Usdaw
Rule Book

as amended at the 2013 ADM

Union of Shop, Distributive and Allied Workers

Rules

As amended at the
2013 ADM

Union of Shop, Distributive and Allied Workers, 188 Wilmslow Road, Manchester M14 6LJ

All Previous Rules Rescinded

RULES

PART I

1. Name

This Organisation is an independent trade union. It shall be known by the title of the "Union of Shop, Distributive and Allied Workers". The short title shall be the "Usdaw".

2. Central and Other Offices

The Central Office shall be at "Oakley", 188 Wilmslow Road, Manchester M14 6LJ and the Northern Ireland Registered Office at First Floor, Unit 2, 41 Stockmans Way, Belfast BT9 7ET. Such other offices as are necessary shall be maintained in London and in other centres. In the event of any change in the situation of the Central Office or Northern Ireland Registered Office, notice of such change shall be sent to the Certification Officer or Certification Officer (NI) within 14 days.

3. Objects

The objects of the Union shall be to secure the complete organisation of all workers eligible for its membership within the United Kingdom; to improve the conditions and protect the interests of its members; to obtain and maintain reasonable hours of labour, proper rates of wages, and general conditions of service; to settle disputes between its members and their employers, and to regulate the relations between them by the withholding of labour or otherwise. To promote equal opportunities and equal treatment for all members and oppose discrimination on grounds of sex, race, ethnic origin, disability, age, sexual orientation or religion. To work consistently towards securing the control of the industries in which its members are employed. To further the interests of its members by representation in the United Kingdom, European and Scottish Parliaments or the Welsh Assembly or on Local Governing Bodies, and to employ such portion of the Funds of the Union as may be subscribed in procuring such representation. To provide assistance to members when out of employment through causes over which they have no control, or through unjust treatment, or through any dispute existing between an employer and a member or members of the Union. To provide legal or other assistance when necessary in matters pertaining to the employment of members, or for securing compensation for members who suffer injury by accidents in their employment. To provide educational facilities for members. To make grants to, and share in the management, or take control of

any institution from which members may derive benefit, and to have power to render, as occasion may arise, assistance to other trade unions, and for other lawful purposes; also to provide funds for the relief of members in sickness, disablement, distressful circumstances and for their interment. To compile and keep a register of all members out of employment or desirous of a change of situation and submit names to employers who are making appointments. To aid in, and join with any other union or group of unions having for their objects, or one of them, the promotion of the interests of workpeople within the scope of the Trade Union Acts.

4. Application of the Funds

Section 1. All moneys received on behalf of the Union on account of contributions, donations, admissions or otherwise, save payments made to any scheme and fund established in accordance with the provisions of Rule 41, by the various branches of the Union shall be forwarded (subject to the deduction for branch expenses as set forth in Rule 24) (Part I of Rule Book) to the Central Office, and form one Central Fund for general purposes, and a separate fund for political purposes, which shall be appropriate to no other purpose or purposes than those set forth in this Rule Book.

Section 2. Any Officer misapplying the funds shall repay such funds, and be excluded from the Union without prejudice to her/his liability to prosecution for such misappropriation.

5. Regulation of Wages

Section 1. The Executive Council shall have the power, subject to any special directions of an Annual or Special Delegate Meeting, to formulate minimum wages rates and conditions of labour for all grades of the Union's membership. No other body in the Organisation shall have power to negotiate wages and other programmes unless they have been endorsed and authorised by the Executive Council.

Section 2. Members in any branch must not offer their services or accept situations in any place at a lower rate than the officially agreed minimum for the position to be occupied. Any violation of this Rule must be reported immediately on discovery to the Executive Council, who will cause the case to be investigated, and if the charge is proved to their satisfaction the member shall be suspended from all benefits for such period not exceeding three months as the Council may determine. For a second offence, the member shall be forthwith expelled from the Union and her/his name and the cause of expulsion published in the Journal and in the Annual Report of the Union.

6. Regulation of Working Hours and General Conditions of Labour

It shall be the duty of all members and branches to assist the Executive Council in their efforts to improve the general conditions of employment by reporting to and consulting them as to the best means of remedying all cases of oppression and hardship arising from such causes as unfair or inefficient check, leakage and stocktaking systems; insanitary and otherwise defective premises; understaffing; excessive systematic and unnecessary overtime; the undue proportion of juvenile to adult labour, introduced for the sake of cheapness; and other grievances. Also to secure adequate annual and other holidays with pay; to induce employers when advertising for workpeople to state the amount of wages they are prepared to pay for the respective positions; to raise the minimum age of employment of juveniles; to secure the abolition of fines and deductions, restrictive agreements and secret references; to obtain a maximum working week of 40 hours or less, having particular regard to the case of young persons under 18 years of age; and to improve the content, scope and administration of legislation relating to shops, warehouses, offices, factories and any other premises in which members of the Union are employed.

7. Constitution

Section 1. The Union shall consist of an unlimited number of (a) members, and (b) associates, formed into branches in such manner and situated in such localities as may from time to time be found by the Executive Council to be most conducive to the members' interests. Composite branches composed of various kinds of employees associated in a common form of employment may be formed. For the purpose of assisting the Executive and Divisional Councils in developing the Union's activities, branches may form Federations. The rules of such Federations shall be submitted to the Executive Council for approval. To approved Federations the Executive Council shall be empowered to make such grants-in-aid as they may deem necessary.

Section 2. For the supreme government of the Union there shall be an Annual Delegate Meeting consisting of representatives as provided for in Rule 8 (Part I of Rule Book).

Section 3. For the general administration of the Union's business, and for the government of the Union in the interval between the Annual Delegate Meetings, an Executive Council shall be established as provided by Rule 9 (Part I of Rule Book).

Section 4. The Union shall be divided into Divisions, with seven divisions being established as and from the 2001 September quarter end, the boundaries to be defined by the Executive Council, each of which shall be under the control of a Divisional Council. Divisional Councils shall at all times be subject to the sanction and

control of the Executive Council, and their reasonable expenses paid from the Central Funds. The Divisional Councils shall be constituted and exercise their functions in accordance with Rule 15 (Part I of Rule Book).

Section 5. For the future development of the Union, proper machinery shall be set up to serve adequately the various occupational needs as well as the general interests of the members.

8. Delegates and Delegate Meetings

Section 1. A meeting of delegates from the members shall be held annually for the consideration of the Report and Balance Sheet, and the transaction of such other business as may from time to time be deemed necessary. Each Annual Delegate Meeting shall decide the place for holding the next Annual Delegate Meeting. Failing such decision, the Executive Council shall select a suitable place.

Section 2. In addition to the Annual Delegate Meeting, a Special Delegate Meeting to be held at the same time may, subject to the provisions of Rule 38 regarding alterations of Rules, be summoned (a) by the Executive Council whenever a three-fourths majority of that Council deem it advisable to do so; or (b) on a requisition from not less than 40 branches, duly signed by their officers, and forwarded to the Executive Council. A Special Delegate Meeting to be held at some other time than that fixed for the Annual Delegate Meeting may be summoned (a) by the Executive Council whenever a three-fourths majority of that Council deem it advisable to do so; or (b) on a requisition from not less than 100 branches, duly signed by their officers, and forwarded to the Executive Council.

Section 3 (a). The Delegate Meeting shall consist of representatives from the branches — one delegate from each branch up to 500 members, one additional delegate up to 1,000 members, and one additional delegate for each complete 500 members thereafter. They shall be elected by the branch members at the commencement of each year for a period of 12 months, and in the event of more than one meeting being called in that period, they shall be empowered to attend, provided they remain duly qualified members.

(b). Branches may volunteer to be grouped for the purpose of representation. Delegates from such branches shall be elected at a conference specially called for the purpose within the appropriate Division. Representation from any such grouped branches shall be as for single branches under Section 3 (a) of this Rule.

(c). Branches and Federations who have sufficient funds available may, with the consent of the Divisional Council, assist local branches to be represented at the Annual Delegate Meeting subject to a maximum contribution of 50 per cent of the expenses of one delegate.

Section 4. The Executive Council, National Officers, all permanent officials of the Union, Trustees, Scrutineers and Auditor, together with members of the Divisional Councils shall have the right to attend and take part in any Delegate Meetings, but they shall not be entitled to vote, except in the case of the President who may give a casting vote, if necessary.

Section 5. Provision shall be made for taking votes when required by means of cards showing the number of members represented by delegates.

Section 6. Delegate Meetings shall be conducted in accordance with a code of Standing Orders which may from time to time be altered as the delegates direct, and which shall be administered by a Standing Orders Committee elected in accordance with those Standing Orders.

Section 7. No business other than that stated upon the Agenda shall be transacted at any Delegate Meetings, except as a matter of urgency, and then only if the majority of the delegates present agree to a motion for the suspension of Standing Orders.

Section 8. The expenses of the delegates authorised by Section 3 of this Rule to attend Annual and Special Delegate Meetings shall be borne from the branch funds, covering necessary travelling fares for all delegates in excess of one, and an amount determined from time to time by the Branch Committee which they may deem adequate for other expenses. The necessary travelling fares of one delegate from each branch authorised by Section 3 of this Rule to attend Annual and Special Delegate Meetings shall be borne from the Central Funds.

Section 9. A record of the decisions of Delegate Meetings shall be taken and a copy thereof shall be circulated to each branch, together with a report of the proceedings, as soon as practicable thereafter.

Section 10. The decisions of Delegate Meetings shall be binding upon all the members and branches of the Union.

Section 11. Any elected officer or member of the Executive or Divisional Councils may be removed by a Delegate Meeting.

9. Executive Council

Section 1. The Executive Council shall consist of a President, a General Secretary, and representatives elected as hereinafter provided.

Section 2. No person shall be eligible to serve as a representative elected under the provisions of Section 4 of this Rule who, at the time of nomination for any vacancy required to be filled, is not a full member of the Union, or has not been a member for at least 12 months or has not attended at least 50 per cent of their own branch

meetings in the past 12 months prior to their nomination. Bona fide reasons for absence shall count as attendance.

Section 3. The President and General Secretary shall be elected in accordance with Rules 10 and 11 (Part I of the Rule Book).

Section 4. As from the 2003 Union elections the Executive Council representatives shall be elected by and from each of the divisions of the Union in accordance with a system of proportionate democracy based on the size of divisional membership as follows:

Size of Divisional Membership as at the June Quarter End	Number of Executive Council Members Required
Up to 65,000	2
65,000 but less than 100,000	3
Over 100,000	4

Section 5. Until the 2003 Union elections transitional arrangements shall apply and in the case of the North West Division (established at the 2001 September quarter end with the merger of the North Western and Manchester Divisions) the sitting representatives of the two divisions will form an interim joint representation consisting of four elected members who will remain in office until the completion of their term of office ie 2003 Annual Delegate Meeting.

Should a vacancy be declared a by-election will be held in accordance with Section 8 of this Rule, except that where a vacancy is declared in the North Western or Manchester Divisions within the four months preceding the merger of the two divisions, no steps shall be taken to fill such vacancy until after the merger has taken place, when a by-election will be held in the newly formed North West Division to fill the vacancy.

Section 6. No branch of the Union shall be entitled to have more than one of its members serving at any one time on the Executive Council as an elected member.

Section 7 (a). All branches in the respective Divisions shall have power to make nominations having regard to the number of representatives required from each Division. Voting papers containing the names of candidates shall be prepared and issued by the Central Office to all members eligible to vote.

(b). Voting shall be conducted so as to secure that, so far as is reasonably practicable, those voting do so in secret. Entitlement to vote shall be accorded equally to all eligible members. No member shall be entitled to more than one vote. So far as is reasonably practicable every member who is entitled to vote shall:

(i) be sent a voting paper by post and be given a convenient opportunity to vote by post, or

(ii) have a voting paper made available to her/him and be given an opportunity to vote immediately before, immediately after, or during, her/his working hours and at her/his place of work or at a place which is more convenient for her/him, or

(iii) have made available to her/him immediately before, immediately after, or during, her/his working hours and at her/his place of work or at a place which is more convenient for her/him, or be handed, a voting paper and be given a convenient opportunity to vote by post.

The voting papers shall be returned so as to reach the Central Office not later than the date specified thereon, and voting papers received at the Central Office after such specified date, shall not be accepted. The maximum number of votes allowed to each member shall be equal to the number of candidates to be elected for the office or offices concerned. Subject to the provisions of Section 4, those candidates receiving the largest number of votes shall be declared elected.

Section 8. With effect from the 1991 Union elections, each member of the Executive Council shall hold office for a period of three years commencing immediately after the Annual Delegate Meeting following her/his election, and at the close of her/his term of office she/he shall be eligible for re-election. Should a vacancy occur during the period of office of any representative, a by-election to fill such vacancy shall be held in the Division of the Union of the outgoing representative and the representative elected at such by-election shall serve the unexpired term of office of the outgoing representative. If such a vacancy is declared within four months of the expiring term of office, no steps shall be taken to fill such a vacancy.

Section 9. The Executive Council shall, prior to the holding of an election, appoint an independent Returning Officer to attend to the election of officers and Executive Council etc. The duties of the Returning Officer shall include the submission of voting returns, together with a statement of the number of votes given to the various candidates and of the persons elected, to the Scrutineers of the Union before printing.

Section 10. The Executive Council shall have full control of the business of the Union, and shall have power to do anything not inconsistent with these Rules or the Acts of Parliament under which the Union is certified as an independent trade union. In the event of any question arising on which the Rules are silent or obscure, the Executive Council shall have power to decide thereon.

Section 11. Every decision and order of the Executive Council shall be binding on members and branches, subject to appeal to the next

succeeding Delegate Meeting, or by referendum to the membership, which shall take place at any time on request of 10 per cent of the branches, and every member of the Union, both present and future, agrees that this clause shall be of full force and effect, and shall form the essential basis of the contract between the Union and its members. Any member of the Union being aggrieved at a decision of the Executive Council shall have the right to attend and be heard by them at their next meeting, the expenses of such attendance to be borne by the member, but in the event of her/his appeal being successful the Executive Council shall reimburse her/him for all reasonable out-of-pocket expenses. A poll of the members of the Union on any subject may be taken at any time by the Executive Council.

Section 12. The meetings of the Executive Council shall be held as often as necessary at the Central Office or at such other places as may be most expedient for the transaction of the Union's business. A special meeting may be summoned on the requisition of a majority of the voting members of the Council, which shall give six clear days' notice of such meeting, and shall state the object for which the meeting is called. No business shall be transacted other than that stated on the notice convening the special meeting. A special meeting may be called at any time when considered necessary by the General Secretary. A majority of voting members shall form a quorum. In the event of the President's absence, the Executive Council shall appoint a chair from among their number. For attendance at Executive Council meetings and for delegations within the United Kingdom or abroad, members of the Executive Council shall be paid necessary travelling fares and such allowance for necessary expenses as the Executive Council may from time to time decide, plus compensation for actual loss of wages.

Section 13. The Executive Council shall cause the accounts of the Union to be regularly entered in proper books, examine the state of the accounts, provide for the payment of all liabilities, and determine all investments. They shall have power to purchase or take upon lease in the names of the Trustees for the time being any real or personal property and to sell, let, exchange such property, raise or borrow money by way of mortgage or otherwise on the same. They shall be empowered to engage, discharge, and fix the remuneration of such assistants, organisers and other officers as may be necessary to carry on the business, organisation and propaganda of the Union efficiently and promptly, and, for the same purposes, to divide the country into divisions, districts or areas otherwise defined. They shall also fix the remuneration of the President, Trustees, Auditor and all other officers of the Union. The Executive Council shall pay from the Central Funds to the Trustees or Committee of the Staff Superannuation Fund, in respect of the employees of the Union who are contributors to that Fund, periodical amounts on an agreed basis between the employees and the Executive Council.

Section 14. They shall submit to the Auditor prior to the Annual Delegate Meeting, a duly vouched Statement of Accounts showing the receipts and expenditure, brought down to 31st December preceding, together with a Balance Sheet of the funds and effects of the Union. They shall also submit the aforementioned documents to the Annual Delegate Meeting, together with a report of the affairs of the Union covering the same period.

Section 15. The Executive Council shall also see that due intimation of agitation or dispute is conveyed to them from all branches, through the Divisional or other officers, and shall determine upon such action as they may deem necessary to have such dispute or grievance satisfactorily remedied.

Section 16. It shall be the duty of the Executive Council to see that all business between the Central Office and the branches is promptly attended to, and they shall have power to suspend or remove from office any branch officer neglecting or refusing to comply with the Rules regarding the forwarding of all remittances.

Section 17. The Executive Council shall have the right to be represented by such of their number as they may deem necessary at any meetings of Divisional Councils, Federations and branches, and of any other bodies set up for the purposes of the Union's work.

Section 18. Should a situation arise in which the Union is without a General Secretary by reason of death, dismissal or resignation or in the event of the long-term absence of the General Secretary due to illness or maternity leave or other significant disabling cause, the Executive Council may appoint one of its number to liaise with the Deputy General Secretary and other officers of the Union pending the return of the General Secretary or the election of a new General Secretary. The Executive Council and/or the member of the Executive Council appointed to liaise in the interim, may direct the Deputy General Secretary to undertake such duties of the General Secretary as are necessary for the proper running of the affairs of the Union, save that in those circumstances the Deputy General Secretary shall not be permitted to speak at the Executive Council otherwise than for the purpose of providing factual information or technical or professional advice.

10. President

Section 1. The President shall be elected by a national vote of the members eligible to vote of the Union at the same time, for the same period, and with the same eligibility for re-election as the representatives on the Executive Council.

Section 2. All branches shall have the right to make nominations. Voting papers containing the names of candidates shall be prepared and issued by the Central Office to all members eligible to

vote. Voting shall take place in the manner prescribed in Section 7 (b) of Rule 9 (Part I of Rule Book). The person securing the highest number of votes shall be declared elected. In the event of a vacancy occurring in the office of President, a by-election to fill such vacancy shall be held. The candidate elected shall serve the unexpired term of office of the outgoing President. If such a vacancy occurs within four months of the expiring term of office, no steps shall be taken to fill the vacancy.

Section 3. The persons indicated in Section 2 of Rule 9 shall not be eligible for the office of President.

Section 4. The President shall take the chair at all meetings of the Executive Council, at which she/he shall have a vote, and in case of an equality of votes on any resolution she/he shall have the right also to give a casting vote. She/he shall preside at all Delegate Meetings of the Union, but shall not be allowed to vote thereat except in case of an equality of votes, when she/he shall have the right to give a casting vote. She/he shall sign the minutes of the proceedings of the Executive Council and Delegate Meetings, and the reports issued by authority of the Executive Council. She/he shall have the right to attend any meetings of Divisional Councils, Federations and branches and of any other bodies set up for the purposes of the Union's work, and to attend as a delegate to Trades Union Congresses, to Labour Party Conferences, and, also, to such other national and international bodies as may be determined from time to time by the Executive Council.

11. General Secretary and Deputy General Secretary

Section 1. The General Secretary shall be elected by a national vote of members by way of a statutory postal ballot as prescribed by the Trade Union and Labour Relations (Consolidation) Act 1992 as amended. All branches shall have the right to make nominations. No person shall be eligible to be a candidate in an election for General Secretary unless she/he has received a minimum of 25 valid nominations, and at the time of nomination is a full member of the Union, and has been a member for at least five continuous years, and has attended at least 50 per cent of their own branch meetings in the 12 months preceding their nomination. Bona fide reasons for absence shall count as attendance. She/he shall remain in office during the will and pleasure of the members who, through the Annual or Special Delegate Meetings, have power to dismiss or call upon her/him to resign.

Section 2. The Deputy General Secretary shall be elected by a national vote of branches of the Union. All branches shall have the right to make nominations. Voting shall take place in the manner prescribed in Section 5(b) of Rule 15 (Part I of the Rule Book). She/he shall remain in office during the will and pleasure of the members who, through the Annual or Special Delegate Meetings, have the power to dismiss or call upon her/him to resign.

Section 3. The General Secretary and the Deputy General Secretary shall devote their whole time to the work of the Union, and shall not be eligible to be a Parliamentary Candidate to the United Kingdom, European or Scottish Parliaments or a candidate for election to the Welsh Assembly whilst continuing in office as General Secretary and Deputy General Secretary.

Section 4. The General Secretary shall be in attendance at all Delegate Meetings and meetings of the Executive Council, and shall keep a correct account of the minutes of the proceedings.

Section 5. The General Secretary shall see that all documents, accounts and papers in connection with the Central and other offices are kept in such form and for such purposes as the Rules require, or as the Executive Council may direct. She/he (or her/his accredited representative) shall have power to inspect the documents, books and accounts of any branch whenever she/he deems it advisable or necessary.

Section 6. The General Secretary shall see that attention is given to all the correspondence at the Central and other offices; that a proper record is kept of all important correspondence, and also a record of the name, address and occupation of each member, date of entry, how often entered, with dates of previous entries (if any), and whatever other information the Executive Council may consider necessary regarding the member.

Section 7. The General Secretary shall see that the weekly, monthly, quarterly or other reports of branch secretaries are examined, that the names of all new members are entered in the books, and that the names of all who have ceased to be members of the Union are erased.

Section 8. Every year during the month of January, the General Secretary shall arrange for the preparation of an Annual Report and a Statement of Accounts and Balance Sheet of the Union, up to and including 31st December preceding, showing separately the expenditure in respect of the several objects of the Union, and attested by the Auditor.

Section 9. The General Secretary shall supply gratuitously, through the branch secretaries, copies of the Report and Balance Sheet as audited, for distribution to the members, or a copy to any person having an interest in the Union.

Section 10. The General Secretary shall receive from the branch secretaries notices of all claims and allowances made on the funds of the Union, and shall authorise such claims to be paid, except in such cases as may seem unsatisfactory, when she/he shall bring them before the Executive Council.

Section 11. The General Secretary shall make out a financial statement of the affairs of the Union whenever called upon to do so by the Executive Council.

Section 12. The books and accounts of the Union and register of members' names shall be open to the inspection of any member of the Union, or any person interested in the funds of the Union, at 24 hours' notice, at the Central Office, or at any place where such documents are kept, and it shall be the duty of the General Secretary to produce them.

Section 13. The General Secretary shall keep an account of the attendance of the members of the Executive Council, and shall receive such remuneration for her/his services as the Executive Council shall decide.

Section 14. At all meetings of the Executive Council and Delegate Meetings the General Secretary shall have the right to advise on any resolution or business brought before the meeting, but under no circumstances shall she/he be allowed to vote.

Section 15. The General Secretary shall superintend and direct the work of all employees of the Union.

Section 16. They shall have the right to attend any meetings of Divisional Councils, Federations and branches, and of any other bodies set up for the purposes of the Union's work, and to attend as a delegate to Trades Union Congresses, to Labour Party Conferences, and also to such other national and international bodies as may be determined from time to time by the Executive Council.

12. Central Treasurer

Section 1. The duties of Treasurer shall be carried out by a member of the Central Office staff, appointed by the Executive Council, who shall be responsible for such sums of money as may from time to time be paid into her/his hands by the General Secretary, or by any other person, on account of the Union.

Section 2. She/he shall check the receipts and expenditure of the Central Office with the branch returns and vouchers, as the Executive Council or the General Secretary may direct, and shall see that all balances are promptly and regularly paid into the bank and duly vouched. She/he shall have charge of the bank pass-books and make out cash accounts showing the state of the funds, and submit them to the General Secretary for approval and for presentation to the Executive Council at such times as they may direct. She/he shall sign cheques for each payment made, along with such other persons as may from time to time be appointed by the Executive Council to perform that office.

Section 3. Branches requiring remittances must apply to the General Secretary, who will authorise their issue by the Treasurer in respect of all claims found to be in order.

Section 4. When required by the Executive Council, by demand made, or notice in writing given to her/him, or left at her/his last or

usual place of residence, she/he shall render a just and true account of all moneys received and paid by her/him on account of the Union, and shall also pay over all moneys and deliver up all property for the time being in her/his hands or custody, to such person or persons as the Executive Council may appoint.

13. Trustees

Section 1. Two members of the Union shall act as Trustees. They shall be elected by an Annual or Special Delegate Meeting and hold office during the will and pleasure of the Union as expressed by the majority of the delegates at an Annual or Special Delegate Meeting. They shall remain fully qualified members of the Union, and ceasing to be such shall cease to hold the office of Trustee.

Section 2. In case of a vacancy occurring, by resignation or otherwise, the Executive Council shall have power to elect another Trustee, such Trustee to act only until the next Delegate Meeting.

Section 3. The Trustees shall have vested in them all real and personal estate whatsoever belonging to the Union, for the use and benefit of the Union and members thereof, and upon the death or removal of any of such Trustees, the real and personal estate so vested in them shall vest in the succeeding Trustee or Trustees of the Union, without any conveyance or assignment being necessary.

Section 4. The Trustees shall, from time to time, as required and upon the authority of a resolution of the Executive Council, conveyed to them in writing (and which shall be a complete discharge from all liability on the part of the Trustees on compliance therewith):

(a). Invest, reinvest, and vary the investment of the funds of the Union, as may be resolved upon by the Executive Council, in such securities as may be deemed desirable.

(b). Pay over to the Executive Council, or to such persons as they may appoint, such sums as may be required for the claims and expenses of the Union from the funds applicable thereto.

(c). Purchase or take upon lease any real or personal property and sell, let, exchange, raise or borrow money by way of mortgage or otherwise on the same.

Section 5. No Trustee shall be liable to make good any deficiency which may arise or happen in the funds, but shall be liable only for those moneys or securities actually received by her/him.

14. Auditor and Scrutineers

Section 1. A qualified Auditor, as defined in the Trade Union and Labour Relations (Consolidation) Act 1992, together with two Scrutineers, shall be elected by an Annual or Special Delegate Meeting. Each shall serve a term of two years and be eligible for

re-election. The appointed Auditor may be removed only in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Vacancies shall be provided for in a similar manner to Trustees' vacancies.

Section 2. The qualified Auditor shall have access to all the books and accounts of the Union, and shall examine every balance sheet and annual return of the receipts and expenditure, funds and effects of the Union, and shall verify them with the accounts and vouchers relating thereto, and shall either sign them as found to be correct, duly vouched and in accordance with law, or shall specially report to the meeting in what respects she/he finds them incorrect, unvouched, or not in accordance with law.

Section 3. The Executive Council shall have power at any time if they deem it necessary, to call in a qualified Auditor to inspect the books and accounts of the Union.

15. Divisional Councils

Section 1. In accordance with Section 4 of Rule 7 (Part I of Rule Book), eight (seven with effect from the 2001 September quarter end) Divisional Councils shall be established.

Section 2. Each Divisional Council shall consist of members who shall be elected from and by the branches included in the jurisdiction of the Divisional Council, and the Divisional Officer who shall be appointed by the Executive Council and shall act as secretary. Each Divisional Council shall appoint its own chair annually from amongst their elected members. The President may be present ex officio at the meetings of the Divisional Council and take part in their deliberations, but shall not be allowed to vote.

Section 3. As from the 2003 Union elections the number of Divisional Council members required shall be elected in accordance with a system of proportionate democracy based on the size of divisional membership as follows:

Size of Divisional Membership as at the June Quarter End	Number of Divisional Council Members Required
Up to 65,000	10
65,000 but less than 100,000	12
Over 100,000	14

Section 4. Until the 2003 Union elections transitional arrangements shall apply and in the case of the North West Division (established at the 2001 September quarter end with the merger of the North Western and Manchester Divisions) the sitting members of the two Divisional Councils will form an interim joint Divisional Council consisting of 20 elected members who will remain in office until the completion of their term of office ie 2003 Annual Delegate Meeting.

Should a vacancy be declared a by-election will be held in accordance with Section 5 (c) of this Rule, except that where a vacancy is declared in the North Western or Manchester Divisions within the four months preceding the merger of the two divisions, no steps shall be taken to fill such vacancy until after the merger has taken place, when a by-election will be held in the newly formed North West Division to fill the vacancy.

Section 5 (a). All branches in the respective Divisions shall have power to make nominations having regard to the number of representatives required from each Division. The Divisional Council elections shall be carried out in the following manner.

(b). Voting papers containing the names of candidates shall be prepared and issued by the Central Office to all branches. On receipt of these documents a special branch meeting to which all members of the branch shall be summoned, shall be convened. Only members who attend this meeting shall be entitled to vote. Voting shall be by show of hands. Each branch shall be entitled to cast a vote representing the total membership of the branch, as computed at the quarterly accounting period immediately preceding the issue of the voting papers. Such total membership vote to be cast for candidates chosen by a majority of members present and voting at the special meeting. In any case where there is an equality of votes given by the members present for two or more candidates for any office, the Chair of the meeting shall decide, by means of her/his casting vote, for which candidate the total membership vote of the branch shall be cast. The completed voting papers, which must show the date on which the special branch meeting was held, shall be authenticated by the signatures of the Chair, the Branch Secretary and the Scrutineers, and shall be returned to the Central Office forthwith. Branches which regularly hold sectional meetings and do not hold aggregate branch meetings shall inform the Central Office of the number of special sectional meetings to be held, when they shall be supplied with special voting papers for use at such meetings. These voting papers shall be completed in the following manner. At each of the sectional meetings the votes cast for each candidate by show of hands of the members present, shall be recorded on the sectional voting papers. At the close of the last sectional meeting, the votes cast for each candidate at all the sectional meetings shall be added together and recorded on the branch voting papers provided by the Central Office. The completed authenticated branch voting papers, to which shall be attached the authenticated special voting papers used at the sectional meetings, shall be forwarded to the Central Office in the manner set out in this Rule. Each member shall be summoned to attend the special sectional meeting most convenient to her/him, but the branch officers and committee shall take all steps necessary to ensure that no member shall vote at more than one sectional meeting. In the case of branches which hold both

aggregate and sectional meetings, the voting shall take place at a specially convened aggregate meeting of members only, and all members of the branch shall be summoned to attend thereat. The recording of the votes cast and all other procedure shall be in all respects as laid down in this Rule. The voting papers shall be forwarded so as to reach the Central Office not later than the date specified thereon, and voting papers received at the Central Office after such specified date, or not properly authenticated, shall not be accepted. The maximum number of votes allowed to each member shall be equal to the number of candidates to be elected for the office or offices concerned. Those candidates receiving the largest number of votes for the divisional offices shall be declared elected.

(c). With effect from the 1997 Union elections each member of the Divisional Councils shall hold office for a period of three years and shall be eligible for re-election. Should a vacancy occur during the period of office of any representative, a by-election to fill such vacancy shall be held in the division of the outgoing representative and the representative elected at such by-election shall serve the unexpired term of office of the outgoing representative. If such a vacancy is declared within four months of the expiring term of office, no steps shall be taken to fill such a vacancy.

Section 6. No person shall be eligible to serve as a member of any Divisional Council who, at the time of nomination for any vacancy required to be filled, is not a full member of the Union, or has not been a member for at least 12 months, or who has not attended at least 50 per cent of her/his own branch meetings held during the past 12 months prior to her/his nomination. Bona fide reasons for absence from meetings shall count as attendance.

Section 7. They shall meet as often as is necessary to transact the business of their Divisions at such time and places as may be most convenient. A majority of members shall form a quorum. For attendance at Divisional Council meetings, or for delegations and organising work, they shall be paid necessary travelling fares and such allowance for necessary expenses as the Executive Council may from time to time decide, plus compensation for actual loss of wages. After each meeting of a Divisional Council the secretary of the Council shall forward a copy of the minutes there and then transacted to the General Secretary, and copies to each of the other Divisional Councils for their information.

Section 8. The duties of the Divisional Councils shall be to exercise control over the branches in their Divisions, to arrange programmes in connection with wages and conditions, and to negotiate such programmes with the employers in the areas covered by the respective Divisional Councils. This provision to be subject to the terms of the last sentence of Section 1 of Rule 5 (Part I of Rule Book). The Divisional Councils shall act generally as the medium through which the Executive Council shall be kept in touch with

matters appertaining to the general interests and welfare of the members in the respective Divisions. For the purpose of securing and maintaining effective contact with the branches, Divisional Councils shall convene not more than four conferences in any one year of representatives of branches in their respective Divisions. The necessary travelling fares of one conference representative from each branch shall be paid from the Central Funds of the Union, plus such an allowance for out-of-pocket expenses as may be authorised from time to time by the Executive Council. The travelling and other expenses of all branch representatives in excess of one from any branch shall be payable from branch funds at such rate as may be determined from time to time by the branch committee. The agendas for conferences shall be arranged by the respective Divisional Councils, subject to any directions which may be given by the Executive Council.

Section 9. All moneys necessary for the expenses of Divisional Councils shall be provided from the Central Funds. They shall not under any circumstances receive money from the branches in their Divisions. The Divisional Officers shall keep and render an account of all expenses and of all cash received from the Central Office.

Section 10. No branch of the Union shall be entitled to have more than one of its members serving at any one time on a Divisional Council as an elected member.

16. Branch Government

Section 1. Each branch shall be governed by a chair, vice-chair, secretary, treasurer (or secretary-treasurer), and a committee.

Section 2. Branches shall elect their own officers and committee, subject to the provisions of Rule 20, and the term of office shall be two years in each case from the time of election; the committee to have power to fill up vacancies till the next election. Branches shall accept responsibility for the election of safety representatives and lay union learning representatives and may also arrange, subject to the provisions of Rule 20, for the appointment of shop stewards to represent sections of membership and to assist the branch office-bearers. Where in any branches the Executive Council consider it necessary for the proper conduct of the administrative and/or the financial arrangements of the branch or branches concerned, they may engage, discharge, control and fix the remuneration and conditions of whole-time branch secretaries or accounts clerks, and in all such cases the provisions of this Section as to election and limitation of term of office of branch secretary shall not apply.

Section 3. The financial arrangements of the branch shall be controlled by the branch office-bearers, assisted where necessary by shop stewards, who shall undertake the receipt of contributions from the members and convey them to the branch secretary, along

with reports from the sections of membership to which they are allocated. They shall also meet in some central place within the branch to receive contributions from the members, and to transact any business that may be required, the place of meeting to be settled by the branch and due intimation made in the monthly report of any alteration.

Section 4. Funds for carrying on the local industrial and administrative business of the branch will be provided as set forth in Section 2 of Rule 24 (Part I of Rule Book). These funds must be used in the first instance to defray expenses incurred in connection with the work of the branch, such as conferences, delegations, payment of officers, etc.; and it shall be the duty of branch officers to see that a sufficient amount is kept in hand for these purposes. Should a surplus remain after providing for the above-named and other necessary expenses, it may be used, together with any extra funds obtained by local efforts, voluntary levies, etc., for the promotion of educational classes, social gatherings, etc., likely to further the interests of the Union by benefiting the members of the branch or increasing their numbers, subject to the provisions of Rule 8, Section 3 (c).

Section 5. Branches may draw up a code of working by-laws for local self-government, but before putting them into operation must submit them to the Executive Council, who shall see that they are in harmony with the spirit and fundamental principles of the general Rules of the Union before sanctioning their adoption.

Section 6. Except as otherwise provided by Section 2 of this Rule, the officers of the branch and the shop stewards shall receive such remuneration for their services from the branch funds as the branch committee may decide.

17. Branch Chair and Vice-Chair

Section 1. The chair shall take the chair at all meetings of the branch members or committee. She/he shall see that the Rules of the Union are duly observed, and that all dues and demands are regularly paid up. She/he shall have power to order the branch secretary to convene meetings of the committee or members whenever she/he thinks such meetings necessary for the due conducting of the business of the branch.

Section 2. In case of an equality of votes on any resolution at any meeting of the branch she/he shall have a second or casting vote. She/he shall sign the minutes of the proceedings of the branch. In all decisions arrived at by the members of the branch she/he shall see that the principles of the Union are adhered to.

Section 3. In case of the absence of the chair, the vice-chair shall take the chair at any meetings, whether of the committee or the members of the branch, and shall, for that meeting, be invested

with the power given by Rule to the chair, also in case of sickness or incapacity of the chair she/he shall perform the duties and be invested with the power given by Rule to the chair for the time being.

18. Branch Treasurer

Section 1. It shall be the duty of the treasurer to attend each meeting and audit of her/his branch, receive from the branch secretary all moneys collected by her/him or by any other person on behalf of the branch, and sign therefore, keep a detailed account of the income and outlay and correctly balance her/his books with those of the secretary for the time being.

Section 2. She/he shall see that all money is remitted, as required by the Rules, to the Central Office; that the form for weekly return of receipts and expenditure is properly filled up; that the amounts recorded therein agree with the amounts entered in the contribution book as paid by members; that the amount of funds in hands of the branch is correctly shown; and shall sign the form and see that it is promptly forwarded to Central Office.

Section 3. Where a branch so decides, the duties of branch treasurer may be combined with those of branch secretary, and in such case this Rule and Rule 19 (Part I of Rule Book) shall be construed as one.

Section 4. Where Branch funds are administered from relevant local office, a quarterly statement of accounts and number of members on Branch books be forwarded to Branch Secretaries if requested.

19. Branch Secretary

Section 1. The branch secretary shall keep a correct account of the receipts and expenditure of the branch in the books provided for the purpose by the Union. She/he shall also convene and attend all meetings of the branch committee and members and take minutes of their proceedings, which must be authenticated by the chair at the next meeting. She/he shall keep a register of attendance of officers and committee at all meetings.

Section 2. The books and accounts of the branch and list of the members' names therein shall be open to the inspection of any member at 24 hours' notice, at any place where such documents are kept, and it shall be the duty of the branch secretary to produce them.

Section 3. The branch secretary shall, in consultation with the branch committee, convey to the Divisional or other authorised officer all questions of dispute which arise with employers.

Section 4. The branch secretary shall attend with the treasurer at the place of meeting at such times as the branch may decide upon,

to receive members' contributions, and it shall be the duty of the branch secretary to see that the contributions (subject to the deduction for branch expenses set forth in Section 2 of Rule 24) (Part I of Rule Book), are forwarded to the Central Office at such periods as from time to time may be prescribed by the Executive Council.

Section 5. The branch secretary (acting in conjunction with the treasurer) shall forward to the Central Office at such periods as from time to time may be prescribed by the Executive Council, a report containing a statement of receipts and expenditure for the period, together with the contributions due to Central Funds, and a report of all important events in connection with the branch. A copy of each of these reports shall also be submitted to the branch committee. The branch secretary shall also forward to the Central Office the duplicate of contribution book, made up and balanced and agreeing with the periodical cash statements and showing (a) the names of all members and associates; (b) the scales to which they are contributing; (c) the amount of arrears (if any) owing by each member at the beginning and at the end of the quarter or such other period as may be decided upon; (d) the amount of contributions, entrance fees, etc., paid by each member during the quarter, or such other period as may be decided upon and (e) the ages of all new members. She/he shall also supply with each quarterly or other periodical return a complete list of all admissions, withdrawals and transfers of members, stating the reasons for withdrawal and the names of the branches to or from which members have been transferred.

Section 6. The branch secretary shall supply members of her/his branch with a copy of the Annual Report and the Statement of Accounts and Balance Sheet provided by the Executive Council, at least seven days previous to the Annual Delegate Meeting of the Union.

Section 7. At the end of each financial year of the branch (which shall be the same as that of the Union — 31st December), the branch secretary shall prepare an Annual Report, and Statement of Accounts and Balance Sheet, and shall submit such documents to the annual meeting and forward a copy to the Central Office.

20. Branch Committee, Shop Stewards, Safety Representatives and Lay Union Learning Representatives

Section 1. The officers of each branch, as provided for under Rule 16, shall be elected by the members and associates at an annual meeting. The committee of each branch shall, as far as practicable, be representative of the various occupations of the members governed by the branch activities and shall be elected in one of the following ways:

(a). by the members and associates at an annual meeting, or

(b). by the members and associates of constituencies formed on an occupational and/or geographical basis, as shall from time to time be determined by the branch committee. Nominations for the election of a committee member shall be drawn from amongst that constituency of membership to be represented. The election of a committee member shall take place at a constituency meeting of those members whom she/he will directly represent. The members of each constituency shall only be entitled to vote in the election for the committee member to represent that constituency. Such constituencies may provide for a committee which in number differs from the sum of shop stewards elected by sections, in accordance with Section 4 of this Rule.

Subject to Section 6 of this Rule, officers and committee members shall be eligible for re-election at the end of their term of office.

Section 2. They shall, subject to the Executive Council, have full control of the business of the branch, and it shall be their duty to make full inquiries regarding the health, character and general eligibility of all applicants for membership in their branch. They shall have power to expel any member or associate whom the members find to be acting in such a manner as to endanger the well-being of the branch to which she/he belongs or who deliberately acts in a racist or sexist manner; such decision to expel to be immediately reported to the Executive Council to whom the member shall be allowed the right of appeal; who shall have the power to confirm, suspend or vary the decision of the branch committee and whose decision shall be final and binding on all parties.

Section 3. They shall not take such action as may lead to disputes on trade questions, or involve the Union in financial responsibility, without first consulting the Executive Council.

Section 4 (a). Where branches decide that shop stewards shall be appointed the membership at the establishment concerned shall be divided into sections as shall from time to time be determined by the branch committee, each section to be represented in accordance with Rule 16, Section 2, by one or more shop stewards. Nominations for the election of a shop steward shall be drawn from amongst that section of membership to be represented. The election of a shop steward shall take place at a sectional meeting of those members whom she/he will directly represent. The members of each section shall only be entitled to vote in the election for the shop steward to represent that section. A member elected to the position of shop steward shall not take up her/his appointment unless this is ratified by the branch committee. A shop steward whose appointment is ratified shall hold office for two years and thereafter shall be eligible to stand for election in accordance with the provisions of these Rules. Shop stewards shall at all times be responsible to the branch committee who shall have power at any

time to cancel the appointment of any shop steward who acts, or persuades or endeavours to persuade other persons to act in violation of agreements to which the Union is a party or who acts in such a manner as to endanger the well-being of the branch to which she/he belongs. The branch committee shall have power to fill any casual vacancy which may arise pending the calling of a sectional meeting to elect a person to fill the vacancy.

(b). Where branches decide to appoint shop stewards as in Section 4 (a) above they may appoint a senior shop steward or convener who shall normally be an appointed shop steward of the branch or be appointed specifically to this position. The senior shop steward or convener shall normally be elected by the members of the branch at the annual meeting and shall, at all times, be responsible to the branch committee. The duties of the senior shop steward or convener shall be to chair any meetings of the shop stewards, to regularly meet with the shop stewards and to keep both them and the relevant full-time officer of the Union briefed on any matters that may require their attention. The senior shop steward or convener shall normally be involved in all levels of negotiations that take place within the branch of an industrial relations nature.

Section 5. Nominations for the election of safety representatives and lay union learning representatives shall be drawn from amongst that section of the membership to be represented. The election of safety representatives and lay union learning representatives shall take place at a sectional meeting of those members whom they will directly represent. The members in each section shall only be entitled to vote in the election for the safety representative and/or lay union learning representative to represent that section. A member elected to the position of safety representative or lay union learning representative shall only take up this position after her/his selection has been ratified by the branch committee. The branch committee shall notify the employer of the appointment. An appointed safety representative or lay union learning representative shall hold office for a period of two years and thereafter shall be eligible to stand for election in accordance with the provisions of these Rules. Safety representatives and lay union learning representatives shall at all times be responsible to the branch committee who shall have the power at any time to cancel the appointment of any safety representative or lay union learning representative who acts in such a manner as to endanger the well-being of the branch. The branch committee shall have the power to fill any casual vacancy which may arise pending the calling of a sectional meeting to elect a person to fill the vacancy.

Section 6. No member of the branch shall be eligible for nomination to any of the offices of the branch or for committee unless she/he (except during the first 12 months after the formation of a new branch) has been a member for at least 12 months, and has attended at least 50 per cent of the branch meetings held during

the year prior to the annual meeting of the branch at which the member seeks nomination except that when no other member is nominated for election, in which case members with six months' membership shall be eligible for election. Bona fide reasons for absence from meetings shall count as attendance.

21. Branch Auditors

Section 1. Two auditors shall be elected by the members at the annual meeting of each branch from among the members present who are qualified as per Section 6 of Rule 20 (Part I of Rule Book).

Section 2. They shall have access to all the books and accounts of the branch, and shall examine the copies of statements prepared by the branch secretary and forwarded to the Central Office, and shall initial vouchers for benefit payments signed by members. They shall periodically (at least once a year) call in members' contribution cards and compare the entries therein with the entries in the secretary's contribution book, and see that the amount of arrears (if any) owing by each member is correctly entered. They shall also count the cash in the hands of the branch officers on the last day of the financial year of the branch, examine the Annual Statement of Accounts and Balance Sheet of the branch, and verify them with the accounts and vouchers relating thereto; and shall either sign them as found to be correct, duly vouched, and in accordance with law, and with the Rules of the Union, or shall report to the Executive Council in what respects they find them incorrect, unvouched, or not in accordance with law or Rules.

22. Admission of Members and Associates

Section 1. The qualifications for full membership of the Union shall be as follows:

(a). Without prejudice to the commencing membership of the Union, all workers employed in wholesale and/or retail distributive operations and in the catering trades, administrative, clerical, supervisory, and general commercial employees, and all such productive and manipulative workers who are employed in separate establishments or in premises ancillary to distributive departments as may be determined from time to time, shall be eligible for membership.

(b). The Union will be subject in due course to any modifications of constitution or practice as will make it accord with any general plan of trade union reorganisation formulated by an authority set up by or under the assent of the Trades Union Congress, and which is made applicable to all trade union organisations alike.

(c). Applicants must, in accordance with the Trade Union Acts, be not less than 16 years of age.

(d). Females shall be eligible for membership on the same terms as males.

Section 2. Any person qualified as above shall, subject to the approval of the Executive Council, be eligible as a member of the Union on payment of such entrance fee as may be determined by the Executive Council in any special case for contribution card and Rule Book, accompanied by one week's contribution, according to the Scale of Benefits which the member is able, at the time of admission, to select from the Schedule to Part I of Rule Book: Provided that the Executive Council shall have discretionary power to admit applicants to such Scales of Contributions and Benefits as may be deemed necessary and desirable in special circumstances, and subject to the restrictions set out in the Schedule to Part I of Rule Book. As and from 1st July 1989 members in Scale A or Scale C, shall not be able to transfer their membership to Scale B and members joining the union shall not be admitted to Scale B.

Section 3. Members of other certified independent trade unions may, subject to the approval of the Executive Council, be accorded a transfer to the Union, on the Scale of Contributions and Benefits nearest to the one to which they have been contributing in the other union for at least 12 months at the time of seeking to transfer, and will be entitled to full benefit in accordance with the Rules of the Union, providing:

(a). That they are clear on the books of the Union from which they are transferring.

(b). That they comply with the provisions of Sections 1 and 6 of this Rule.

Section 4. Workers under 16 years of age qualified by the terms of Section 1 (a) and (b) of this Rule may join only as associates on payment of one week's contributions in Scale C, and be eligible as an associate member for contribution card and Rule Book. On attaining the age of 16 years, associates in full-time employment shall transfer to Scale A.

Section 5. Each branch committee shall have power to refuse any applicant for membership, but must immediately report such refusal with the reasons therefore to the Executive Council. In case of an application being refused, notice of the refusal shall be sent to the applicant within 28 days, and the amount paid by her/him shall be returned.

Section 6. Notwithstanding anything in these Rules, the 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 a Disputes Committee of the Trades Union Congress, or a directive of, or in pursuance of advice from, the Trades Union Congress.

23. When Eligible for Benefits

Section 1. With the exception of members entering by transfer under the provisions of Section 3 of Rule 22 (Part I of Rule Book), and save as otherwise provided by this Rule, no member shall be entitled to any financial benefits from the Union until the expiration of 12 calendar months (52 weeks) from the date of her/his admission. Associates transferring to a full membership Scale on attaining the age of 16 years will become entitled to all benefits provided by that Scale, at such date as their membership therein, together with their membership as associates, make up an aggregate period of 52 weeks.

Section 2. Members transferring from a lower to a higher Scale of Contributions will become entitled to all benefits provided by that Scale, at such date as their membership therein, together with their membership in the lower Scale, make up an aggregate period of 52 weeks; but members transferring from a higher to a lower Scale of Contributions will be subject to the rate of benefit in the lower Scale immediately from the date of such transfer. Members of the former Journeymen Butchers' Federation of Great Britain or the former National Amalgamated Union of Shop Assistants, Warehousemen and Clerks, who desire to transfer to one of the Usdaw Scales of Contributions and Benefits set out in the Schedule to Part I of Rules shall be governed by the terms of this Rule.

*24. Contributions and Benefits

Section 1. The Scales of Contributions and Benefits shall be as set forth in the Schedule to Part I of Rule Book, except as otherwise provided in this Rule and in Rule 23 (Part I of Rule Book).*

Section 2. To provide a fund from which to meet local branch industrial and administrative expenses, 17½ per cent shall be deducted from the sum contributed by the members. The remaining 82½ per cent shall go to the Central Funds of the Union. The amount deducted shall be calculated only on money actually received, and not on amounts due from members but unpaid.

Section 3. Except as provided for by Section 3(a) of this Rule members must pay full ordinary contributions during all periods of absence from work including periods of sickness and whilst drawing other benefits, or in receipt of legal aid.

(a). In the case of a member who qualifies for maternity absence with a right to return to work, that member shall have their applicable scale contribution credited by the Union for the period after the birth of the baby and her return to work, for a maximum period of 29 weeks, provided that at the time of the birth of the baby she is not in arrears.

Section 4. All benefits shall be claimed by the branch secretary from the Central Office on forms provided for the purpose.

* See Parts II and III of Rule Book for Special Scales of Contributions and Benefits and Rules applicable thereto in the case of members of the former Journeymen Butchers' Federation of Great Britain and the former National Amalgamated Union of Shop Assistants, Warehousemen and Clerks, who have opted to continue their membership on the Scales of Contributions and Benefits in which they were members of the aforesaid organisations prior to the exercise of such option.

25. Imposing on the Funds

Should any member impose on the funds of the Union in any manner, the Executive Council shall insist on the refunding of the full amount that the member has obtained by the imposition, and she/he shall be expelled from the Union without prejudice to her/his liability to prosecution for such imposition.

26. Sickness Grant

Section 1. Details of the grants available to a member are detailed in the Schedule to Part I of the Rule Book.

Section 2. It shall be the responsibility of each member claiming a grant to provide evidence of absence from work due to sickness or infirmity, by the production of medical certificates or written confirmation from their employer or the DSS. Such evidence to be furnished to the Branch Secretary or regional Union office as soon as possible, so that a claim can be made to the Central Office for the appropriate grant.

Section 3. For weekly periods of absence from work which extend beyond an initial 6 continuous weeks, these shall be aggregated and count towards the next appropriate grant within the 52 week period that began from the date of commencement of the original absence. Each such period to be covered by evidence of absence from work as detailed in Section 2 of this Rule. On expiry of the 52 week period, except as provided for by Section 4 of this Rule, a member shall become entitled to a repetition of the grants available.

Section 4. After a continuous period of absence from work of 52 weeks entitlement to these grants shall cease. However, if a member returns to work for a continuous period of 26 weeks or more thereafter, entitlement to further grants would resume. Written confirmation of the period in work must be provided by the employer at the time a claim is made for a further grant.

27. Death Grant

Section 1. Upon satisfactory proof of the death of a member qualified by length of membership, as per Rule 23 (Part I of Rule Book), the funeral grant provided in the Contributions and Benefits Scales in the Schedule to Part I of the Rule Book shall be paid from the Central Funds to the person nominated by the member, or in default of such nomination, and of a will, to the person or persons who shall appear to the Executive Council entitled to receive it, and

when once payment has been made the Union shall not be liable to any further claim under this Rule. No funeral grant shall be payable if the member's contributions are more than 26 weeks in arrears at the time of her/his decease. If the contributions are 26 weeks or less in arrears, the amount owing shall be deducted from the funeral grant.

Section 2. (a) **Industrial Accident Death Grant** – Upon satisfactory proof of the death of a member as a result of personal injury caused on or after 2nd April, 1979, by accident arising out of and in the course of the member's employment qualified by length of membership, as per Rule 23 (Part I of Rule Book) the industrial accident death grant provided in the Contributions and Benefits Scales in the Schedule to Part I of Rule Book shall be paid from the Central Funds to the person nominated by the member, or in default of such nomination, and of a will, to the person or persons who shall appear to the Executive Council entitled to receive it, and when once payment has been made the Union shall not be liable to any further claim under this Rule. No death grant shall be payable if the member's contributions are more than 26 weeks in arrears at the time of her/his decease. If the contributions are 26 weeks or less in arrears, the amount owing shall be deducted from the death grant. For the purposes of this Section any accident falling within the provisions of the Social Security Act 1975 shall be deemed to have arisen out of and in the course of the member's employment. Where payment is made of the industrial accident death grant there shall be no entitlement to the funeral grant referred to in Section 1.

(b) **Non-Industrial Accident Death Grant** – Upon satisfactory proof of the death of a member as a result of personal injury caused from the first week of the September Quarter 2009, by accident arising other than out of and in the course of the member's employment qualified by length of membership, as per Rule 23 (Part I of Rule Book), the non-industrial accident death grant provided in the Contributions and Benefits Scales in the Schedule of Part I of Rule Book shall be paid from the Central Funds to the person nominated by the member, or in default of such nomination, and of a will, to the person or persons who shall appear to the Executive Council entitled to receive it, and when once payment has been made the Union shall not be liable to any further claim under this Rule. No death grant shall be payable if the member's contributions are more than 26 weeks in arrears at the time of her/his decease. If the contributions are 26 weeks or less in arrears, the amount owing shall be deducted from the death grant. Where payment is made of the non-industrial accident death grant there shall be no entitlement to the funeral grant referred to in Section 1.

Section 3. No money shall be paid by the Union upon the death, otherwise than at sea or with the Armed Forces abroad, of a member whose name is or ought to be entered in any Register of Deaths, except upon production of a certificate of death under the

hand of a Registrar of Deaths or other person having the care of the Register of Deaths in which such death is or ought to be entered.

Section 4. A member may make a special nomination as to who shall receive their Death Grant, by completing a form provided by the Central Office. The completed form to be held by the Central Office. At any time a nomination may be revoked by the member concerned by writing in to the Central Office.

28. Dispute Benefit

Section 1. In the event of a dispute between an employer and the whole or any part of her/his workpeople as to wages, hours or other working conditions, the Executive Council may call upon all members of the Union directly or indirectly concerned, or any part of them, as may be deemed necessary, to withdraw their labour. Should any member refuse to obey such instructions she/he shall forthwith be expelled from the Union. The Executive Council shall have the power to declare any strike at an end whenever they think fit in the members' interests.

Section 2. Members and associates concerned in the dispute shall receive payments at the rate according to Scale set forth in the Schedule to Part I of Rule Book as long as the strike shall last, except that in the case of those members of the Journeymen Butchers' Federation of Great Britain who, at the date of fusion of that Organisation with the former National Union of Distributive and Allied Workers, that is, 1st July, 1946, exercised the first of the two options specified in Paragraph 3 (1) of the Scheme of Fusion, namely, to continue on the Scales of Contributions and Benefits in which they were members of the Federation immediately prior to exercising the aforesaid option, the payments shall be according to Scale and conditions and for the period specified in the Rules contained in Part II of Rule Book and in the Schedule thereto; and except, also, that in the case of those members of the National Amalgamated Union of Shop Assistants, Warehousemen and Clerks who, at the date of amalgamation of that Union with the National Union of Distributive and Allied Workers, that is 1st January, 1947, exercised the first of the two options specified in Paragraph 4(2)(i) of the Terms of Amalgamation, namely, to continue on the Scales of Contributions and Benefits in which they were members of the National Amalgamated Union of Shop Assistants, Warehousemen and Clerks immediately prior to exercising the aforesaid option, and payments shall be according to Scale and conditions and for the period specified in the Rules set forth in Part III of Rule Book.

Section 3. Should a member return to her/his situation, or obtain elsewhere regular and suitable employment, her/his dispute benefit shall cease from the day on which she/he starts to earn wages; but should the employment secured prove to be only temporary or of short duration she/he may, on its termination, be again placed upon the special benefit, and draw the benefit until the strike is declared

at an end: Provided in all cases that the second application for benefit is made before the expiration of 12 months from the commencement of the strike.

Section 4. No dispute benefit shall be paid to any member who tenders her/his notice or throws up her/his situation without having first obtained the sanction of the Executive Council, nor to any members who engage in a strike in defiance of the authority of the Executive Council, or who refuse to discontinue a strike when instructed to do so by the Executive Council, and the Executive Council shall have power under these Rules to expel them from the Union.

Section 5. In the event of any employer locking out the whole or any part of her/his workpeople in consequence of a dispute as to the working conditions, members of the Union so deprived of their means of livelihood shall be granted benefits as set forth in Section 2 of this Rule, if the Executive Council are satisfied that the negotiations have been properly conducted, and that the lockout has not been brought about by the members' unauthorised action.

Section 6. If non-members of the Union agree to hand in their notices or abstain from working during the continuance of a strike engaged in by members of the Union, the Executive Council may grant them, if deemed advisable, a weekly allowance, but in the case of a lockout no grants shall be made to non-members.

Section 7. Should a member be able to prove to the satisfaction of the Executive Council that she/he has lost her/his situation through action taken with their sanction in the interests of the Union they shall have power to grant her/him dispute benefit on the same Scale and under the same conditions as are set forth in Sections 2 and 3 of this Rule.

Section 8. Every member drawing dispute benefit must personally report herself/himself each day to the secretary of her/his branch, at such time and place as the secretary may direct, as long as she/he continues to claim the benefit. If a member neglects or refuses to accept any employment (temporary or permanent) within her/his powers, at fair wages, which the committee of the branch to which she/he belongs consider proper for her/him to undertake, her/his benefit shall immediately be suspended, and she/he shall have no further claim on the benefit. A member whose benefits have been suspended under this clause shall, however, have the right to appeal to the Executive Council against the branch committee's decision.

29. Permanent Disablement Grant

Section 1. Partial Disablement – If a member suffers permanent disablement as a result of the complete loss of use of or complete severance of one foot or one leg or one hand or one arm or is

deprived of the sight in one eye, a claim for this grant as detailed in the Schedule to Part I of the Rule Book may be made. It shall be the responsibility of each member claiming this grant to provide a certificate signed by a duly qualified doctor.

Section 2. Total Disablement – If a member suffers permanent disablement as a result of the complete loss of use of or complete severance of more than one hand, arm, foot or leg or is deprived of the sight in both eyes, a claim for this grant as detailed in the Schedule to Part I of the Rule Book may be made. It shall be the responsibility of each member claiming this grant to provide a certificate signed by a duly qualified doctor.

Section 3. The Executive Council shall have the power, if they so desire, to order any member claiming a grant under this Rule to be examined by a doctor. The refusal of a member to accept an examination shall annul her/his entitlement to a grant under this Rule.

Section 4. No member shall be entitled to claim a grant under this Rule in respect of an injury sustained through misconduct, or as a result of an injury sustained before joining this Union, or whilst serving in the armed forces of this country.

Section 5. No member shall be entitled to claim a grant under this Rule if a period of three years or more has elapsed from the date of commencement of circumstances giving rise to an entitlement to claim.

30. Legal Assistance

Section 1. The Union provides legal assistance to those members who are clear on the books of the Union. The legal assistance includes the authorisation of the employment of a solicitor to assist members in a ‘qualifying claim’ under the Union’s ‘Legal Plus Service’. A ‘qualifying claim’ is one which falls into those categories of services provided for by the ‘Legal Plus Service’.

Section 2. In providing legal assistance under the Union’s ‘Legal Plus Service’ the Union undertakes to meet (in accordance with arrangements satisfying prescribed conditions) liabilities which members of the Union who are parties to proceedings (whether commenced or contemplated) may incur to pay the costs of other parties to the proceedings. The Union shall make provision in connection with the proceedings against the risk of having to meet such liabilities.

Section 3. The level and extent of the Union’s ‘Legal Plus Service’ including the categories of ‘qualifying claims’ and the conditions required to be fulfilled by members to secure legal assistance shall be determined from time to time by the Executive Council and shall be set out in the Union’s ‘Legal Plus’ Handbook from year to year. For the avoidance of doubt the applicable ‘Legal Plus’ Handbook

shall be the 'Legal Plus' Handbook which is current at the time the application for legal assistance is made.

Section 4. A member desirous of obtaining the benefit of legal assistance shall make application to the Central Office for the grant of this benefit and supply all such particulars and information as may be required by the Central Office. The Executive Council – or in the intervals between Executive Council meetings, the General Secretary may, if the merits of the application are considered to justify such a course, authorise the employment of a solicitor, or place the case in the hands of the Union's solicitors to act on behalf of the member concerned. The Executive Council may delegate the decision as to whether to authorise the employment of a solicitor in any particular case to the Union's Legal Officer.

Section 5. Where authority is given for the employment of a solicitor, the solicitor will undertake the work in accordance with the terms of funding arrangements approved by the Executive Council and agreed between the Union and the solicitor and, where appropriate, between the solicitor and the member from time to time.

Section 6. Where costs are payable by the Union under the funding arrangements referred to in Section 5 above they shall be paid from the Central Funds.

Section 7. The Executive Council shall have the power to institute or defend any legal proceedings they may deem to be in the interests of the members. But no claim for legal assistance in respect of any incident or circumstance which happens previous to a member being admitted to the Union, or whilst she/he is out of benefit, shall be entertained. Without prejudice to Section 3 above, a member whilst in receipt of legal assistance, shall be required to pay full ordinary contributions as required by Rule 24, Section 3, and in the event of failure to do so, legal assistance may be withdrawn.

Section 8. No claim for compensation for injuries to members will be taken up by the Union unless a declaration authorising the proceedings is made by the member.

Section 9. No claim for legal assistance in respect of any accident or disablement, or other circumstance which happens previous to a member being admitted to the Union, or whilst she/he is out of benefit, shall be entertained. A member whilst in receipt of legal assistance shall be required to pay full ordinary contributions as required by Rule 24, Section 3, and in the event of failure to do so, legal assistance may be withdrawn.

31. Members Leaving Employment and Members Changing Occupation

Section 1 (a). A member of the Union, ceasing to be an employed

person (a) by entering into business on their own account, or (b) by becoming the employer of another person or persons, shall thereupon cease to be a member of the Union, save that if she/he has been a member of the Union for not less than five years in a Scale of Contribution which provides for the payment of grant on the death of the member, she/he may elect to pay subject to the provisions of paragraph (b) a special contribution of 35p per week for Scale A, 20p per week for Scale B and 7p per week for Scale C, for a member who ceases to be an employed person on or after 30th June, 2007, to maintain entitlement to the funeral or death grant applicable to the Scale in which she/he is contributing at the current rate. When such member has been a contributor to the funds of the Union in one or other of the Scales specified above for a continuous period of 30 years no further contribution shall be necessary to qualify for the aforesaid funeral or death benefit.

(b). Members who have elected to pay a special contribution rate at the time of ceasing to be an employed person prior to 30th June, 2007, shall continue to pay the same amount to maintain their then existing entitlement to death benefit or death grant.

Section 2. Any member ceasing to be an employed person (a) by entering into business on their own account, or (b) by becoming the employer of another person or persons, electing to pay the special contribution, or any such member being excused further contribution for funeral or death benefit as provided in Section 1 of this Rule, shall have no right to vote or to take any part in the management of the Union.

Section 3. Members of the Union who transfer to occupations outside the scope of membership as provided in Section 1 (a) of Rule 22 (Part I of Rule Book), shall be entitled to remain members, but shall have no voice in the management of the Union, and shall not be eligible for election either as delegates or as officials. Such members must notify the branch secretary of any such change of occupation.

Section 4 (a). A member of the Union ceasing to be an employed person by retiring from employment, compulsorily or voluntarily, with or without a pension or superannuation allowance, shall be entitled to remain a member subject to the provisions of paragraph (d) on payment of a special contribution of 35p per week for Scale A, 20p per week for Scale B and 7p per week for Scale C for a member who ceases to be an employed person on or after 30th June, 2007, providing that if she/he has been a contributor in one of the full membership Scales for a period of 30 years she/he shall be excused any further contribution and be issued with a Free Life Membership Card.

(b). Members who, under this Section, are excused contributions or pay the special contribution and who have contributed for not less than five years in a Scale of Contributions which provides for the

payment of grant on the death of a member shall qualify for such grant in accordance with the Scale to which they have last contributed.

(c). A member of the Union paying the special contribution under Clause (a) of this Section who subsequently returns to employment shall be transferred to the Scale as appropriate under Rule 22 (Part I of Rule Book) and remain in such Scale as appropriate under Rule 22 so long as employment continues, without prejudice to any funeral or death grant payable as provided in Clause (b) of this Section, subject to:

(i) the payment of only one grant, which shall be the higher rate of grant to which she/he is entitled.

(ii) on re-commencing the payment of a special contribution rate she/he may elect to pay the special contribution rate applicable under Clause (a) of this Section, or to revert to the special contribution rate and benefit or grant previously applicable.

(d). Members who have elected to pay a special contribution rate at the time of ceasing to be an employed person prior to 30th June, 2007, shall continue to pay the same amount to maintain their then existing entitlement to death benefit or death grant.

32. Arrears

Section 1. Any member in arrears with ordinary contributions to the extent of six weeks or less, or in arrears with any levies due, on any date when a claim for benefit (other than death grant) arises and is made, shall not be entitled to receive benefit until the whole amount of arrears has been actually paid by her/him or on her/his behalf.

Section 2. Any member who is seven weeks or more, but not exceeding 13 weeks, in arrears with ordinary contributions on any date when a claim for benefit (other than death grant) arises and is made, shall not be entitled to receive benefit until all arrears are actually paid by her/him or on her/his behalf and a penalty waiting period of six weeks has elapsed from the date of arrears payment, and benefit shall not be paid retrospectively over the said waiting period, but only forward from the end of such period if the reason for the claim (sickness, disability, etc.) still continues, and provided that the member is not again in arrears.

Section 3. Any member whose contributions are over 13 weeks in arrears shall be liable to be struck off the books if the Executive Council so decide but if allowed to remain on the books shall be disentitled to any benefits (other than death grant) for a period of 13 weeks from the date on which such arrears are paid, and thereafter shall be entitled to benefit only if clear on the books.

Section 4. In accordance with the provisions of Section 1 of Rule 27 (Part I of Rule Book), no death grant shall be payable if the member's contributions are more than 26 weeks in arrears at the

time of her/his decease. If the contributions are 26 weeks or less in arrears, the amount owing shall be deducted from the death grant.

Section 5. The responsibility of keeping payments up to date shall rest with the member, and not with the branch secretary or shop steward.

33. Branches Seceding

In any case where a majority of the members of a branch determine to secede from the Union, the books, documents, money and property shall be held by the minority on behalf of the Union, and should the entire branch secede from the Union the Executive Council shall claim all books, documents, money and property without any power of appeal against such proceedings in either case.

34. Connection with Other Organisations

Section 1. No portion of the Union's funds (local or national) shall be expended either directly or indirectly under this Rule or otherwise in furtherance of any of the political objects defined in the Trade Union and Labour Relations (Consolidation) Act 1992 as amended, and set out in Section 1 (a) of Rule 35, (Part I of Rule Book), unless and until the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended, have been complied with and Rules under that Act are duly in force.

Section 2 (a). In places where trades councils and similar organisations are or may be established for industrial purposes branches of the Union (either singly or combined) are empowered to be represented if they so resolve, the necessary subscriptions to be paid from the local branch funds.

(b). In places where local Labour Parties and similar organisations are or may be established, branches of the Union (either singly or combined) are empowered to claim upon the Central Political Fund (Account No. 2) for such sums as are necessary for political affiliations and for grants for such political purposes as are compatible with support for the Labour Party and as may be decided upon by the branch at a regularly called meeting of members of the branch.

(c). For the purpose of meeting claims under Section 2 (b) of this Rule, and for other political payments provided for hereafter, the Political Fund of the Union shall be divided into two accounts referred to herein as Account No. 1 and Account No. 2, the latter of which shall be created by the allocation at each quarter end of 10p, 12p as and from the September 2004 quarter end allocation, per political member from the political contribution paid by such members of each branch, to be drawn upon as determined under the terms of Section 2 (b) of this Rule, the remaining 94p, 118p to apply as and from the September 2004 quarter end allocation, to be allocated to Account No. 1.

(d). No branch shall be paid from the Political Fund more than the amount standing to the credit of such branch in Account No. 2 at the time of the claim being made. The Executive Council shall make such regulations as they deem necessary for the requisition by branches of the appropriate allocation and for the proper accountancy of this Fund.

Section 3. The Executive Council shall, with the consent of a majority of the delegates assembled at an Annual or Special Delegate Meeting, be empowered to pay from the Central Funds of the Union the affiliation fees and delegates' fees necessary to enable the Union as a whole to become affiliated with Trades Union Congresses, Labour Parties, or such other federations as may from time to time be determined. The authorised expenses of delegates to the meetings of such bodies shall be paid from the Central Funds.

Section 4 (a). The representatives to be sent on behalf of the Union to the Annual or other Congresses or meetings of any of the bodies referred to in Section 3 of this Rule (with the exception of those specified in Sections 9 and 10 of this Rule) shall be the President, the General Secretary, and a number of representatives as set out in Section 5 of this Rule, elected by a vote of the branches of the Union subject to the provisions of Section 7 of this Rule which shall take place each year in the manner prescribed in Section 5 (b) of Rule 15 (Part I of Rule Book).

(b). The Executive Council shall have the right to make recommendations concerning propositions as shown on the Agenda Papers of Trades Union Congresses and Labour Party Conferences, but decisions for support or otherwise shall only be taken by the elected delegates and representatives of the Union who shall have full power to determine the Union's vote at the appropriate conference on all matters on which there is no direct mandate from the Annual Delegate Meeting. The nominations for the Executive Committees of Labour Parties and the General Councils of Trades Union Congresses, General Purposes Committees, and delegations, as set forth in the Agenda Papers of Trades Union Congresses and Labour Party Conferences, shall be placed before the elected delegates and representatives of the Union, so that they shall cast their votes in support of the appropriate number of nominations, as indicated on that section of the Agenda Paper, at the delegation meeting held prior to the Congress or Conference concerned.

Section 5. Of the representatives to be elected in accordance with the foregoing provisions, the numbers allocated to rank-and-file members shall be in accordance with the following Table:

Delegation to be elected	Not more than		Total
	Rank and File	Full-time Union Employees	
(i) British Trades Union Congress	19	6	25
Scottish Trades Union Congress	10	3	13
Irish Congress of Trade Unions	6	1	7
Wales Trades Union Council	4	1	5
(i) Labour Party Annual Conference	19	6	25
Scottish Labour Party Conference	6	2	8
(ii) National Conference of Labour Women	8	4	12
Annual Conference of Representatives of Unions Catering for Women Workers:			
(ii) (a) British TUC	8	4	12
(b) Scottish TUC	6	2	8

The above Rank and File representatives shall be elected on the following basis:

(i) One man and one woman from each of the Union's divisions and one additional woman from each of the five divisions in the Union with the largest number of members based on the June quarter end membership.

(ii) One representative from each division of the Union and one additional woman from the division with the largest number of members based on the June quarter end membership.

The Executive Council shall also be empowered to take such steps as may be necessary to ensure that the Union's delegations to the TUC and the Labour Party comprise a gender balance which reflects the gender balance of the Union's membership as a whole.

The Full-time Union Employee representatives in the above table shall be appointed by the Executive Council.

Section 6. Nomination for the British Trades Union Congress Delegation or Scottish Trades Union Congress Delegation shall debar any person from standing as a candidate for the Labour Party Annual Conference Delegation or Scottish Labour Party held in that year, or vice versa.

Section 7 (a). Nominations for the Scottish Trades Union Congress or Scottish Labour Party Conference and the Annual Conference of Representatives of Unions Catering for Women Workers, held under the auspices of the Scottish Trades Union Congress or Scottish Labour Party, shall be restricted to the members and staff resident in Scotland and only branches in Scotland shall participate in the elections.

(b). Nominations for the Irish Congress of Trade Unions shall be restricted to the members and staff resident in Northern Ireland and only branches in Northern Ireland shall participate in the election.

(c). Nominations for the Wales Trades Union Council shall be restricted to the members and staff resident in Wales and only branches in Wales shall participate in the election.

(d). Nominations for the Labour Party Annual Conference shall be restricted to the members and staff who are individual members of the Labour Party and whose fully paid-up Labour Party membership card is forwarded to Central Office at the time of nomination.

(e). The Rank and File representatives to attend the British Trades Union Congress, the Labour Party Annual Conference, the National Conference of Labour Women, the British TUC Women's Conference, in accordance with the table in Section 5 above, shall be elected from and by the branches in the respective divisions.

Section 8. No person shall be eligible to serve as a member of any delegation referred to in Section 5 of this Rule who, at the time of nomination, is not a full member of the Union, or has not been a member for at least 12 months.

Section 9. In addition to the persons elected to be delegates to national Labour Party Conferences members of the Panels under the Representation Scheme for the United Kingdom, European and Scottish Parliaments and the Welsh Assembly who are adopted prospective candidates for these bodies shall also be appointed as delegates to the appropriate conferences.

Section 10. In addition to the delegates provided for in this Rule by election or appointment, the Executive Council shall have the right to appoint additional delegates from their number or on their behalf to Trades Union Congresses or Labour Party Conferences. Members of the Executive Council (or any appointee of theirs) shall not, however, be eligible for nomination in the election of delegates to Trades Union Congresses or Labour Party Conferences.

Section 11. The Executive Council shall also be empowered to pay from the Political Fund (Account No. 1) of the Union such sums as may be necessary towards the expenses of the election to the United Kingdom, European and Scottish Parliaments and the Welsh Assembly of one or more representatives, whose candidature shall be promoted either by the Union alone or in conjunction with any other union or unions.

Section 12. The Annual Delegate Meeting, or failing which, the Executive Council, shall make provision for the number of candidates for the United Kingdom, European and Scottish Parliaments and the Welsh Assembly, the method of selection, the necessary arrangements required to control candidates, their expenses and the positions necessary for their employment in the event of their being elected to any of these bodies or failing to gain re-election and shall make all other such arrangements as are desired and necessary in the interests of candidates and Members of these bodies.

Section 13. In cases where other trade unions apply for assistance, the Executive Council, after due investigation as to whether assistance should be rendered, shall have power to vote such sum as they deem desirable.

Section 14. In the event that Trades Union Congress or Labour Party rules or policies conflict with this Rule the Executive Council shall have the power to take such steps as they see fit to ensure that the Union's delegations attending Trades Union Congresses or Labour Party Conferences comply with such rules and policies.

35. Political Fund

This Rule shall not apply in Northern Ireland.

Section 1. The objects of the Union of Shop, Distributive and Allied Workers shall include the furtherance of the political objects to which Section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992 (the Act) applies, that is to say,

the expenditure of money –

(a) on any contribution to the funds of, or on the payment of 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 her/his 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” includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;

“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 European Parliament or member of a local authority or any position within a political party.

Section 2. Any payments in the furtherance of such political objects shall be made out of a separate fund of the Union (hereinafter called the Political Fund).

Section 3. As soon as is practicable after the passing of a resolution approving the furtherance of such political objects as an object of the Union the Executive Council shall ensure that a notice in the following form is 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 Union 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 Union but every member of the Union 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 Head Office or any Branch Office of the Union or from the Certification Office for Trade Unions and Employers’ Associations, 22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ.

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 and shall include the following minimum requirements. The notice shall be published in the Union’s main 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, receives a copy of the notice, and shall supply a copy to any member on request. The Executive Council shall provide the Secretary of each Branch with a number of copies of the notice sufficient for these purposes.

Section 4. Any member of the Union may at any time give notice on the form of exemption notice specified in Section 5, or by a written request in a form to the like effect, that he/she objects to contribute to the political fund. A form of exemption notice may be obtained by, or on behalf of, any member, either by application at, or by post from, the Central Office or any Branch Office of the Union, or from the Certification Office for Trade Unions and Employers' Associations, 22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ.

Section 5. The form of exemption notice shall be as follows:

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS.
POLITICAL FUND EXEMPTION NOTICE

I hereby give notice that I object to contributing to the Political Fund of the Union and am in consequence exempt, in the manner provided by Chapter VI of the Trade Union and Labour Relations (Consolidation) Act 1992, from contributing to that Fund.

Signature .....

Name of Branch .....

Membership No. .....

Address .....

Date .....

Section 6. Any member may obtain exemption by sending such notice 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 in the notice, and shall inform the General Secretary of the name and address of that member.

Section 7. On giving such notice, a member shall be exempt, so long as her/his notice is not withdrawn, from contributing to the political fund of the Union as from either (a) the first day of January next after notice by the member is given, or (b) in the case of a notice given within one month after the notice given to members under Section 3 or after the date on which a new member admitted to the Union is supplied with a copy of these rules under Section 13, as from the date on which the member's notice is given.

Section 8. The 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 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 her/him is a contribution to the political fund of the Union, it is hereby provided that 8p (10p as and from the September 2004 quarter end allocation) of each (weekly) contribution is a contribution to the political fund, and that any member who is exempt shall be relieved from the payment of the sum of 8p (10p as and from the September 2004 quarter end allocation), and shall pay the remainder of such contribution only.

Section 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) by reason of her/his being so exempt.

Section 10. Contribution to the Political Fund of the Union shall not be made a condition for admission to the Union.

Section 11. If any member alleges that she/he is aggrieved by a breach of any of these rules for the Political Fund, being a rule or rules made pursuant to Section 82 of the Act, she/he 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 she/he considers that such a breach has been committed, make such order for remedying the breach as she/he thinks just in the circumstances. Any such order of the Certification Officer may, subject to the right of appeal provided by Section 95 of the Act, be enforced in the manner provided for in Section 82(4) of the Act.

Section 12. Any member may withdraw her/his notice of exemption on notifying her/his desire to that effect to the Secretary of her/his Branch, who shall on receiving it send the member an acknowledgement of receipt of the notification and inform the General Secretary of the name and address of that member.

Section 13. The Executive Council shall ensure that a copy of these rules is available, free of charge, to any member of the Union who requests a copy.

Section 14. The Executive Council shall also send to the Secretary of each Branch sufficient copies of these rules for distribution to each member.

Section 15. The Secretary of each Branch shall, so far as possible secure that each member of that Branch receives a copy of the rules.

Section 16. The Secretary of each Branch shall supply a copy of these rules free of charge to each member who requests a copy.

Section 17. A copy of the rules shall also be supplied by the Secretary of each Branch to every new member on her/his admission to the Union.

35A. Political Fund (Northern Ireland)

This Rule shall have effect in Northern Ireland only.

Section 1. The objects of the Union of Shop, Distributive and Allied Workers shall include the furtherance of the political objects to which Article 46 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 applies, that is to say, the expenditure of money –

(a) on any contribution to the funds of, or on the payment of 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 her/his 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;

“district council” means a council within the meaning of the Local Government Act (Northern Ireland) 1972;

“electors” means electors at any election to a political office;

“film” includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;

“political office” means the office of member of the Assembly, member of Parliament, member of the European Parliament or member of a district council or any position within a political party.

Section 2. Any payments in the furtherance of such political objects shall be made out of a separate fund of the Union (hereinafter called the Political Fund).

Section 3. As soon as is practicable after the passing of a resolution approving the furtherance of such political objects as an object of the Union the Executive Council shall ensure that a notice in the following form is given to all members of the Union in accordance with this Rule:

Trade Union and Labour Relations (Northern Ireland)
Order 1995

A resolution approving the furtherance of political objects within the meaning of the above Order as an object of the Union has been adopted by a ballot under the Order. Any payments in the furtherance of any of those objects will be made out of a separate fund, the Political Fund of the Union, and every member of the Union in Northern Ireland is eligible to contribute to that Fund by completing a form authorising such contribution.

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 and shall include the following minimum requirements. The notice shall be published in the Union’s main 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, receives a copy of the notice, and shall supply a copy to any member on request. The Executive Council shall provide the secretary of each branch with a number of copies of the notice sufficient for these purposes.

Section 4. Under Article 59 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 no Northern Ireland member of the Union shall be required to make any contribution to the Political Fund of the Union unless she/he has delivered, as provided in Section 7, to the Central Office or some branch office of the Union, a notice in writing, in the form set out in Section 5, of her/his willingness to contribute to that Fund, and has not withdrawn the notice in the manner provided in Section 6. Every member of the Union who has not delivered such a notice or who, having delivered such a notice, has withdrawn it in the manner provided in Section 7, 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.

Section 5. The form of notice of willingness to contribute to the Political Fund of the Union is as follows:

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS
(Usdaw)

POLITICAL FUND CONTRIBUTION NOTICE –
NORTHERN IRELAND

I hereby give notice that I am willing, and agree, to contribute to the Political Fund of the Union of Shop, Distributive and Allied Workers, 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 to 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 No _____

_____ day of _____ 20____

Section 6. If at any time a member of the Union, who has delivered such a notice as is provided for in Sections 4 and 5, gives notice of withdrawal thereof, delivered as provided in Section 7, to the Central Office or at any branch office of the Union, she/he shall be deemed to have withdrawn the notice as from the first day of January next after the delivery of the notice of withdrawal.

Section 7. The notices referred to in Sections 4 and 6 may be delivered personally by the member or by an authorised agent of the member, and any notice shall be deemed to have been delivered at the Central Office or branch office of the Union if it has been sent by post properly addressed to that office.

Section 8. The Executive Council shall give effect to the exemption of Northern Ireland members to contribute to the Political Fund of the Union by relieving those members who are legally exempt from the payment of part of any periodical contributions required from the members of the Union towards the expenses of the Union as 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 Northern Ireland member, who has opted to pay to the Political Fund, to know as respects any such periodical contribution what portion, if any, of the sum payable by her/him is a contribution to the Political Fund of the Union, it is hereby provided that 10p of each weekly contribution is a contribution to the Political Fund, and that those Northern Ireland members who are statutorily exempt shall be relieved from the payment of the sum of 10p, and shall pay the remainder of such contribution only.

Section 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) by reason of her/him being so exempt.

Section 10. Contribution to the Political Fund of the Union shall not be made a condition for admission to the Union.

Section 11. If any Northern Ireland member alleges that she/he is aggrieved by a breach of any of the Rules made pursuant to Article 59 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 she/he may complain to the Northern Ireland Certification Office, 10-16 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, she/he may make an order for remedying it as she/he 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.

Section 12. If any Northern Ireland member alleges that she/he is aggrieved by a breach of the Political Fund rules made pursuant to Section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 she/he may complain to the GB Certification Officer, 22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ. If, after giving the complainant and a representative of the Union an opportunity of being heard, the GB Certification Officer considers that a breach has been committed, she/he may make an order for remedying it as she/he thinks just in the circumstances. Any such order of the GB Certification Officer is subject to the right of appeal provided for by Section 82(4) of the 1992 Act.

Section 13. The Executive Council shall ensure that a copy of these rules is available, free of charge, to any member of the Union who requests a copy.

Section 14. The Executive Council shall also send to the secretary of each branch sufficient copies of these rules for distribution to each member.

Section 15. The secretary of each branch shall, so far as possible, secure that each member of that branch receives a copy of the rules.

Section 16. The secretary of each branch shall supply a copy of these rules free of charge to each member who requests a copy.

Section 17. A copy of the rules shall also be supplied by the secretary of each branch to every new member on her/his admission to the Union.

Section 18. A return in respect of the Political Fund shall be transmitted by the Union to the Certification Officer for Northern Ireland before the first day of June in every year, prepared and made up to such a date and in such form and comprising such particulars as the Certification Officer may from time to time require, and every member shall be entitled to receive a copy of such return, on application to the treasurer or secretary of the Union, without making any payment for the same.

36. Levies

The Executive Council are empowered to make any levy upon the members of the Union for any purpose they may deem fit (other than for the Political Fund), or to meet any extra expenses of the Union.

37. Security by Officers

Such security or fidelity guarantee insurance shall be effected as the Executive Council may direct in respect of officers holding funds of the Union, the necessary premiums to be paid from the Central Funds.

38. Alteration of Rules

These Rules shall not be varied, altered or amended, except by the votes of not less than two-thirds of the members represented by delegates present and voting on a proposed Rule, variation, alteration or amendment submitted at a Special Delegate Meeting called for that purpose in the manner prescribed in Section 2 of Rule 8 (Part I of Rule Book), of which due notice has been given. A period of not less than three years shall elapse between any two Special Delegate meetings called for the purpose of varying, altering or amending these Rules. Notwithstanding the foregoing provision, however, the Executive Council shall have power to summon a Special Delegate Meeting for the purposes defined in this Rule whenever a three-fourths majority of their number deem it advisable to do so.

39. Interpretation of Rules

In these Rules, and any amendment thereof, all words importing the masculine gender shall be deemed also to refer to the feminine gender, and words in the singular number to the plural, and vice versa, except where the subject matter or context makes it clear that such construction is not applicable.

40. Dissolution

The Union may be dissolved by consent of three-fourths of the members, ascertained by means of voting papers. The disposal of the funds upon dissolution shall be determined according to the wishes of the members expressed by a three-fourths majority voting in a ballot taken for the purpose.

41. Distress Fund

Any branch, group or section of the membership of the Union may, subject to the approval of the Executive Council, establish a scheme and fund, the membership of which shall be voluntary, to provide in appropriate cases for the relief of hardship suffered by any member of the Union as a consequence of the member being ordered by a Court of Justice to pay a fine and/or costs in respect of any offence committed by her/him arising out of and in the course of her/his employment.

Any scheme and fund established under the provision of this Rule, shall only operate with the approval of the Executive Council, to whom the proposed Rules of the scheme and fund must be submitted.

Any payments or assistance available or provided in accordance with the terms of any scheme and fund established under the provision of this Rule shall not be deemed to be contributions or to be benefits within the provisions of Rule 23, Rule 24 or Rule 30.

The Executive Council shall only be empowered to approve a scheme and fund if in their opinion it is in harmony with the spirit and fundamental principles of the general Rules of the Union and shall ensure that payments out of the fund under the provisions of the scheme shall only be made on a discretionary basis both as regards the circumstances in which a payment shall be made and the extent of any such payment.

Any scheme and fund shall operate completely separately from the General or Branch Funds of the Union or from any other fund whatsoever and no payment shall be made to the scheme and fund from the General or Branch Funds of the Union or from any other fund whatsoever. The Executive Council shall have power at any time to withdraw approval from any scheme and fund.

SCHEDULE TO PART I. — SCALES OF CONTRIBUTIONS AND BENEFITS

Scale	Weekly Contri-bution	Maternity, Paternity and Adoption Benefit	Sickness Grant	Death Grant			Permanent Disablement Grant		DISPUTE BENEFIT	Trade Protection and Legal Aid
				Funeral	Industrial Accident	Non-Industrial Accident	Total	Partial	During Unemployment through a Strike sanctioned by the Executive Council or through Lockout, or due to industrial action by or on behalf of the Union	
A	218p (225p)	£20 (£30)	Payment after continuous period of 6 weeks £25 (£30) Payment after 20 weeks £100 (£100) Payment after 40 weeks £50 (£75) Payment after 52 weeks £75 (£100)	£600 (£650)	£2,750 ((£6,000))	((£2,000))	£850 ((£4,000))	£600 ((£2,000))	Weekly benefit at the rate of £30 ((£50)) to all members and associates	Members in all Scales are advised legally on matters relating to employment and Industrial Law and are protected regarding Wages, Hours, Overtime, Holidays, Unfair Dismissal, Redundancy, etc.
B	191p (197p)	(£25)	Payment after continuous period of 6 weeks £15 (£25) Payment after 20 weeks £30 (£40) Payment after 40 weeks £40 (£50) Payment after 52 weeks £40 (£55)	£180 (£210)	£750 ((£1,500))	((£500))	£300 ((£1,000))	£200 ((£500))		
C	136p (141p)	(£20)	Payment after continuous period of 6 weeks £10 (£15) Payment after 20 weeks £25 (£30) Payment after 40 weeks £30 (£35) Payment after 52 weeks £35 (£40)	£120 (£140)	£500 ((£1,500))	((£500))	£200 ((£1,000))	£135 ((£500))		

NOTE 1: With effect from 1st July 1989 all new members in full-time employment restricted to Scale A. Members in Scale A or Scale C shall not be able to transfer their membership to Scale B. Members joining the Union shall not be admitted to Scale B.

NOTE 2: All associates under 16 years of age and all specially admitted persons restricted to Scale C. Scale C applicable to associates under 16 years of age, part-time workers and specially admitted persons only.

NOTE 3: The grants in **single** brackets to apply from the first week of the September Quarter, 2007.

NOTE 4: The political contribution included in the above weekly Scales of Contributions is to be increased from 8p per week to 10p per week as and from the September 2004 quarter end allocation.

NOTE 5: The grants and benefit rates in **double** brackets to apply from the first week of the September Quarter, 2009.

NOTE 6: The weekly contribution rates in **single** brackets to apply from the first week of the September Quarter, 2013.

PART II

The Special Rules contained in this Part of Rule Book and the Scales of Contributions and Benefits set out in the Schedule to this Part are applicable ONLY to those members of the Journeymen Butchers' Federation of Great Britain who, at the date of fusion of that Organisation with the former National Union of Distributive and Allied Workers, that is 1st July, 1946, exercised the first of the two options specified in Paragraph 3 (1) of the Scheme of Fusion, namely, to continue on the Scales of Contributions and Benefits in which they were members of the Federation immediately prior to exercising the aforesaid option. (See the footnote to Section 1 of Rule 24, and also Section 2 of Rule 28, in Part I of Rule Book).

PART III

The Special Rules contained in this Part of Rule Book and the Scales of Contributions and Benefits set out therein, and in Schedules A and B thereto are applicable ONLY to those members of the National Amalgamated Union of Shop Assistants, Warehousemen and Clerks who, at the date of amalgamation of that Organisation with the National Union of Distributive and Allied Workers (to form the Union of Shop, Distributive and Allied Workers), that is 1st January, 1947, exercised the first of the two options specified in Paragraph 4 (2) (i) of the Terms of Amalgamation, namely, to continue on the Scales of Contributions and Benefits in which they were members of the National Amalgamated Union of Shop Assistants, Warehousemen and Clerks immediately prior to exercising the aforesaid option, subject to the arrangement regarding political contributions set out in Paragraphs 3 (1) and 4 (2) (i) of the Terms of Amalgamation. (See the footnote to Section 1 of Rule 24, and also Section 2 of Rule 28, of Part I of Rule Book).

It should be noted that the terms of the Special Rules contained in Parts II and III of the Rule Book are available from Central Office on request.

Signed on behalf of the —

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS

JEFF BROOME,
President.

JOHN HANNETT,
General Secretary.

TRADE UNION AND LABOUR RELATIONS
(CONSOLIDATION) ACT 1992

Certificate of Approval of Amendment to Political Fund Rules

I hereby approve the amendment to the
political fund rules of

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS

for the purposes of Section 71 of the Trade Union and
Labour Relations (Consolidation) Act 1992.

Date: 8 July 2013

GERARD WALKER,
Assistant Certification Officer.

THE TRADE UNION AND LABOUR RELATIONS
(NORTHERN IRELAND) ORDER 1995

Certificate of Approval of Amended Political Fund Rules

I hereby approve the amended rules for the political fund of

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS

for the purposes of Article 71(2) of the Trade Union and
Labour Relations (Northern Ireland) Order 1995.

Date: 27 June 2013

S. HAVLIN,
Certification Officer.

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STANDING ORDERS FOR DELEGATE MEETINGS
(Rule 8, Section 6) (Operative from April, 1958)

PROPOSITIONS AND AMENDMENTS

1. All propositions from branches for consideration at the Annual Delegate Meeting must be signed by the Chair and Secretary of the branch submitting them, and must reach the Central Office not later than a date to be fixed, which shall be at least 16 weeks before the time selected for the meeting. No branch shall be entitled to submit more than three propositions. Such propositions shall then be submitted to the Executive Council, and if, in their opinion, any of them are obscure in meaning and so liable to misunderstanding or are not in conformity with the Rules of the Union or the law of the land, the Executive Council shall empower the Central Office to communicate with the proposers to that effect, and get the defects remedied; otherwise such propositions shall not be allowed to appear on the Agenda. The Executive Council shall be empowered not to admit to the Preliminary Agenda Paper a proposition which is in terms similar to a previously recorded Delegate Meeting decision, or a proposition which is restating a policy previously recorded as a Delegate Meeting decision, within the last two years.

2. After consideration by the Executive Council, the propositions shall be printed in a Preliminary Agenda Paper and copies sent out to the branches not less than 11 weeks before the time fixed for the meeting, and any amendments thereto must be signed by the Chair and Secretary of the branch submitting them, and reach the Central Office at least six weeks before the Delegate Meeting. No branch shall be entitled to submit more than three amendments. Such amendments shall then be dealt with by the Executive Council as set forth in Standing Order No. 1, after which an Interim Agenda Paper containing the propositions and amendments thereto, with all matters necessary for their elucidation, and a statement of financial obligations (if any) likely to be incurred by their adoption, shall be printed, and copies sent to the Secretary of each branch not less than 14 days before the Annual Delegate Meeting.

TIME OF MEETING

3. The date for the Annual Delegate Meeting shall be determined by the Executive Council and shall be held on a Sunday and the three subsequent days, during a period falling within the last two weeks of April and the first week in May, whichever is the more practicable. Business shall commence on each day of the meeting at 9.30 a.m., adjourn at 12.30 p.m. and reassemble at 2 p.m. The proceedings on the first, second and third days shall close at 5 p.m., but on the fourth day the meeting shall continue until the business has been completed. The time table of business on the Sunday shall be so arranged as to complete all speeches of

welcome and the President's Address at 11 a.m., the Annual Report at 12.30 p.m., and the Accounts and Balance Sheet at 3 p.m. All important propositions on the Final Agenda Paper shall be taken (and such as involve alteration of Rule and, consequently, a declaration of a special meeting) at 3 p.m., and discussion continued until all such items are finally disposed of.

CREDENTIALS COMMITTEE

4. A Credentials Committee shall be appointed by the Executive Council. Credential forms will be issued by the Central Office to all branches. These forms shall be returned to the Central Office filled in with the name and postal address and membership number of each appointed delegate and authenticated by the branch chair and branch secretary. Admission tickets will be posted direct to the appointed delegates to be presented for inspection to the Credentials Committee on the first day before the hour appointed for the commencement of business.

5. Stewards and doorkeepers shall also be appointed by the Divisional Council of the Division in which the meeting is held.

STANDING ORDERS COMMITTEE

6. A Standing Orders Committee shall be appointed, consisting of five persons, viz., a Chair to be appointed by the Executive Council, and four persons to be elected by a national vote of the branches of the Union. The expenses of such elected persons shall be borne from Central Funds.

7. The order of discussion of propositions shall be decided by the Standing Orders Committee, subject to the approval of the delegates.

8. Emergency propositions for consideration at a Delegate Meeting shall be forwarded to reach the Central Office not less than four days previous to the day on which the meeting commences. Such emergency propositions, which must have been adopted by the members of the branch, or by the branch committee, must be authenticated by the signatures of the branch chair and branch secretary. No branch shall be entitled to submit more than one emergency proposition. Provided that an emergency proposition is approved by the Standing Orders Committee, and that it is moved and seconded, it shall be competent for the President to accept an amendment to such proposition, notwithstanding that no notice of the amendment has been given prior to the meeting.

9. On the day previous to the commencement of the Delegate Meeting the Standing Orders Committee shall hold a meeting to which shall be summoned representatives of branches which have submitted propositions or amendments on kindred subjects. At this meeting the Committee, in conjunction with the representatives of any branch or branches in attendance, shall be empowered to

frame such composite propositions as they may deem desirable. In the event of any branch representatives so summoned not attending before the Standing Orders Committee at the appointed time, the Committee shall delete from the Interim Agenda Paper the proposition or amendment concerning which such branch representative has been summoned. Provided that where the branch representative is unable to attend at the appointed time the branch shall have the right to appoint a substitute to attend, subject to such appointment being notified in proper form to the Central Office prior to the meeting of the Standing Orders Committee. At this prior meeting the Standing Orders Committee shall also prepare a Final Agenda Paper embodying the results of their conference with representatives of branches and this Paper shall be circulated to the delegates as early as possible on the first day of the Delegate Meeting. Expenses of the representatives summoned to attend such meeting shall be payable from the Central Funds for the day of the meeting.

TELLERS AND CARD VOTES

10. A sufficient number of members shall be appointed by the Executive Council to act as tellers, and their returns of the numbers voting shall be accepted as final unless immediately challenged, in which case the President shall order a card vote to be taken.

11. Voting cards shall be issued to the delegates before the meeting showing in plain figures the number of members in the respective branches as set forth in the December Quarter End Statement of Membership. Should a majority of the delegates demand a card vote, or should a vote taken otherwise be challenged, the tellers shall count the numbers on the voting cards held up for and against the proposal before the meeting.

DUTIES AND POWERS OF CHAIR

12. The President of the Union shall take the chair and deliver a presidential address which shall occupy not more than 30 minutes. In the absence of the President, the Executive Council shall elect a Chair from their number. In case of an equality of votes on a division, the Chair shall have a casting vote, as per Section 4 of Rule 10.

13. The ruling of the Chair on all matters shall be final, except in the case of such ruling being challenged. In this event a proposition for the suspension of Standing Orders to consider the matter shall be put to the meeting without discussion and such suspension shall not take place unless a majority of the delegates then present are in favour of such suspension.

CONDUCT OF BUSINESS

14. All propositions or amendments shall be moved and seconded before discussion takes place. No second amendment or rider shall be discussed or voted upon until the first amendment has been disposed of. Where a proposition cannot be moved, due to absence from the room of a delegate representing the branch sponsoring the proposition, delegates from any other branch present may be invited by the Chair to move, second and speak to such proposition.

15. A motion to “proceed with next business” shall not be accepted by the Chair until the mover and seconder of a proposition have been heard.

TIME ALLOWED FOR SPEAKERS AND DISCUSSION

16. The mover of a proposition or amendment shall be allowed 10 minutes, and each succeeding speaker five minutes. No interruption shall be permitted except on a point of order. No delegates shall speak twice on one subject, except the mover of the original proposition, who shall have the right to claim five minutes in which to reply.

17. The Standing Orders Committee may, if they deem it necessary, suggest to the meeting a limitation or extension of the time to be allowed for the discussion of any subject.

EXCLUSION OF DELEGATES

18. A majority of the delegates may suspend or exclude from the meeting any delegate who is insubordinate or who improperly conducts herself/himself. A delegate so dealt with may be reinstated on tendering an apology acceptable to the meeting.

REMUNERATION FOR SERVICES

19. The rates of remuneration for special services rendered in connection with a Delegate Meeting shall be as determined from time to time by the Executive Council.

UNITED KINGDOM, EUROPEAN AND SCOTTISH PARLIAMENTS AND WELSH ASSEMBLY REPRESENTATION SCHEME

UNITED KINGDOM PARLIAMENT

1. Members of the Union who are not already Members of Parliament but would like to stand as Prospective Parliamentary Candidates for the Labour Party are able to apply for the Union's Parliamentary Panel providing they have at least two years continuous membership of the Labour Party and two years political membership of Usdaw, although the Executive Council and the National Executive Committee of the Labour Party may consider cases of exceptional circumstances.

2. Applicants to the Parliamentary Panel will be shortlisted according to criteria for assessment of the skills and qualities required of a Member of Parliament. Those shortlisted will then be assessed to determine their suitability within procedures which will be subject to Equal Opportunities guidelines.

3. The number of places on the Union's Parliamentary Panel shall be determined by the Executive Council from time to time and the Panel will remain open at the discretion of the Executive Council.

4. If a member of the Parliamentary Panel acts in a way that is contrary to the interests of the Union, then the Executive Council have the power to take the member off the Parliamentary Panel and declare the position vacant.

EUROPEAN AND SCOTTISH PARLIAMENT AND WELSH ASSEMBLY

1. If a member of the Union wishes to apply to the Labour Party for a place on the Labour Party Candidates Panels for the European Parliament, Scottish Parliament and Welsh Assembly, then the Union shall provide support and assistance as determined by the Executive Council.

Assistance to members of the Usdaw Parliamentary Panel and Usdaw members of the Labour Party's European and Scottish Parliaments and Welsh Assembly Panels in seeking selection as a candidate on behalf of the Labour Party, and payment of necessary expenses, shall be provided as determined by the Executive Council.

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