and Agriculture – 2 representatives

The General Executive Council shall divide the National Industrial Sectors into constituent parts based on National Trade Groups or combinations of National Trade Groups as in the opinion of the General Executive Council seem just.

The General Executive Council has determined that these constituencies will be:

- (i) Manufacturing – Vehicle Building & Automotive – 1 seat
Power & Engineering – 1 seat
Chemical Oil and Rubber – 1 seat
Textiles – 1 seat
- (ii) Services- Administrative, Clerical, Technical and
Supervisory Staffs - 1 seat
Public Services – 1 seat
Building and Construction (including Building Crafts) – 1 seat
General Workers – 1 seat

- (iii) Transport- Civil Air Transport – 1 seat
Road Transport (Commercial) – 1 seat
Passenger – 1 seat
Docks & Waterways – 1 set
- (iv) Food and Agriculture –
Agricultural and Allied Workers – 1 seat
Food, Drink & Tobacco - 1 seat
- (c) One National woman representative.
- (d) One National Black or Asian ethnic minority representative.

No person shall accept nomination to represent more than one category of Executive Representative as referred to in this clause. No permanent or full-time officer or member of the permanent or full-time staff of the Union, or retired officer or member of the staff of the Union, or any member who is in receipt of a pension from any of the funds of the Union, and no member who is employed on Union business on a full-time basis with remuneration paid from funds which are raised from special contributions paid by Branch members as distinct from Union contributions, shall be eligible for nomination.

3. Territorial representatives on the General Executive Council shall be elected and hold office for a period of two years, and shall be eligible for re-election. Each candidate for election to represent a region or a part of a region as may be determined by the General Executive Council under Clause 2(a) of this Rule shall be nominated by a Branch or branches within that region or that part of a region as the case may be and such nominated member must have been a financial member of this Union for at least two years immediately preceding the date of nomination. A Branch shall only be entitled to make such number of nominations as there are members to be elected from that region or part thereof. In a territorial region which is entitled to an additional representative who must be a woman, as provided for under Clause 2(a) of this Rule, a Branch shall also be entitled to make a further nomination and such nominated member must have been a financial member of this Union for at least two years immediately preceding the date of nomination. . In a territorial region which is entitled to an additional representative who must be a Black or Asian ethnic minority member, as provided for under Clause 2(a) of this Rule, a Branch shall also be entitled to make a further nomination and such nominated member must have been a financial member of this Union for at least two years immediately preceding the date of nomination. Notice of nomination shall be sent by the Branch Secretary to the General Secretary prior to the date specified by the General Executive Council in the circular issued to the branches inviting nominations, which shall be not earlier than the first Monday in October or later than the first Monday in December in each alternate year. The voting shall take place and be completed not later than the following February 14th, and those elected shall take office at the following March

meeting of the General Executive Council. Members of a territorial region or of a part of a region shall be accorded equally an entitlement to vote in the election for a representative from their own territorial region or part thereof (but no other territorial region or part thereof) to the General Executive Council, provided that only members possessing not less than 13 weeks membership, having paid 13 weeks contributions and not being more than 13 weeks in arrears shall be entitled to vote. The method of voting shall be by the marking of a ballot paper by the person voting and the election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council.

4. National Industrial Sector representatives on the General Executive Council shall be elected and hold office for a period of two years, and shall be eligible for re-election. Each candidate for election to represent a particular National Industrial Sector Constituency shall be nominated by a Branch or Branches consisting wholly or partly of members of the particular National Industrial Sector Constituency concerned. Only Branch members who are members of the particular National Industrial Sector Constituency concerned shall have the right to submit and vote on the names of persons seeking nomination by the Branch as its candidate for election to represent that particular National Industrial Sector Constituency. Such nominated member must be a member of the particular National Industrial Sector Constituency concerned and have been a financial member of this Union for at least two years immediately preceding the date of the close of nominations. A Branch shall only be entitled to nominate one such candidate for each National Industrial Sector Constituency with membership in that Branch. In all such elections notice of nomination shall be sent by the Branch Secretary to the General Secretary prior to the date specified by the General Executive Council in the circular issued to the branches inviting nominations which shall be not earlier than the first Monday in October or later than the first Monday in December in each alternate year. The voting shall take place and be completed not later than the following February 14th and those elected shall take office at the following March meeting of the General Executive Council. Members of a particular National Industrial Sector Constituency shall be accorded equally an entitlement to vote in the election for a representative from their own National Industrial Sector Constituency (but no other National Industrial Sector Constituency) to the General Executive Council, provided that only members possessing not less than 13 weeks membership, having paid 13 weeks contributions and not being more than 13 weeks in arrears shall be entitled to vote. The method of voting shall be by the marking of a ballot paper by the person voting and the election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council.
5. The National Woman representative on the General Executive Council shall be elected and hold office for a period of two years, and shall be eligible for re-election. Each candidate for election under Clauses 2(c) of this Rule shall be a woman and shall be nominated by a Branch and such nominated member must have been a financial member of this Union for at least two years

immediately preceding the date of nomination. A Branch shall only be entitled to nominate one such candidate. Notice of nomination shall be sent by the Branch Secretary to the General Secretary prior to the date specified by the General Executive Council in the circular issued to the branches inviting nominations, which shall be not earlier than the first Monday in October or later than the first Monday in December in each alternate year. The voting shall take place and be completed not later than the following February 14th, and those elected shall take office at the following March meeting of the General Executive Council. Members who are women shall be accorded equally an entitlement to vote in the election for such a representative to the General Executive Council, provided that only women members possessing not less than 13 weeks membership, having paid 13 weeks contributions and not being more than 13 weeks in arrears shall be entitled to vote. The method of voting shall be by the marking of a ballot paper by the women voting and the election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council.

6. The National Black or Asian Ethnic Minority Representative on the General Executive Council shall be elected and hold office for a period of two years, and shall be eligible for re-election. Each candidate for election under Clauses 2(d) of this Rule shall be a person who is black or of ethnic minority origin and who shall be nominated by a Branch. Such nominated member must have been a financial member of this Union for at least two years immediately preceding the date of nomination. A Branch shall only be entitled to nominate one such candidate. Notice of nomination shall be sent by the Branch Secretary to the General Secretary prior to the date specified by the General Executive Council in the circular issued to the branches inviting nominations, which shall be not earlier than the first Monday in October or later than the first Monday in December in each alternate year. The voting shall take place and be completed not later than the following February 14th, and those elected shall take office at the following March meeting of the General Executive Council. Members who are Black or Asian ethnic minority members will be accorded equally an entitlement to vote in the election of such a representative to the General Executive Council, provided that only members possessing not less than 13 weeks membership, having paid 13 weeks contributions and not being more than 13 weeks in arrears shall be entitled to vote; and the method of voting shall be by the marking of a ballot paper by the Black or Asian ethnic minority member voting and the election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council.
7. If any vacancy is created on the General Executive Council by death, resignation or otherwise, a new member shall be elected for the remaining part of the period of two years for which the General Executive Council was elected, in the manner provided by these rules for the election of a representative determined under clause 2 of this rule, as the case may be.
8. Every General Executive Councillor shall receive payment in accordance with

the rates laid down by the Biennial Delegate Conference.

9. The General Executive Council shall meet once a quarter. A special meeting of the General Executive Council may be called when the General Secretary deems it advisable. Members of the General Executive Council who do not attend any meeting to which they are summoned shall send a written explanation of their absence, and if the Council is of opinion the explanation is not satisfactory, it may declare their office vacant and direct the Region or National Trade Group which they represent to elect a successor. Any such member shall have a right of appeal to the Appeals Committee within seven days after notification of such declaration.
10. At the first meeting of each General Executive Council a Finance and General Purposes Committee of 8 members shall be elected in a manner to ensure that each region of the Union is represented. This committee shall meet not less than once per month. Such Committee shall also act as an emergency committee, and the Council shall delegate to such Committee all or any of its powers, other than the power to order or sanction a strike involving the whole of the members of the Union, or all the members in two or more National Industrial Sectors, as it may from time to time determine, and may from time to time modify or revoke such powers.
11. At the first meeting of the General Executive Council in the year following the year in which the Biennial Delegate Conference is held, there shall be appointed by and from the members of the Council a Chair whose period of office shall conform to the period of office of the General Executive Council as then constituted. The Chair shall preside over all General Executive Council meetings, see that the business is properly conducted, and sign the minutes of each meeting when passed. The Chair shall also preside at the Biennial Delegate Conference, the Rules Conference, and at any special delegate Conferences which may be held during their term of office, and in addition shall be a delegate to the Trades Union Congress and Annual Conference of the Labour Party held during their term of office, and to such other conferences as the General Executive Council may from time to time determine. The General Executive Council shall have power to vote an honorarium annually for the services of the Chair.
12. (a) The General Executive Council shall transact and overlook the general business of the Union. It shall see that properly prepared quarterly and annual statements of account relating to all financial affairs of the Union are presented at its quarterly meetings, and it may call for the production of any book, vouchers, or documents. It shall have powers to direct that special audits or examinations of the books or finances of any Branch, District, Regional, National or Sectional Committee (each of which is hereinafter called "a local authority") shall be made by special auditors appointed by the Council.

(b) It shall be the sole authority for the endorsement of Union parliamentary candidates, and shall determine the amount of money to be paid from the

political fund in support of each endorsed candidate. No parliamentary candidate shall be entitled to financial support from the Union unless and until their candidature has received the endorsement of the General Executive Council.

It shall also be empowered to exercise authority over the endorsement of candidates for election to local public bodies, but may delegate these powers to the regional committees. It may also allocate a portion of the income to the political fund for disbursement by the regional committees in the support of such candidates as may be endorsed by the said regional committees. The amount of any grant made towards the expenses of an endorsed candidate shall be at the sole discretion of the General Executive Council or the Regional Committee concerned, as the case may be. No candidate for election to a local public body shall be entitled to financial support from the Union unless and until their candidature has received the endorsement of the General Executive Council or the Regional Committee concerned, as the case may be.

(c) It shall overlook the business of the National Industrial Sector or section and regional committees and district committees set up under the following Clause (d) and branches, and see that they administer the business of the Union properly and according to the rules. It shall require reports to be submitted to it of the work of the National Industrial Sector and section officers and regional officers. It shall adjust and decide all differences in questions of administration that arise between branches and regional and all other committees.

(d) It shall have power to organise any new trade group or section and to provide for any such new group or section special conditions and benefits (if necessary or desirable) and to establish a District Committee where it shall deem necessary.

(e) It shall consider all appeals and resolutions addressed to it from branches, regions and national trade groups or sections and regional, district and all other committees, and decide thereon. In the case of an appeal being made by a member, the appeal will be acknowledged by the General Secretary and concluded within two months of receipt, or within such time as is jointly determined. It shall decide all questions arising in connection with appeals by members or branches against decisions of regional committees concerned in the payment or non-payment of claims for benefit.

13. The General Executive Council shall appoint all permanent and full-time officers of the Union (who shall have been financial members of this Union for at least two years immediately preceding the date of application or nomination) other than the General Secretary, deputy General Secretary and such other executive officers as from time to time prescribed by the General Executive Council under rule 14 Clause 3 and trustees, but including all permanent or full-time secretaries, delegates or other officers of branches. No additional officers shall be appointed by the General Executive Council until after

consultation with the National Industrial Sector and/or either Regional Committee or Regional Trade Group committee concerned. The General Executive Council shall fix the salaries attached to each official position. It shall have power to suspend and/or dismiss any officer.

14. It shall summon the chief officer of a National Industrial Sector to attend any meetings at which any matter affecting such sector is to be discussed.
15. It shall require reports to be submitted to it of all disputes, and shall take such action with regard thereto as it shall deem fit.
16. The General Executive Council shall set up the necessary departments for the proper administration of the business of the Union; allocate officers and prescribe their powers and duties and terms of employment.
17. (a) The General Executive Council shall decide how the surplus funds of the Union shall be invested, and how such investments shall be varied. Such funds shall be invested in the joint names of the trustees in any of the public stocks or funds or Government securities of the United Kingdom or any British Colony or Dependency, or of any foreign Government or State, or in any securities the interest on which is or shall be guaranteed by Parliament, or in bonds with municipal corporations, in the shares or on the security of any registered society under the Industrial and Provident Societies Act, or under the Building Societies Acts, or of any company registered under the Companies Acts or incorporated by Act of Parliament or by charter, or in or upon any mortgage, bond, debenture, or debenture stock, or in freehold or leasehold property in Great Britain, Ireland, the Channel Islands, or on mortgage thereof, or in any approved cooperative undertakings or may in part be deposited or invested in any part of the world. All dividends and interests arising therefrom shall be allocated to the provident funds of the Union in such manner as the General Executive Council shall determine.

(b) The General Executive Council shall have power to raise or borrow money on any of the properties or securities of the Union by way of mortgage or otherwise in such manner as they shall think fit.

(c) Notwithstanding any other provision in these rules, the General Executive Council shall have power to designate part or all of the property in any existing fund of the union as a Protected Fund and to establish such other Protected Fund or Protected Funds as it shall determine and to decide what property belonging to or held in trust for the Union (including therein any money, securities or other assets) shall be comprised in any such Fund or Funds. Notwithstanding any other provision in these rules, property which is or has been comprised in any Protected Fund and the income derived therefrom shall be precluded from being used for financing strikes, lockouts or other industrial action, but, save as aforesaid, such property shall otherwise be applicable for such lawful purposes and objects of the Union as the General Executive Council may from time to time determine. No property or part of any

property which is or has been comprised in a Protected Fund shall be transferred to any Fund of the Union other than another Protected Fund. Notwithstanding anything contained in Rule 5 or in Rule 24 or in any other provision in these rules, no amendment shall be made to this Rule or to any other provision in these rules which would have the effect of enabling part or all of any property which is or has been comprised in a Protected Fund or the income derived from such property to be transferred to or comprised in a Fund other than a Protected Fund or otherwise to become available for financing strikes, lock-outs or other industrial action.

18. In addition to any express powers in these rules provided, the General Executive Council shall have power generally to carry on the business of the Union, and may delegate such of their powers to the General Secretary as they may deem necessary, and do such things and authorise such acts, including the payment of moneys, on behalf of the Union, as they, in the general interests of the Union, may deem expedient. They shall have power at any time to negotiate on any matters concerning the interests of the members of the Union or the interests of Labour generally, and to conclude agreements with persons and associations not members of the Union. They shall have power to sanction the payment of money, authorise payment, make levies, either generally or for particular purposes or districts and generally, within the rules and the standing decisions of the Biennial Delegate Conference and of the Appeals Committee, to decide the policy of the Union. They shall have power to prepare programmes of action and policy generally including strike and other industrial action provided that before sanctioning a strike of (a) all the members of the Union or (b) all the members in two or more national trade groups they shall obtain the approval of a recalled Biennial Delegate Conference and act in accordance with the ballot vote taken in consequence of such approval. The General Executive Council shall have power to sanction payment of benefit in respect of any strike (other than a strike involving the whole of the members of the Union) and in respect of any lockout. They shall have power to expend moneys on any of the purposes authorised by these rules, or on any other purpose which, in their opinion, is expedient in the interests of the Union or its members, including the right to expend moneys on the legal assistance of the members or officers, their family members or their dependants, whether in bringing or defending actions or prosecutions in all cases where they may deem fit, and such other legal action as, in their opinion, may be necessary to protect the interests of the Union. They may likewise institute or defend proceedings or authorise the general trustees to institute or defend legal proceedings, against persons who are or who are not members of the Union. They may send delegates or deputations to represent the Union, for any purpose they think fit, and shall have power to suspend, expel or impose any other penalty on any member, Branch, local authority or other administrative section of the Union for such reasons and on such terms as they deem expedient and their decisions, save as herein provided, shall be final and conclusive for all purposes provided that every member, Branch or local authority shall have the right, in the case of an individual member within seven days and in all other cases within 14 days, of the date of notification of the

decision of the General Executive Council to give notice of appeal, and to appeal to the Appeals Committee, and until the hearing of such appeal the decision of the Council shall be binding.

19. The General Executive Council may delegate to any committee constituted under these Rules such of their powers as are necessary or expedient and consistent with the powers and duties of such committee as in these rules provided, and may modify or revoke such powers from time to time.
20. Notwithstanding anything to the contrary, and in addition to the powers already given, the General Executive Council shall, where they consider it in the interests of the Union or of the Labour Movement generally, have power to negotiate and enter into agreements with any group or groups of individuals concerning the terms of membership of any industrial sector or trade group or section or subsection of the Union, including the amount of entrance fees, scales of contributions, fines and benefits governing said membership.
21. Except as may be otherwise provided in these rules, the General Executive Council shall in all things act for and in the name of the Union; and all acts and orders under the powers delegated to them shall have the like force and effect as the acts and orders of the Union at any general meeting. It shall be the duty of the General Executive Council to keep themselves informed as to the general administration of the Union; to exercise a general supervision over the keeping of the accounts; and to verify, from time to time, any cash balances in the hands of the secretary and other officers.

RULE 7. NATIONAL INDUSTRIAL SECTOR AND NATIONAL TRADE GROUP COMMITTEES

1. For the purpose of conducting the industrial business of the Union there shall be for each National Industrial Sector, as specified in Rule 3, Clause 6, a National Industrial Sector Committee which shall hold office for the same period as the General Executive Council, as laid down in Rule 6, Clauses 3 and 4.
2. Each National Industrial Sector Committee shall overlook and co-ordinate for such Trade Groups as determined by the General Executive Council all matters relating to industrial organisation and recruitment.
3. Each National Industrial Sector Committee shall be composed of one or more members from each National Trade Group Committee as specified in Rule 3, clause 6. Women's representation shall be proportionate to the respective membership of the National Industrial Sector. Black and Asian ethnic minority representation shall be proportionate to the respective membership of the National Industrial Sector.
4. The representatives of each National Industrial Sector elected to the General Executive Council in accordance with Rule 6, Clause 4 will become a full

member of the relevant National Industrial Sector Committee and the relevant National Trade Group Committee.

5. Each National Industrial Sector Committee shall meet every twelve months, or, with the consent of the General Executive Council, at any other times. Any members of the Committee failing to attend any meeting shall send a written explanation of their absence, and if the Committee is of the opinion that the explanation is not satisfactory it may declare their office vacant and direct the National Trade Group Committee which the member represents to elect a successor.
6. For the purpose of conducting the trade group or section business of the Union there shall be for each Trade Group or Section, as specified in Rule 3, Clause 6, a National Committee which shall hold office for the same period as the General Executive Council, as laid down in Rule 6, Clauses 3 and 4.
7. Each National Trade Group Committee shall transact and overlook for its membership the Union's business as affecting membership relating to pay; hours and working conditions and other questions pertaining thereto.
8. Each National Trade Group Committee shall be composed of one or more members from each Regional Trade Group or Section Committee, and shall be elected by members of the Regional Trade Group or Section Committee by show of hands. Where a District Committee system operates in place of group or section committees, the Regional Committee shall determine the method of selecting representatives for the National Trade Group Committees. Only members of the Committee (and/or the Branch as the case may be) directly affected by the group or section concerned shall have the right to nominate and vote. Women's representation shall be proportionate to the respective membership of the Regional Trade Group. Black and Asian ethnic minority representation shall be proportionate to the respective membership of the Regional Trade Group.
9. Each National Trade Group Committee shall meet every three months, or, with the consent of the General Executive Council, at any other times. Any members of the Committee failing to attend any meeting shall send a written explanation of their absence, and if the Committee is of opinion that the explanation is not satisfactory it may declare their office vacant and direct the Regional Trade Group Committee which the member represents to elect a successor.
10. Each member of the National Industrial Sector or National Trade Group Committee shall receive payment in accordance with the schedule laid down by the General Executive Council.

RULE 8. REGIONAL COMMITTEES

1. For the purpose of locally administering the general business of the Union there shall be a Regional Committee for each region which shall hold office for the same period as the General Executive Council as provided in Rule 6, Clauses 3 to 6.
2. Regional Committees shall be composed of representatives of each of the Regional Trade Group or District Committees. The members of the Regional Trade Group or District Committees shall elect in manner laid down by the General Executive Council delegates to serve on the Regional Committee. Women's representation shall be proportionate to the respective membership of the Regional Trade Group or District Committee. Black and Asian ethnic minority representation shall be proportionate to the respective membership of the regional Trade Group or District Committee.
3. The Regional Committee shall meet once a quarter or oftener if, in the opinion of the Regional Secretary, the business renders it necessary or by requisition of a majority of the members. The Regional Secretary is responsible for convening all meetings. A requisitioned meeting should be convened for a date within four weeks of receipt of the requisition, or, if that is not reasonably practicable, the earliest date which is.
4. The powers and duties of the Regional Committee shall include the organisation of groups within the region, the coordination of the work of the various Regional Trade Groups and Sections, the conduct of necessary propaganda, the administration of such business of the Union as affects all sections of the membership in the region, such as general industrial movements, educational work, political administration, etc., the consideration of any dispute arising in the region and reporting thereon to the General Executive Council, with suggestions as to arrangements for the mutual support of respective sections when necessary, and on disputes arising out of the non-payment of benefits.
5. Each member shall receive payment in accordance with the schedule laid down by the General Executive Council.
6. The Regional Committee shall have power to appoint one or more sub-committees from among its members and, except where otherwise determined by the General Executive Council, shall have the power to delegate to any such sub-committee all or any of its powers including therein the conduct of hearings, appeals, inquiries, investigations or any other proceedings or functions whatever which it is authorised by these Rules to undertake.

RULE 9. REGIONAL TRADE GROUP AND DISTRICT COMMITTEES

1. For the purpose of conducting the trade group business of the Union there shall be a Regional Trade Group or District Committee for each of the trade groups

in each region which shall hold office for the same period as the General Executive Council as provided in Rule 6, Clauses 3 to 6.

2. For the Regional Trade Group or District Committee the method of election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council.
3. The size of the Regional Trade Group or District Committee shall be determined by the General Executive Council after consultation with the Regional Committee. Women's representation shall be proportionate to the respective membership of the Regional Trade Group or District. Black and Asian ethnic minority representation shall be proportionate to the respective membership of the Regional Trade Group or District.
4. The Regional Trade Group or District Committee shall meet at least once every three months. Special meetings may be convened in consultation with the Regional Secretary.
5. The Regional Trade Group or District Committee shall be consulted upon and advise as to all matters directly affecting the interests of the group.
6. Officials of the group shall attend committee meetings and submit reports on questions of organisation, wage movements, and other matters connected with the industries covered by the Committee.
7. Each member of the Regional Trade Group or District Committee shall receive payment in accordance with the schedule laid down by the General Executive Council.

RULE 10. BRANCHES

1. The Union shall be divided into Branches, each of which shall consist of not less than fifty members, except by special permission of the General Executive Council. Should the membership of a Branch fall below the minimum number of fifty, the members shall be attached to such Branch as the General Executive Council, after consultation with the Regional Trade Group or District Committee concerned, may direct.
2. The Regional Committee shall be required to ensure that each branch meets at regular intervals and fulfils its obligations under Rule. Where a branch fails to convene an Annual General Meeting of all members that branch will be suspended and members of the branch shall be allocated to a branch which meets the requirements of rule subject to the right of the branch to appeal to the General Executive Council.
3. Where deemed desirable for organisational and/or administrative reasons the Regional Committee shall be empowered, after consultation with the

appropriate Regional Trade Group or District Committee, to merge branches, subject to the right of the branches concerned to appeal to the General Executive Council whose decision shall be final.

4. (a) Each Branch subject as hereinafter mentioned shall have for its management a Chair and Secretary, and a committee. Branches requiring additional officers shall submit their requests to the Regional and/or Trade Group or District Committee, which shall make recommendations to the General Executive Council for authorisation. Except in the case of a new Branch, or with the consent of the Regional Committee, the Chair, Secretary and committee members respectively, shall have been financial members of the Union for a period of not less than two years immediately preceding the date of nomination, and each of them shall be nominated at least four weeks before the date of election. Every officer must at all times be a financial member. If, in the case of any Branch, the General Executive Council shall arrange for the secretarial duties of such Branch to be performed by a permanent or full-time officer, the Branch shall not, so long as such arrangement continues, be entitled to elect a Branch Secretary.
 - (b) Branch officers (other than permanent or full-time officers, who shall be appointed by the General Executive Council only, and who shall hold office in accordance with the terms of such appointment) and committees shall hold office for two years. They, (other than such permanent or full-time officers as aforesaid) shall be elected at a Branch meeting by show of hands, or by ballot, if so decided by the meeting. The election shall take place and be completed not later than December 31 in each alternate year, and the elected candidates shall take office the following January for two years. Casual vacancies may be filled at an ordinary Branch meeting, but notice of the impending election must be given to members of the Branch on the notice convening the meeting.
 - (c) The Regional Secretary, branch officers, and all officials authorised by the General Executive Council or the Finance and General Purposes Committee shall be at liberty to inspect the Branch books at any time, and the cards of the members present at any Branch meeting.
 - (d) A complete list giving the names and addresses of all the branch officers and/or committee members elected by the Branch shall be sent to the regional office and to the Regional Trade Group secretary by the Branch Secretary before the end of January in each alternate year on the form provided, and all alterations caused by casual vacancies shall be similarly notified forthwith.
 - (e) The branch officers shall use the books, stationery, and forms provided by the General Executive Council, keep them uniformly, and produce them when called for by the Regional Secretary or any other duly authorised person.
5. Collectors and/or shop stewards may be appointed by a Branch subject to the right of members to elect shop stewards in the following paragraph and subject to the approval of the General Executive Council, whose duty shall be to record

payments made in the book provided, and pay into the Branch the actual amounts collected at least once a week.

For the purpose of representing membership on matters affecting their employment, a shop steward or equivalent representative shall be elected by the membership in a defined working area, or at a Branch meeting, by a show of hands or ballot as may from time to time be determined.

Elections shall take place at least once every two years and the membership concerned may require to have special elections or elections at defined periods within this period. The representative so elected shall be in compliance and act in accordance with Union Rules and Policies. Details of elected representatives shall be submitted to the District Officer of the Union who will be required to notify the employer concerned and report the details to the appropriate District Committee and Regional Committee for its ratification.

The Regional Committee or its authorised sub-committee may have authority to withdraw credentials of a shop steward or equivalent representative in circumstances where it is considered that the representative is not acting in accordance with Union Rules and Policy, subject to the right of appeal as provided for in these rules.

Shop stewards shall receive the fullest support and protection from the Union, and an immediate inquiry shall be undertaken by the appropriate trade group or District Committee into every case of dismissal of a shop steward with a view to preventing victimisation, either open or concealed.

6. Where it may be necessary to make payments to collectors or shop stewards or other Branch officers by way of remuneration such payments shall be made by the Branch secretary in accordance with regulations issued by the General Executive Council, which regulations shall have regard to existing practice. This Clause shall not relate to permanent or full-time branch officers, whose remuneration shall be paid in accordance with the regulations of the General Executive Council for the time being.
7. (a) The duties of a Branch Chair shall be to preside at all meetings of the Branch, and conduct the business with propriety and order. The Chair shall sign all minutes of the Branch and all official documents, and, through the secretary, order special meetings of the Branch when necessary. The Chair shall supervise the working of the Branch and all its officers, and have the right to inspect all Branch books and documents. The Chair shall, at every meeting, read aloud to the meeting the receipts for all moneys forwarded to the central office since the date of the last previous meeting.

(b) If a Branch Chair's conduct be deemed unsatisfactory, the Branch secretary shall, on the instructions of the Branch, convene a special meeting (of which fourteen days notice shall be given) to investigate the matter giving rise to the complaint. The Chair whose conduct is the subject of investigation shall

be given seven days notice of the said special meeting with an invitation to be present. If the Chair's conduct be found by such meeting to be unsatisfactory, the Branch shall remove the person from office and, if necessary, elect a temporary Chair pending the Branch Chair's appeal, or elect a new Chair to complete the term of office.

An appeal under this Clause shall be to the Regional Committee and from a decision of the Regional Committee to the General Executive Council. Notice of appeal must be in writing, and sent to the Regional Secretary or General Secretary, as the case may be, within seven days from the date of the receipt of notification of the decision.

(c) Notwithstanding the foregoing, if a Branch Chair's conduct be deemed unsatisfactory, the General Executive Council may remove the person from office and instruct the Branch to appoint a temporary Chair pending the Branch Chair's appeal, or to elect a new Chair to complete the term of office.

An appeal under this Clause shall be to the Appeals Committee. Notice of appeal must be in writing and sent to the General Secretary within seven days of the appellant's removal from office.

8. All contributions or other moneys that are received by the Branch Secretary directly or through collectors, shall be remitted to the Regional Office or Central Office, as the case may be, within three days after receipt by the Branch Secretary, irrespective of any resolution past to the contrary by a Branch or any committee.
9. Two auditors (who shall be members of the Union) shall, if deemed necessary by the General Executive Council, be elected at each biennial Branch meeting, and they shall audit the accounts of the Branch quarterly and certify the quarterly return. No Branch Officer may act as auditor.
10. All documents received from the Central or Regional Office of the Union shall be read and considered at meetings of branches, and shall be regarded as private and confidential, and shall not be published or made public property without the consent of the General Executive Council or General Secretary. Offending members shall be dealt with by the Branch committee or the General Executive Council.
11. No meeting shall be held in any place where intoxicants are sold if any other place is obtainable at a reasonable rent.
12. The following shall be the order of business at each meeting:-
 - (a) Attendance and apologies for absence
 - (b) Roll of Officers
 - (c) Propositions for membership
 - (d) Minutes of previous branch meeting for approval and signing by the

Chair

- (e) Matters arising from the proceedings of the previous branch meeting
 - (f) Secretary's finance report, including report of monthly Administration Allowance and approval of branch expenditure
 - (g) Secretary's report of member recruitment and organisation
 - (h) Reports of elected shop stewards, or staff representatives, branch delegates and other reports of interest to the members.
 - (i) Correspondence
 - (j) Any report of infringement of the rules
 - (k) Arrangements for the communication of matters of interest to members, including notice of next branch meeting.
13. Any members causing a quarrel, swearing, or using bad language at any of the meetings shall be ordered to leave the meeting and be suspended until an apology is given.
14. When any motion has been decided upon, no one shall speak upon the subject any longer.
15. All fines collected appertaining to these rules shall be remitted with the weekly takings and placed in the general fund. Fines imposed for violation of working rules may be retained by the Branch.
16. Remuneration shall only be paid to branch officers upon the conditions duly authorised by the General Executive Council, which shall give each Branch or District consideration according to conditions prevailing and in consultation with the respective Regional Committees. This Clause shall relate only to Branch officers elected by the Branch.
17. Should not less than fifty persons desire to form a new Branch of the Union, or not less than twenty in any place where no Branch exists, they shall apply to the General or Regional Secretary for a form of application, which, when filled in, shall be forwarded to the Central Office for endorsement by the General Executive Council. If so endorsed such persons shall be admitted as members and the Branch shall then be constituted.
18. Should any Branch secede from the Union, or the Branch Secretary be removed from office under Rule 11, Clause 10, or suspended under Rule 11, Clause 11, the officers of such Branch shall immediately hand over to the General Secretary, or any official authorised by the General Secretary, all moneys, books, papers, documents, furniture, and other property of the Union in the possession of such Branch. Legal proceedings shall forthwith be taken against any Branch Officer refusing to comply with this rule.
19. Any Branch may affiliate to the Trades Council and/or Labour Party in its own town or district subject to agreement by the Regional Committee and the sanction of the General Executive Council.

20. Any member violating any working rules, registration, or bylaws, disseminating false statements or any rumour which tends to depreciate the organisation, its officers, or any section appertaining to the Union, or circulating any business of the Union to unauthorised persons without authority, or who has incited, assisted in, or committed any act of discrimination including harassment, on the grounds referred to in rule 2, clause 2 (d), or who is guilty of other forms of misconduct, shall be fined a sum not exceeding £50, or otherwise dealt with by the Branch or authorised committee of the Union as may be deemed fit.
21. (a) Complaints against the conduct of members may be dealt with by the Branch, Branch Committee (where so determined by the Branch), Divisional Committee, Regional Committee or the General Executive Council. A member whose conduct is the subject of inquiry shall be given notice of the complaint in writing with an intimation of the member's right to be present at the hearing.
- (b) If a Branch, Branch Committee or Divisional Committee, as the case may be, imposes a fine for misconduct, or for any of the offences specified in Clause 20, the member shall have a right of appeal to the Regional Committee, whose decision shall be final. Notwithstanding the foregoing provision a Regional Committee shall have power to impose fines for misconduct provided that in the event of a fine being imposed by a Regional Committee, a member shall have a right of appeal to the General Executive Council, whose decision shall be final.
- (c) Notice of appeal under preceding Clause (b) must be in writing and sent to the Regional Secretary or the General Secretary, as the case may be, within fourteen days from the date of receipt of notification of the fine, and the appeal shall be heard at the first meeting of the Regional Committee or the General Executive Council, as the case may be, held following the receipt of such notice.
- (d) Where a question of expulsion arises for misconduct, or for any of the offences specified in Clause 20, the investigation shall be conducted by the Regional Committee who shall make recommendations to the General Executive Council. A member whose conduct is the subject of complaint, shall be given notice of the investigation in writing and afforded an opportunity of appearing before the Regional Committee. The General Executive Council may act upon the recommendation of the Regional Committee or make further investigation or take such steps, as, in the opinion of the General Executive Council, seem just.
22. Without prejudice to any other ground of expulsion contained in these rules, any member, or members, of the Union who, in the opinion of the General Executive Council shall have injured or attempted to injure the Union, or worked or acted contrary to the interests at the Union or its members, or whose conduct shall have been otherwise inconsistent with the duties of a member of this Union, may be fined a sum not exceeding £50 and if holding office removed therefrom, or may be expelled by the General Executive Council from

the Union and shall thereupon, subject to the right of appeal as in these rules provided, cease to be a member thereof.

RULE 11. BRANCH SECRETARY

1. The Branch Secretary shall attend all the meetings of the Branch, and shall enter all contributions in the book provided for that purpose.
2. The Secretary shall keep the accounts of the Branch in a clear and intelligible manner, and keep all documents, accounts, books, receipts and papers (including the receipts from the central or regional office of previous weekly or fortnightly income, and hand the same to the Branch Chair to be read at the following meeting of the Branch) belonging to the Branch in such form, manner, and place as the Branch, with the consent of the General Secretary, shall appoint, and shall conduct such correspondence as belongs to their office.
3. The Branch Secretary shall draw up and furnish the Chair with a programme of the business to be brought before each meeting.
4. The Branch Secretary is legally responsible for all moneys and property of the Union passing through their hands.
5. The Branch Secretary shall immediately comply with Rule 10, Clause 8, as to moneys received.
6. The Branch Secretary shall notify all members in arrears in the manner prescribed by the General Executive Council.
7. The Branch Secretary shall summon all meetings of the Branch. A written notice, authorised by the Chair and posted in the Branch room and other suitable places two weeks before the quarterly meeting takes place, shall be deemed sufficient notice for such meeting.

Summoned or special meetings must be convened by the Branch secretary whenever notice is received from the General Secretary, the Branch Committee, or from the members of the Branch, on the following basis: In the case of a Branch where the membership is under 1,000, on the signature of 5 per cent of the members with a minimum of twenty members; Over 1,000, on the signature of fifty members.

The summons must state the nature of the business and the time and place of the meeting.

8. (a) The Branch Secretary shall prepare at the end of each quarter a report containing a detailed account of the income and expenditure, as provided for in the forms supplied; the number of members in arrears, with the amount owing by them; the membership of the Branch; the number expelled, dead,

transferred, and the number and names of those admitted during the quarter, with a statement of the financial position of the individual members of the Branch, together with any other detailed information required at the central or regional office from time to time. Such reports shall be signed by the Branch auditors.

(b) The Branch Secretary shall comply with Rule 10, Clause 4 (e).

9. If elected by a Branch, the Branch Secretary must give a month's notice before resigning.

10. (a) If a Branch Secretary's conduct be deemed unsatisfactory, the Branch shall appoint a committee of inquiry consisting of not less than three or more than five members (one of whom shall be an officer), who shall have power to demand from the secretary all books, papers, and other property of the Union; and shall investigate and report to a meeting of the Branch specially convened by such committee (of which fourteen days notice shall be given).

(b) If the Secretary's conduct shall be found by such meeting to be unsatisfactory, the meeting shall, if necessary, elect a temporary Secretary pending the Branch Secretary's appeal, or elect a new Secretary to complete the term of office.

An appeal under this Clause shall be to the Regional Committee and from a decision of the Regional Committee to the General Executive Council. Notice of appeal must be in writing and sent to the Regional Secretary or General Secretary, as the case may be, within seven days from the date of the receipt of notification of the decision.

(c) Notwithstanding the foregoing, if a Branch Secretary's conduct be deemed unsatisfactory, the General Executive Council may remove the person from office and instruct the Branch to appoint a temporary Secretary pending the Branch Secretary's appeal or to elect a new Secretary to complete the term of office.

An appeal under this Clause shall be to the Appeals Committee. Notice of appeal must be in writing and sent to the General Secretary within seven days of the appellant's removal from office.

Secretary in this Clause means a member following their employment, and not a full-time or permanent Secretary appointed by the General Executive Council. In the event of a Branch having a complaint to make respecting the accounts or conduct of a full-time or permanent Secretary, a full report thereof shall be immediately forwarded both to the Central and Regional Offices.

11. Should the Executive Finance Director have cause to complain of the conduct of a Branch Secretary in the execution of the duties in-so-far as they relate to the keeping of the Branch accounts and the handling of the moneys of the

Union, the Executive Finance Director shall bring the matter before the notice of the General Secretary who may suspend the Branch Secretary forthwith and demand the return of all books, papers, moneys and other property of the Union held by the Secretary, and submit the matter to the next meeting of the Finance and General Purposes Committee for determination. Should the Finance and General Purposes Committee uphold the action of the General Secretary they may remove the Branch Secretary from office and institute such proceedings against the person as may be deemed advisable and instruct the Branch to elect a new Secretary to complete the term of office.

12. No payment shall be returned to the Branch or Branch Secretary until the accounts have been audited and passed by Central Office.
13. The Regional Secretary shall immediately acquaint the Executive Finance Director of any omission of Branch secretaries to remit money in accordance with Rule 10 Clause 8. The Executive Finance Director, on receipt of such information, shall take immediate steps to discover the cause of such omission and shall act forthwith in conjunction with the Regional Secretary.
14. A Branch whose membership is sufficient may make application to the General Executive Council for the appointment of a permanent Branch Secretary. The General Executive Council shall take the matter into consideration, and if the application is approved by them, shall proceed to appoint some proper person as the permanent and full-time secretary of such Branch.

RULE 12. BALLOT VOTING

1. The General Executive Council may, in matters which in their opinion affect the interest of the Union, and shall, if a recalled Biennial Delegate Conference approves a recommendation for a strike involving the whole of the members of the Union, take a ballot vote of the members of the whole Union. The General Executive Council may also take a ballot vote of a territorial region or trade group whose particular interests are concerned.
2. Only members possessing not less than thirteen weeks membership, having paid thirteen weeks contributions, and not being more than thirteen weeks in arrears, shall be entitled to vote.
3. In all ballots of the Union to which this rule applies, the method of voting shall be by the marking of a ballot paper by the person voting and the election shall be organised and conducted with the directions from time to time of the General Executive Council.

RULE 13. OFFICES

There shall be constituted offices as the General Executive Council may decide.

RULE 14. OFFICERS

1. The officers of the Union, who must all be members in full benefit, and must have worked in an industry embraced by the Union, shall include:
 - (1) General Secretary
 - (2) Executive Officers including
 - (a) Deputy General Secretary
 - (b) Assistant General Secretaries
 - (c) Executive Finance Director and other executive Officersfrom time to time determined by the General Executive Council
 - (3) National Officials
 - (4) Regional Secretaries
 - (5) Regional and District Officers
 - (6) Trustees, Delegates to constitutional committees and Branch officers
2. Should any office become vacant by death or otherwise the General Executive Council shall have power to decide whether it is necessary to fill the vacancy or not.
3. The General Secretary, Deputy General Secretary and such other executive officers as from time to time prescribed by the General Executive Council shall be elected by ballot vote of the whole members for terms of five years. The election shall be organised and conducted in accordance with the directions from time to time of the General Executive Council. Any candidate for such a position shall have been a financial member of this Union for not less than five years immediately preceding the date of application. The normal age of retirement of such officers shall be sixty-five. In the event of the electoral period of any such officers expiring within five years of the normal age of retirement that officer need not stand for re-election and shall hold office until the normal age of retirement.

Each Branch of the Union shall have powers to nominate for the office.

RULE 15. GENERAL SECRETARY

1. The General Secretary shall be elected by a ballot vote of the whole of the members in accordance with Rule 14 Clause 3, and shall be a paid official of the Union when elected. The General Secretary shall hold office during the pleasure of the Union subject to the provisions of Rule 14 Clause 3. The remuneration for this post shall be fixed by the General Executive Council, subject to confirmation by the Biennial Delegate Conference. Each Branch of the Union shall have power to nominate for the office a candidate who shall have been a financial member of this Union for not less than five years immediately preceding the date of application.

2. The General Secretary shall attend all Biennial Delegate Conferences, the Rules Conference and the General Executive Council meetings, record the business, and act generally under the orders of the General Executive Council. The General Secretary shall have the right to speak on any business at conferences, or at meetings of the General Executive Council.
3. The General Secretary shall perform all the duties laid down by the General Executive Council, and shall generally supervise the work of the Union in all departments.
4. The General Secretary shall engage such staff and at such salaries as shall be determined by the General Executive Council.
5. The Deputy General Secretary shall act on the behalf of the General Secretary if absent.

RULE 16. EXECUTIVE FINANCE DIRECTOR

1. The Executive Finance Director, who shall on appointment be a member of this Union and shall be a paid official of the Union. The whole of the Executive Finance Director's time shall be devoted to the duties of the office. The remuneration shall be fixed by the General Executive Council, subject to confirmation by the Biennial Delegate Conference.
2. The Executive Finance Director shall in accordance with Rule 20, clause 1 keep the accounts of the Union, shall make such payments as the General Executive Council may order, and shall see that all moneys received are regularly paid into the bank. The Executive Finance Director shall keep and produce such books, vouchers, and documents as may be required by the General Executive Council.
3. The Executive Finance Director shall prepare and present to the General Secretary for submission to the General Executive Council at their quarterly meetings, and at the end of each financial year, proper accounts of the income and expenditure of the Union during the period under review, and shall give such assistance to the auditors of the Union as they shall require.
4. The Executive Finance Director shall make proper provision for the prompt disbursements of benefits in the regions, through the regional secretaries, and shall be legally responsible to the Union for all moneys passing through their hands.

RULE 17. TRUSTEES

1. There shall be three trustees, who shall have been financial members of this

Union for at least two years immediately preceding the date of application or nomination. They shall be elected by the Biennial Delegate Conference by show of hands from candidates not holding permanent or full-time positions in the Union and shall hold office during the pleasure of the Union. Any member of the Union with the requisite membership qualification shall be eligible as a candidate. Casual vacancies may be filled by the General Executive Council until the next Biennial Delegate Conference.

2. The funds and property of the Union shall be invested in the joint names of the trustees and dealt with by them as the General Executive Council shall direct.
3. The office of a trustee may be declared vacant, and the trustee may be removed from office by the General Executive Council if the incumbent is considered by the General Executive Council incapable of, or unfit, for the post of trustee.
4. A trustee may at any time resign the office by tendering their resignation in writing to the General Secretary.
5. Every resolution appointing a trustee shall be entered on the minutes of the meeting at which they are appointed.
6. In the event of any of the trustees dying, resigning, or being removed from office, another shall be elected at the Biennial Delegate Conference to fill the vacancy, and, pending the filling of such vacancy, the remaining trustees may in all matters act as the trustees of the Union.
7. All deeds, documents of title, and securities for money of the Union shall be held by the trustees and they may take such measures for the safe custody and preservation thereof at the expense of the Union as they shall think fit, and they shall be responsible for the safe custody of all such deeds, documents, and securities as are placed in their hands or under their control; shall produce them for inspection when required by a resolution of a general meeting or of the General Executive Council; or when required by the auditors of the books and accounts.
8. It shall be the duty of any trustee who has resigned or been removed from office to execute such documents, and take all such other steps as may be necessary to vest in the trustees, for the time being, of the Union all securities and other property held by them on behalf of the Union.
9. No trustee shall invest any part of the funds of the Union upon the security of their own property or otherwise than in accordance with law, or so far as relates to funds under the private business otherwise than in accordance with Rule 6, Clause 17.

RULE 18. OTHER PERMANENT OFFICIALS

1. All other permanent officials and staff, including all permanent or full-time branch officers, shall be allocated by the General Executive Council, after consultation with the respective sector or Regional Committee concerned. In the creation of new appointments the General Executive Council shall consult the national industrial sector committees, regional committees, regional trade group or district committees, or branch, as the case may be, with reference to the nature and conditions of appointment.
2. Any officer attempting to disrupt the organisation by advocating or threatening secession, or creating a rival organisation shall not be allowed to hold office in the Union, and shall be liable to expulsion from membership.

RULE 19. MEMBERSHIP

1. All members of the amalgamating unions shall be members of the Union.
2. Persons may be admitted members of the Union, and upon being admitted shall be deemed to agree to abide by the rules of the Union in every respect. If, in the opinion of the General Executive Council, a person fails to abide by the rules at any time, that person shall be liable to forfeit membership.
3. All new members shall be issued free of charge with a membership card, they may also obtain a copy of the Rule Book free of charge. There shall be no entrance fee. Issue of any subsequent Rule Book shall be charged at a price to be determined from time to time by the General Executive Council.
4. Membership contributions may be paid manually by the member to a collector, Branch Secretary or any office from which a full-time official of the Union works, or by any other method from time to time approved by the General Executive Council. Persons applying for membership shall state their intended method of payment. Members who elect to pay manually shall make their first contributions upon admission.
5. Any member who elects to pay contributions manually shall be issued free of charge with a contribution card. Issue of any duplicate contribution card may be charged at a price to be determined by the General Executive Council. All moneys for cards must be returned by the Branch Secretary to General Accounts. Cards must be sent into the Branch Secretary when called for. Each member should see that every payment they have made to an official of the Union is at once entered by such official on the member's card. Failure to comply with this may render the member liable to pay twice.
6. In order to encourage payment of contributions by direct debit, the General Executive Council may relieve members of their obligations to pay contributions for a period not exceeding 1 month in any twelve month period should they

elect to pay their contributions by direct debit. Members shall continue to enjoy and accrue all the benefits and rights of membership during such period of non-payment.

7. It shall be the personal responsibility of the member to maintain contributions and avoid arrears in all circumstances, including sickness and industrial action, when paying manual or direct debit contribution. When a member is paying Direct from Wages and a payment is set up between the employer and the Union, the member is only responsible for checking deductions from their wages – not ensuring the employer makes the payment. Thus ensuring the member remains in compliance. The General Executive Council shall nevertheless have discretion to allow payment of benefits or to confirm candidature for office should it be satisfied that the member is not in deliberate or culpable default.
8. The General Executive Council shall have power, on application from the appropriate committee, to establish by-laws for any particular section, port or district, governing the admission of new members. Such bylaws shall become binding on the Branches within the section, port or district, as the case may be, and so remain until revoked by the General Executive Council.
9. Every member shall contribute at the rate as from time to time determined by the General Executive Council.
10. Subject to the provisions of Clause 8, the age at which anyone working in an industry embraced by the Union may become a member shall be decided by the Regional Trade Group or District Committee or by the national trade group or section committee.
11. Every member must show their membership card upon being requested to do so by a regional, Branch, or other authorised officer of the Union, and in default shall pay such sum as may be decided upon by the Branch to which they belong, subject to a maximum to be decided from time to time by the General Executive Council.
12. A financial member is a member with not less than 26 weeks' membership, having made 26 weekly payments, and who is less than six weeks in arrears.
13. There shall be a category of membership for those members who are unable to follow employment through old age or permanent disablement. The General Executive Council shall from time to time determine the qualifications for membership of this category as well as the level of contributions and entitlement to benefit. Such membership shall not accord an entitlement to vote in any Union ballot other than those in which all members must by statute, be accorded an unconditional entitlement to vote.
14. The General Executive Council may create such further categories of membership and determine from time to time the level of contributions and

benefits of members in those categories. The membership of such categories shall be entitled to vote in all appropriate Union ballots.

15. The types of benefit, the eligibility for benefits and the amount of benefit shall be determined from time to time by the General Executive Council.
16. (a) Any member wishing to transfer to another Branch shall only do so if clear on the books. The member shall apply to the Secretary of the Branch they wish to join, who shall forward a form to the Secretary of the Branch the person then belongs to, who shall fill it in and return. Any Branch Secretary transferring a member of their Branch without transfer form shall be fined at a rate to be determined by the General Executive Council.

(b) Any member of another union desiring to transfer shall pay all arrears to the union the person is about to leave before being accepted as a member; but owing to the exceptional circumstances prevailing in certain unions the General Executive Council shall have power to decide transfer arrangements to meet the conditions. Any disagreement between Branches concerning membership transfer may be referred to the Regional Committee who shall have the power to decide transfer arrangements.
17. Any member going to sea shall remain in benefit for a period not exceeding three months provided that they clear their contribution card to date of sailing and shall before embarking notify in writing to the Branch Secretary or other permanent officer the name of their ship and probable period of absence, and the next Branch meeting shall approve, and the General Executive Council shall endorse such approval. Such member shall report to the Branch Secretary or other permanent officer and bring them self into compliance by paying all arrears within seven days after return. No application for benefit shall be entertained unless arrears up to the date thereof shall have been paid.
18. Any National Industrial Sector or Regional Trade Group may submit for the approval of the General Executive Council such by-laws as may be necessary to govern the conduct of members in connection with working conditions and the observance of working rules.
19. Notwithstanding anything in these rules the General Executive Council may, by giving six weeks notice in writing, terminate the membership of any member if necessary in order to comply with a decision of the Disputes Committee of the Trades Union Congress.
20. Any member obtaining membership of the Union by false statement material to their admission into the Union or any evasion in that regard may be expelled from the Union by decision of the General Executive Council. Any member obtaining membership of a scale by giving false information will be required to refund any benefits which may have been paid up to the time of discovery, and transferred to the appropriate scale with no refund of contributions.

21. In the case of members admitted to the Union on a Transfer of Engagements, the General Executive Council may, if required by the terms of the Instrument of Transfer, allow them immediate entitlement to any benefits provided, and may, if the Instrument so provides, guarantee continuance of any benefits to which such members were entitled under the Transferor Union's rules on the terms contained in those rules at the time of transfer.
22. A person who is refused membership of the Union or who, whether or not admitted to membership complains against any decision or action of a Branch Officer or other representative of the Union in connection with their admission or application for admission shall have a right to appeal to the Regional Committee of the region containing the Branch to which application for membership was made, and the decision of that Regional Committee on any such appeal shall be final.

RULE 20. UNION ACCOUNTS, AUDIT, INSPECTION OF ACCOUNTING RECORDS and AUTHORISED FUNDS FOR CHARITABLE AND OTHER OBJECTS, ETC.

1. The Union will cause to be kept proper accounting records with respect to its transactions, assets and liabilities and establish and maintain a satisfactory system of control of its accounting records, its cash holdings and all receipts and payments in accordance with Sections 28 and 29 of the Trade Union and Labour Relations (Consolidation) Act, 1992.
2. The Accounts of the Union shall be audited at least once a year. The auditor shall be qualified in accordance with Paragraph 6, Schedule 11 of the Trade Union and Labour Relations Act, 1974. The appointment and removal of the auditor shall be subject to the provisions of that schedule.
3. No member or members, or Branch, or any committee of members shall be permitted to use the name of the Union, or any machinery of the Union, in connection with any appeal for funds or establishment of any subsidiary benefit connected with a Branch or district, unless the conditions stated hereunder are accepted and the requisite official sanction obtained:-
 - (a) That the accounts of such funds and all documents in connection therewith shall be open at all times to inspection by the Union accountants.
 - (b) That in the case of a regional or local appeal the permission and sanction of the Regional Committee shall be first obtained.
 - (c) That in the case of a national appeal the permission and sanction of the General Executive Council shall be first obtained.

Where such funds are properly raised they should be included in the Consolidated Accounts of the Union and be subject to the requirements in

Clauses 1 and 2 of this Rule.

4. In accordance with Section 30 of the Trade Union and Labour Relations (Consolidation) Act, 1992, any member of the Union has the right to access to any accounting records of the Union which are available for inspection and which relate to periods including a time when that person was a member of the Union.

RULE 21. POLITICAL FUND

1. The objects of the Transport and General Workers' Union shall include the furtherance of the political objects to which section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992, applies, that is to say, the expenditure of money:-
 - (a) on any contribution to the funds of, or on the payment of any expenses incurred directly or indirectly by, a political party;
 - (b) on the provision of any service or property for use by or on behalf of any political party;
 - (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
 - (d) on the maintenance of any holder of a political office;
 - (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
 - (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.

Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with their attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.

In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the union.

In these objects -

"candidate" means a candidate for election to a political office and includes a prospective candidate;

"contribution", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;

"electors" means electors at any election to a political office;

"film" has the same meaning as in section 38 of the Films Act 1960;

"local authority" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and

"political office" means the office of member of Parliament, member of the Assembly of the European Communities or member of a local authority or any position within a political party.

2. Any payments in the furtherance of such political objects shall be made out of a separate fund (hereinafter called the political fund of the union).
3. As soon as practicable after the passing of a resolution approving the furtherance of such political objects as an object of the Union, the General Executive Council shall cause a notice in the following form to be given to all members of the Union in accordance with this rule:-

Trade Union and Labour Relations (Consolidation Act 1992)

A resolution approving the furtherance of political objects within the meaning of the above Act as an object of the organisation has been adopted by a ballot under the Act. Any payments in the furtherance of any of those objects will be made out of a separate fund, the political fund of the organisation but every member of the organisation has a right to be exempt from contributing to that fund. A form of exemption notice can be obtained by or on behalf of any member either by application at, or by post from the general office or any branch office of the organisation or from the Certification Office for Trade Unions and Employers' Associations, Brandon House, 180 Borough High Street, London SE1 1LW.

This form, when filled in, or a written request in a form to the like effect, should be handed or sent to the secretary of the branch to which the member belongs.

The notice shall be published to members by such methods as are customarily

used by the Union to publish notices of importance to members. Insofar as they are not within such usual practice, the following requirements shall also apply. The notice shall be published in the Union's main periodical journal which is circulated to members. A copy of the notice shall be posted up and kept posted up for at least 12 months in a conspicuous place, accessible to members, at the office or meeting place of each branch of the Union. The secretary of each branch shall also take steps to secure that every member of the branch, so far as is reasonably practicable, received a copy of the notice, and shall supply a copy to any member on request. The General Executive Council shall provide the secretary of each branch with a number of copies of the notice sufficient for these purposes.

4. Any member of the Union may obtain exemption from contributing to the political fund of the Union by giving notice of exemption in accordance with Clauses 4 to 6 of this rule. A form of exemption notice may be obtained by or on behalf of any member either by application at, or by post from, the General Office or any branch office of the Union or from the Certification Office for Trade Unions and Employers' Associations, Brandon House, 180 Borough High Street, London SE1 1LW.
5. The form of exemption notice shall be as follows:

TRANSPORT AND GENERAL WORKERS' UNION

POLITICAL FUND (EXEMPTION NOTICE)

I hereby give notice that I object to contribute to the political fund of the Transport and General Workers' Union and am in consequence exempt, in manner provided by the Trade Union Act, 1913, from contributing to that fund.

Membership No.....

Signature.....

Branch No.....

Address.....

.....

.....

Region No.....

Date..... day of..... 20.....

The General Executive Council shall provide a sufficient number of such forms

at the Central Office and at each Branch Office of the Union for such members of the Union as require them; and a copy of such form shall be delivered either by the General Executive Council or by the Secretary of any Branch to any member on their request, or on a request made on their behalf either personally or by post.

6. Any member of the Union may at any time give notice on such form of exemption notice or on a form to the like effect that the member objects to contribute to the political fund of the Union. Such notice shall be sent to the Secretary of the Branch to which the member belongs and on receiving it, the Secretary shall send an acknowledgement of its receipt to the member at the address appearing upon the notice, and shall inform the General Secretary of the name and address of the member.
7. On giving such notice, a member of the Union shall be exempt, so long as their notice is not withdrawn, from contributing to the political fund of the Union as from the first day of January next after the notice is given, or, in the case of a notice given within one month after the date on which a new member admitted to the Union is supplied with a copy of these rules under Clause 12 hereof, as from the date on which the member's notice is given.
8. The General Executive Council shall give effect to the exemption of members to contribute to the political fund of the Union by relieving any members who are exempt from the payment of part of any periodical contributions required from the members of the Union towards the expenses of the Union as hereinafter provided, and such relief shall be given as far as possible to all members who are exempt on the occasion of the same periodical payment.

For the purpose of enabling each member of the Union to know as respects any such periodical contribution what portion, if any, of the sum payable by the member is a contribution to the political fund of the Union, it is hereby provided that 43% of the first weekly contribution of each quarter shall be the political fund contribution, of which 8% per quarter shall be allocated to the Regions for local political purposes.

9. A member who is exempt from the obligation to contribute to the political fund of the Union shall not be excluded from any benefits of the Union, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the Union (except in relation to the control or management of the political fund of the Union) by reason of their being so exempt.
10. Contributions to the political fund of the Union shall not be made a condition for admission to the Union.
11. If any member alleges that they are aggrieved by a breach of any of the rules for the political fund, being a rule or rules made pursuant to section 3 of the Trade Union Act, 1913, the member may complain to the Certification Officer,

and the Certification Officer, after giving the complainant and any representative of the Union an opportunity of being heard, may, if they consider that such a breach has been committed, make such order for remedying the breach as they think just in the circumstances; and (subject to the right of appeal provided by section 5a of the Trade Union Act, 1913) any such order of the Certification Officer shall be binding and conclusive on all parties, and on being recorded in the county court, may be enforced as if it had been an order of the county court.

12. Any member may withdraw their notice of exemption on notifying a desire to that effect to the Secretary of their Branch, who shall thereupon send such member an acknowledgement or receipt of the notification and inform the General Secretary of the name and address of the member so withdrawing.
13. The General Executive Council shall cause to be printed, as soon as practicable after the approval of these rules for the political fund of the Union, a number of copies thereof having at the end copies of the certificates of approval sufficient for the members of the Union, and a further number for new members, and shall send to the Secretary of each Branch a number of copies sufficient for the members of the Branch. The Secretary of each Branch shall take steps to secure that every member of the Branch, so far as practicable, receives a copy of these rules, and shall supply a copy to any member at their request. A copy thereof shall also be supplied forthwith to every new member on admission to the Union.

RULE 22. POLITICAL FUND (NORTHERN IRELAND)

The rules for the political fund of the Union contained in Rule 21 shall have effect in Northern Ireland subject to the following modifications, namely, Clause 2 shall be omitted therefrom and the following shall be substituted for Clauses 3 to 7 thereof:

3. Under Article 59 of the Trade Union and Labour Relations(Northern Ireland) Order 1995 no member of the Union in Northern Ireland shall be required to make any contribution to the political fund of the Union unless they have delivered as provided in Clause 6, at the central office, or some Branch office of the Union notice in writing, in the form set out in Clause 4, of their willingness to contribute to that fund and has not withdrawn the notice in manner provided in Clause 5. Every member of the Union who has not delivered such a notice or who, having delivered such a notice, has withdrawn it in manner provided in Clause 5, is to be deemed for the purpose of these rules to be a member who is exempt from the obligation to contribute to the political fund of the Union.
4. The form of notice of willingness to contribute to the political fund of the Union is as follows:

FORM OS POLITICAL FUND CONTRIBUTION NOTICE – NORTHERN IRELAND

Name of Trade Union: Amlagamated Transprot and General Workers' Union

Name of member's Branch (if any)

POLITICAL FUND (CONTRIBUTION NOTICE) – Northern Ireland

I hereby give notice that I am willing and agree to contribute to the political fund of the Transport and General Workers' Union and I understand that I shall, in consequence, be liable to contribute to that fund and shall continue to be so liable unless I deliver at the central office, or some Branch office, of the Union a written notice of withdrawal; I also understand that after delivering such a notice of withdrawal I shall still continue to be liable to contribute to the political fund until the next following first day of January.....

Name

Address.....

Membership number (if any).....

.....day of....., 20.....

5. If at any time a member of the Union, who has delivered such a notice as is provided for in Clauses 3 and 4, gives notice of withdrawal thereof, delivered, as provided in Clause 6, at the central office or at any Branch office of the Union, that person shall be deemed to have withdrawn the notice as from the first day of January next, after the delivery of the notice of withdrawal.
6. The notices referred to in Clauses 3, 4 and 5 may be delivered personally by the member or by any authorised agent of the member and any notice shall be deemed to have been delivered at the central or a Branch office of the Union if it has been sent by post properly addressed to that office.
7. The General Executive Council shall give effect to the exemption of members to contribute to the political fund of the Union by making a separate levy of contributions to that fund from the members of the Union who are not exempt which shall be 43% of the first weekly contribution each quarter.

No moneys of the Union other than the amount raised by such separate levy shall be carried to the political fund of the Union.

8. Northern Ireland members who are statutorily exempt from the obligation to contribute to the political fund of the union shall not be excluded from any benefits of the union, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the union (except in relation to the control or management of the political fund) by reason of their being exempt.

9. Contributions to the political fund of the union shall not be made a condition of admission to the union.
10. If any Northern Ireland member alleges that they are aggrieved by a breach of the rules made pursuant to Article 59 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 they may complain to the Northern Ireland Certification Officer, 2 – 8 Gordon Street, Belfast BT1 2LG, under Article 57 (2) to (4) of that Order.

If, after giving the complainant and a representative of the union an opportunity to be heard, the Certification Officer considers that a breach has been committed, the Certification Officer may make an order for remedying it as the Certification Officer thinks just in the circumstances. Under Article 69 of the 1995 Order an appeal against any decision of the Certification Officer may be made to the Court of appeal on a question of law.

Additionally, if any Northern Ireland member alleges that they are aggrieved by a breach of the political fund rules made pursuant to section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 they may complain to the Certification Officer of Great Britain (COGB), Brandon House, 180 Borough High Street, London SE1 1LW. If, after giving the complainant and a representative of the union an opportunity of being heard, the COGB considers that a breach has been committed, the COGB may make an order for remedying it as the COGB thinks just in the circumstances. Any such order of the COGB is subject to the right of appeal provided for by section 82(4) of the 1992 Act.

RULE 23. STRIKES AND INDUSTRIAL ACTION - REPUBLIC OF IRELAND

The responsibility for the membership of the Republic of Ireland is vested in the Irish Regional Committee of the Union for compliance with the laws thereof including the Industrial Relations Act 1990. The following memorandum complies with the requirement of the Act.

1. The provisions of this rule shall apply notwithstanding any other provision contained in these rules.
2. In this rule the terms "strike" and "industrial action" shall have the same meaning as in the Industrial Relations Act 1990.
3. In this rule the term "member" shall have the same meaning as in rule 13.2.
4. The provisions of this rule shall apply to the Republic of Ireland only.
5. The Union shall not organise, participate in, sanction or support a strike or

other industrial action without a secret ballot, entitlement to vote in which shall be accorded equally to all members whom it is reasonable at the time of the ballot to believe will be called upon to engage in the strike or other industrial action.

6. The Union shall take reasonable steps to ensure that every member entitled to vote in the ballot vote without interference from, or constraint imposed by, the Union or any of its members, officials or employees and, so far as is reasonable possible, that such members shall be given a fair opportunity of voting.
7. The Amalgamated Transport and General Workers Union shall have full discretion in relation to organising, participating in, sanctioning or supporting a strike or other industrial action notwithstanding that the majority of those voting in the ballot, including an aggregate ballot referred to in paragraph 8 of this rule, favours such strike or other industrial action.
8. The Amalgamated Transport and General Workers Union shall not organise, participate in, sanction or support a strike or other industrial action against the wishes of a majority of the union's members voting in a secret ballot except where, in the case of a ballot by more than one trade union, an aggregate majority of all the votes cast favours such strike or other industrial action.
9. Where the outcome of a secret ballot conducted by the Union or in the case of ballots conducted by the Union and any number of other trade unions which are affiliated to the Irish Congress of Trade Unions an aggregate majority of all the votes cast is in favour of supporting a strike organised by another trade union, a decision to take such supportive action shall not be implemented by the Union without the sanction of the Irish Congress of Trade Unions.
10. As soon as practicable after the conduct of a secret ballot the Union shall take reasonable steps to make known to the members of the Union entitled to vote in the ballot
 - (a) the number of ballot papers issued
 - (b) the number of votes cast
 - (c) the number of votes in favour of the proposal
 - (d) the number of votes against the proposal, and
 - (e) the number of spoiled votes.
11. Nothing in this rule shall constitute an obstacle to negotiations for the settlement of a trade dispute nor the return to work by members of the Union party to the trade dispute, and any decision taken in accordance with this rule to organise, participate in, sanction or support a strike or industrial action may be rescinded or amended without the necessity of a further ballot of the members concerned.

RULE 24. ISLE OF MAN

The Registration of the Union within the Isle of Man will be confirmed by the full-time Officer currently residing within the Island and the laws applying thereto including the Trade Union Act 1991.

RULE 25. AMENDMENT OF RULES

No new rule shall be made, nor shall any rule herein contained or hereafter to be made be amended or rescinded, except in accordance with a resolution duly passed at a Rules Conference of the Union.

RULE 26. VOLUNTARY DISSOLUTION

The Union may be dissolved at any time by the consent of five-sixths of the members voting at meetings duly summoned for that purpose.

SCHEDULE I.

ELIGIBILITY AND REQUIREMENTS OF DELEGATES, OFFICERS, ETC.

1. Every candidate for any office in the Union, ie., officers, whether paid or not, or delegates to a Delegate Conference, the Rules Conference, or for membership of the General Executive Council, or of a national trade group, or section, or a Regional Trade Group, or district, or a Regional Committee or other constitutional committee, shall have been a financial member of this Union for at least two years immediately preceding the date of application or nomination, subject to the provisions of Rule 15, Clause 1 and Rule 16, Clause 1 in the case of the General Secretary, and the Executive Finance Director, respectively. A candidate must be employed in or in connection with the trade they desire to represent provided always that for the purpose of suitable and efficient discharge of the duties of a paid officer, the General Executive Council may, at its discretion, invite applications from other or all sections of the membership. A member who becomes unemployed is eligible to stand for office in the Union after they lose their employment, provided that they still retain their full membership as required by rule and continue to seek employment. Members not seeking employment are not eligible. Notwithstanding this Clause, the General Executive Council shall have the power to allow members who are beyond the age of retirement to continue in post as Branch officials.
2. Membership of an organisation which in the opinion of the General Executive Council is contrary, detrimental, inconsistent or injurious to the policy and purpose of the Union will render the member liable to be declared ineligible to

hold any office within the Union either as a lay-member or as a permanent or full-time officer, or such other penalties as in the opinion of the General Executive Council shall seem just.

3. Any member now in office, or any member accepting nomination or being elected to any office in the Union shall conduct all matters relating to the Union or the functions and purpose thereof through the Branch or the appropriate committee or body connected with the Union and only through the Union. Members violating this rule shall be removed from office and their positions declared vacant.
4. Permanent officers, members of the General Executive Council and members of all other constitutional committees of the Union, shall produce their contribution cards when attending meetings of the council or such committees.
5. Every member holding an official position in the Union, or members of the General Executive Council, or any other constitutional committee, not being in compliance as a financial member of the Union as per Rule 19, Clause 12, shall forthwith cease to hold office in the Union for the term for which they were elected.
6. Any permanent officer not being in compliance as a financial member of the Union as per Rule 19, Clause 12, shall forthwith cease to hold office in the Union.

SCHEDULE II. CONTRIBUTIONS AND BENEFITS

It is provided by Rule 19 that the rate of contribution, the types of benefit, the eligibility for benefits and the amount of benefit shall be determined from time to time by the General Executive Council.

As a matter of information to members full details of all T&G contributions and all T&G benefits and services will be published by the General Executive Council from time to time and distributed to all branches.

SCHEDULE III. PROVISIONS FOR THE REMISSION OF TRADE UNION CONTRIBUTIONS DURING SUCH PERIOD AS THERE IS A COMPULSORY CALL-UP FOR SERVICE WITH THE ARMED FORCES

1. (a) Subject to being fully paid up, a member who is called up and is

accepted for service with the Armed Forces shall be entitled to deposit their contribution card and pay no contributions during the period of their call-up.

(b) No benefit shall be payable by the Union during the period the member's contribution card is deposited, other than funeral benefit in the event of the decease of the member during the first six weeks.

(c) On leaving the Service at the end of the period of call-up, and provided the member immediately commences to pay full contributions, they shall become at once entitled to benefits as per the rules and the Scale to which they are contributing.

2. (a) Alternatively, a member who is called up and is accepted for service with the Armed Forces, who is fully paid up, shall be entitled to reduce their trade union contribution to 1p per week during the period of their call-up.

(b) A member who reduces their trade union contribution to 1p per week shall be guaranteed funeral benefit in the event of decease during the period of their call-up. On leaving the Service at the end of the period of their call-up, and provided the member immediately commences to pay full contributions, they shall become entitled to benefits as per the rules and the Scale to which they are contributing.

(c) A member contributing to Scale 2 shall only be entitled to pay a contribution of 1p per week during the period of their call-up, and there shall be no liability on the Union in respect of Incapacity Benefit during such period of call-up. On leaving the Service at the end of the period of call-up, and provided the member immediately commences to pay full contributions, they shall become at once entitled to Incapacity Benefit as per the rules and the Scale to which they are contributing.

TRADE UNION ACT 1913
Certificate of Approval of Political Fund Rules

Name of organisation

TRANSPORT AND GENERAL WORKERS' UNION

I hereby approve the altered rules for the political fund of the above organisation to which this certificate is affixed for the purpose of Section 3(1) of the Trade Union Act 1913.

(Sgd.) M. WAKE
Certification Officer

Date: 7th October, 1986.

FORM E. - Reg. 8

TRADE UNION ACTS (Northern Ireland) 1871 to 1965 Certificate of Registry of Partial Alterations of Rules

TRANSPORT AND GENERAL WORKERS' UNION

(Register No. FTU 43T)

It is hereby certified that the foregoing partial alteration has been registered under the above-mentioned Acts this 23rd day of October, 1986.

(Sgd.) PATRICIA K. McALISTER
Asst. Registrar

TRADE UNION ACT 1913

Trade Disputes and Trade Unions Act (Northern Ireland) 1927

Certificate of Approval of Political Fund Rules

TRANSPORT AND GENERAL
WORKERS' UNION
(Register No. FTU 43T.)

I hereby approve the Rules for the political fund of the above Union contained in the foregoing partial alteration of Rules for the purposes of Section 3 (1) of the Trade Union Act, 1913, as amended by Section 4 of the Trade Disputes and Trade Unions Act (Northern Ireland), 1927.

Given this 23rd day of October, 1986.
(Sgd.) PATRICIA K. McALISTER
Asst. Registrar of Friendly Societies for Northern Ireland.