

RMT

LU Engineering Branch

STANDING ORDERS

November 2016

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Overview

The attached form the Standing Orders of the LU Engineering Branch. They supersede all previous standing orders and by-laws of the Branch. Standing Orders may be amended by resolution to the annual general meeting (AGM) or a special branch meeting called specifically for that reason.

These standing orders are subject to approval by the General Secretary or Executive. In the event of a Rule change/ decision being made by the Council of Executives/RMT conference that affects these Standing Orders, then such alteration shall be deemed to vary these Standing Orders with immediate effect.

1. Meetings

Branch Meetings will be conducted under the following guidelines:

- a) The Branch shall aim to meet on the first and third Wednesday of each month between 17:00 and 19:00 at the Savoy Tup or other appropriate venue.
- b) The meeting shall not commence before the specified time and no later than 5 minutes after that time.
- c) The meeting shall close at the specified time or earlier if all business has been dealt with. Meetings may be extended by agreement of the Branch.
- d) A quorum of seven will be necessary before the meeting proceeds to business.
- e) Members shall print their names in a register provided for the purpose or it will be recorded electronically by the branch secretary.
- f) The following will be made available at each Branch Meeting: branch accounts, Branch correspondence and previous minutes.
- g) At least once a year a special meeting will be organised for the purpose of presenting long service and special awards to Branch Members.

2. Agenda for meetings

The Secretary shall compile the Agenda for all meetings. This will be circulated prior to the next Branch Meeting. The agenda will consist of the following:

- a) All motions submitted for debate.
- b) Any actions from previous Branch Meetings.
- c) Apologies, Previous Minutes, Matters Arising, Retention & Recruitment, Correspondence, Members Complaints & Reports and AOB.

3. Resolutions

Resolutions will be forwarded to the Secretary no later than 7 days prior to the next Branch Meeting. A resolution can still be heard should the Branch decide that it is an emergency.

4. Branch Annual General Meeting (AGM)

The annual general meeting will be held during the third week in November. Its purpose will be:

- a) To elect Branch Officials and Representatives from the members of the branch.
- b) To amend standing orders via a resolution to the meeting.
- c) Agree the Branch Recruitment Plan

5. Election of Representatives/ Officials

- a) All elections to be carried out by show of hands and majority vote at the Branch after being proposed and seconded by two individuals unless elected unopposed either by individual or from the floor. This will be on a yearly basis.
- b) The Branch Secretary and executive will produce a list for the AGM showing all positions for election and any nominations for those posts.
- c) **Branch Officers:** Nominations for Branch Officials should be notified to the Branch by the first branch meeting in November.
- d) **Local Reps:** All local representatives for health and safety, union and learner rep duties will be elected at the AGM. Any sitting rep should inform the Branch Secretary if they do not wish to stand for election. Local elections can take place for a worksite, but it is impractical to do all elections in this manner. Any local election will be carried out as per the Branch methodology and the delegate then formally attends the first appropriate Branch Meeting for ratification. A Branch Officer will need to be in attendance to ensure election is bona fide.
- e) **Second Level Reps:** All Health and Safety Tier 2, Functional and Lead Learner reps must be local representatives and proposed and in the event of an election, seconded by other local reps/ members from the constituency they are standing. Nominations for these positions must be made by the first Branch Meeting in November.
- f) Positions will be filled from the 1st January.
- g) No representative or Branch Officer will be put forward for re-election unless they have attended the minimum number of branch meetings or have an acceptable apology
- h) Any vacancies following the AGM will be publicised to the branch and no notice will be required for a nomination. Elections for any vacant positions will take place under A.O.B's at normal Branch Meetings.
- i) Unity House to be notified of all results as soon as possible following the AGM. In the event of major alterations to a company's machinery of negotiation, then a special meeting will be called as soon as possible to enable new elections to take place for that area.

6. AGM Agenda

The AGM will follow the below agenda:

- a) Election of Branch Officials
- b) Election of local health and safety reps
- c) Election of local union reps

- d) Election of union learner reps
- e) Election of Tier 2 health and safety reps
- f) Election of Level 2 union reps
- g) Election of Lead Learner reps
- h) Resolutions on changes to the Standing Orders

7. Branch Officials

All Branch Officials will carry out duties as defined within the Union Rule Book. The Branch Secretary, Branch Chair and Treasurer may not hold two positions within the Branch. Each officer is a member of the branch executive and will have authorisation rights for the branch website. The Role of Assistant Secretary will be enhanced by giving particular areas of responsibility that are vital to the Branch. The following are summarise roles or responsibilities:

- a) **Branch Secretary** will forward the agenda (as detailed above), circulate minutes to those that attended that specific Branch and also forward an amended version for general circulation as soon as the Branch agrees them as being true. The Branch Secretary will maintain and distribute contact details for all reps and officials within the Branch. They may be assisted by the **Assistant Secretary**.
- b) **Chair** will conduct Branch meetings in an orderly manner and sign the minutes. They may be assisted by the **Assistant Chair**.
- c) **Senior Assistant Secretary** will stand in for the Branch Secretary as and when required. They will organise the Branch Executive and will keep a log of all resolutions and outstanding branch issues and seek reports and updates where necessary. They will promote issues regarding vulnerable workers within the Branch and strive to get more people active in trade union activities. They will report on all vulnerable worker issues relevant to the branch come up with a plan to address any areas of concern. They will also look after Track Worker Contractors. They will organise one main event once per year and quarterly updates for the Branch website/ newsletter. They will maintain the Branch Attendance Sheet and update their online Action Sheet
- d) **Assistant Secretary (Membership)**. They will regularly update the Branch on the latest position regarding membership. They will maintain the branch membership and list of representative details. They will be assisted by the local reps and if that assistance is not forthcoming will report it to the branch. They will distribute and report on leavers and joiners on a bi-monthly basis and highlight any areas of membership concern. They will update their online Action Sheet carry out and stand in for the Branch Secretary as and when required.
- e) **Treasurer** will oversee the finances of the Branch and also collect and maintain receipts. They will oversee audits of the Branch funds twice yearly in conjunction with the auditors. They will give a report on the finances of the Branch after each audit. They will hold the branch cheque book/ electronic payments and assist the secretary to oversee the branch finances. They will update their online Action Sheet.
- f) **Assistant Secretary (Equality)** will update the Branch on any changes to Equality Law and promote the role of equal opportunities within the Branch. They will report on the membership breakdown of the branch on a six monthly basis and come up with a plan to address any areas of under representation. They will organise one main event once per year and quarterly updates for the Branch website/ newsletter. They will update their online Action Sheet carry out and stand in for the Branch Secretary as and when required.

- g) **Assistant Secretary (Health and Safety)** will update the Branch on any changes to health and safety law and promote the role of health and safety within the Branch. They will report on all health and safety issues relevant to the branch come up with a plan to address any areas of concern. They will organise one main event once per year and quarterly updates for the Branch website/ newsletter. They will update their online Action Sheet carry out and stand in for the Branch Secretary as and when required.
- h) **Political Officer** will update the Branch on any political changes and promote the political nature of trade unionism within the Branch. They will organise one main event once per year and quarterly updates for the Branch website/ newsletter. They will update their online Action Sheet.
- i) **Young Person's Officer** will promote the role young people within the Branch and strive to get more young people active in trade union activities. They will organise one main event once per year and quarterly updates for the Branch website/ newsletter. They will update their online Action Sheet..
- j) **Auditors** will assist the Treasurer to audit the branch finances on a half yearly basis.

8. Branch Executive

An executive of the Branch will meet an hour before the second Branch Meeting of each month or other time if mutually agreed. It will consist of all officers of the Branch. Two lay members will be elected by the Branch to also sit on the executive. Such meetings to be arranged by the Assistant Secretary

Its role will be to oversee the day to day running of the Branch. This will include making sure that Branch decisions, recruitment plans, and resolutions and business have been undertaken correctly. It is there, in effect, to make sure that the branch and its officers are functioning properly and effectively. The executive will report back to the Branch. It will also oversee the AGM and produce the agenda and electoral lists for that meeting.

Each January the Branch Executive will meet to set the targets and roles and responsibilities for the coming year for each Branch Officer. This will incorporate any targets set in the Branch recruitment plan

9. Branch Lay Members:

The branch will elect two persons to act as lay members of the branch executive with full voting rights. Where possible the branch will elect further lay representatives in the following proportions specifically with the mandate to push and promote equality in the branch: 2 Women Members, 2 Vulnerable Worker Members, 2 BEM members, 2 Disabled Members, 2 Young Members and 2 LGBT Members.

10. Branch attendance/ rep reporting

- a) All reps are expected to attend the Branch at least once a quarter and apologies given to the Branch Secretary if they unable to be present at a meeting. Apologies will only be included in the minutes by the branch if acceptable reasons are given. Reps that do not meet the minimum branch attendance levels (without an acceptable reason) will not be allowed to stand for re-election at the AGM and will have to report to the branch.
- b) Local Reps will forward their work details (such as staff lists, depot and office locations) to the Membership Secretary for recruitment and retention reasons on a regular basis. Level 2 union, health and safety and learner reps are expected to give a report to the Branch on a three monthly basis on their activities. It is stressed that the Branch Report back is an essential part of Level 2 Representatives roles and members are advised not to stand for the role if they do not intend to participate in the branch. All reps are expected to take part in Branch recruitment and retention programs.

- c) Any rep not present at the Branch for six months will be contacted to explore reasons for non-attendance. The Branch will offer to assist in any way practicable so that reps have every opportunity to attend. Failure to further attend future meetings will result in the Branch deciding whether to remove the individual as a representative

11. Financial Affairs

- a) The Branch finances will be conducted in a prudent and cost effective way and be subject to the rules of the union. Branch finances will be reviewed on a quarterly basis and audited yearly before being submitted to Unity House by the 1st February of each year. These reviews will be reported to the branch and branch executive.
- b) All claims will require auditable proof before these can be paid out (such as receipts/ wage slip for loss of earnings etc) which will be retained by the treasurer. Should these not be available then expenses will only be recompensed by decision of the branch. Where possible these claims will be submitted via the branch website or in a branch expenses claim form. In the event of an individual losing a cheque that has been issued by the Branch, then they may be held liable for any cancellation costs/ bank charges involved.
- c) Individuals on branch business (in the event that the employer denies paid release) will be reimbursed for loss of earnings or personal time. They are also entitled to any expenses associated with this business It will be paid at a rate equal to the net amount they are paid in regular employment subject to production of auditable proof or branch decision
- d) A set amount of £20 per person will be payable, subject to auditable proof, for incidental expenses for individuals on Branch business. For example conference delegates, picketing duties, attending authorised demonstrations
- e) Branch Officials (excluding the Secretary) will be paid a set amount of £100 to cover expenses incurred during the year for their roles. The Chair, Treasurer, Assistant Secretary (Membership), Assistant Secretary (Health and Safety), Assistant Secretary (Equality) and Senior Assistant Secretary will receive an additional £150 on the provision that they can show that they have completed all the tasks detailed within section 7. This is to reflect their larger branch roles and higher workload expectations. This will be payable at the end of year.
- f) Members can claim legitimate expenses to attend branch meetings, for example additional travel expenses or childcare costs. Any claims will be submitted to the Branch

12. Rules of debate

- a) The time allowed for the mover of the motion to speak and each succeeding speaker shall be no more than 5 minutes. Delegates on rising to speak shall give their name, company and if appropriate, the area they represent.
- b) No person shall speak more than once on any motion, but the mover of the original motion shall have the right to reply. This Reply closes the debate and the vote is then taken.
- c) Full rules of debate are available from Unity House.

13. Suspension of Standing Orders

Provided that by so doing no Rule of the RMT is infringed, any of these Standing Orders may be suspended by decision of a branch meeting provided the suspension is supported by at least three-quarters of the delegates present.



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..... Secretary

..... Chair

..... General Secretary