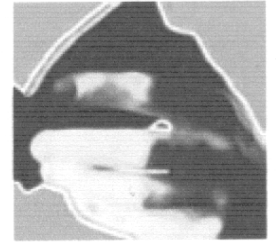
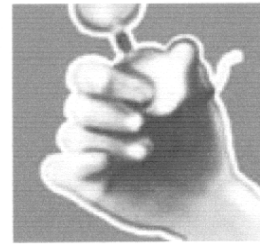
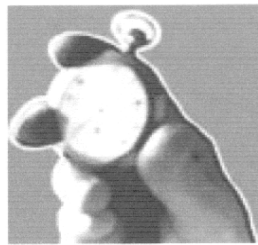
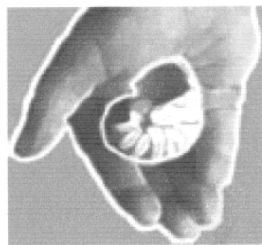


UNISON

Lincolnshire Police Branch



BRANCH RULES

UNISON

Lincolnshire Police Branch

RULES

1. Title:

The Organisation shall be called "UNISON - Lincolnshire Police Branch" hereinafter referred to as "the Branch".

2. Constitution:

The Branch accepts the constitution and rules of the Union and of the East Midland Regional Council (hereinafter called "the Regional Council"), together with any subsequent alterations or additions thereto, to the intent that the constitution and rules of the Branch shall be consistent with those of the Union and the Regional Council.

3. Aims:

The aims of the Branch shall be in accordance with the aims, objectives and values of UNISON as set out in the rule book and in this section of the Branch Rules.

4. Eligibility for Membership:

- (a) Those eligible for membership, the classes of membership and the rates of subscription will be set out from time to time in national rules and regulations concerning such matters.
- (b) Applications for membership take effect from the date on which the Branch receives completed forms.
- (c) A meeting of the Branch or Branch Committee may decide not to support a membership application but such a decision must be consistent with the Rules and Statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- (d) All members must comply with UNISON's rules.
- (e) The NEC may terminate an individual's membership in accordance with the rules.

5. Subscriptions:

- a) In accordance with Rule H of the Union, members shall pay subscriptions as prescribed by Conference from time to time;
- b) In accordance with Rule H of the Union, the Branch may fix a rate of subscription for local purposes in addition to the amount payable under the above scale;
- c) In accordance with Rule H of the Union, in addition to the above subscriptions, each member may be required to contribute such further sum, by way of levy, as and when a Conference of the Union may so resolve.

6. Payment of Subscriptions:

- a) Members' subscriptions shall normally be payable monthly in advance by direct deduction from their salary.
- b) The member may, if they so desire, pay any number of their monthly subscriptions in advance direct to Regional Office.
- c) In the event of the subscription due from a member being unpaid, the member shall remain liable therefore, and the Branch shall take appropriate measures to obtain payment.

7. Termination of Membership:

- a) The Executive Committee may terminate the membership of a member whose subscription is more than three months in arrears or from whom any sum is due under Rule C of the Union, but shall remain liable to pay the arrears of subscriptions or other payment due at the date on which his membership is terminated. The person concerned may be allowed to resume membership at the discretion of the Executive Committee. The National Executive Council shall be empowered to terminate the membership of any person elected to membership in circumstances which, in the opinion of the National Executive Council, are an embarrassment to the Union in its dealings with other Trade Unions;
- b) Any member wishing to tender his resignation must do so in writing;
- c) The person concerned, after payment of arrears, may be allowed to resume membership at the discretion of the Executive Committee.

8. Ceasing To Come Within Definition:

Any member failing to come within the definition of "member" in Rule C of the Union will cease to be a member of the Union.

9. Conduct of Members:

- a) Any member who disregards any Regulation issued by the Branch or is guilty of conduct, which, in the opinion of the Executive Committee, renders them, unfit for membership shall be liable to expulsion. Such a member shall be furnished by the Executive Committee with a statement in writing of the charges made against them and shall be afforded an opportunity of answering them either orally or in writing. If within twenty-one days no explanation is given or, if in the opinion of not less than two-thirds of the members of the Executive Committee present and voting at a meeting called for that purpose, the explanation is unsatisfactory, the member may be forthwith expelled. On a decision to expel the member, the Executive Committee shall have regard to Rule C of the Union;
- b) If the member decides to appeal to a Branch General Meeting they must give written intimation to that effect to the Branch Secretary, within twenty-one clear days after such notification. The secretary will then summon a Branch General Meeting, giving not less than seven days' notice of such to each member. The notice convening the meeting must set out the grounds on which the decision of the Executive Committee is based, and the member must be given the opportunity of stating their case, either orally or in writing. The decision of the Executive Committee shall be confirmed if not less than two-thirds of the members present and voting so decide, whereupon the member shall immediately be notified in writing of their further right of appeal to the National Executive Council and the provisions of the said Rule C will then apply.

10. Administrative and Financial Year

The administrative and financial year of the Branch will commence on the 1st January and end on the 31st December each year.

11. Branch Organisation:

The Branch will be organized in the following manner:

General Meetings.

Branch Committee.

Executive Committee.

The Branch Committee may, from time to time, form a Sub-Committee to assist in the smooth running of the branch.

Any sub-committee must be made up of from elected officers but the Branch Committee may co-opt onto it such expertise as may be required from amongst the branch members as is deemed necessary to carry out the sub-committees function.

12. General Meetings:

i) All Branch members are entitled to receive notice of all General Meetings of the Branch, to attend and to vote on any motion in accordance with rule ???? ;

ii) A General Meeting which shall be held during the January to March quarter of each year shall be known as the Annual General Meeting, all other General Meetings shall be known as Special General Meetings;

iii) The business to be transacted at any General Meeting shall Include:-

a) Any motion of which any two members have given at least 21 days prior written notice to the Secretary stating their intention to attend and to propose and to second the motion stated in their notice, and the object thereof;

b) Any business referred to it by the Branch Executive Committee.

iv) No less than fourteen days' notice shall be given to each member of the Branch of the date, time and place of the meeting, and the business proposed to be transacted thereat.

13. Branch Representation at Meetings of the Regional Committee and at UNISON Annual Conference:

The Branch at its Annual Meeting (the Executive Committee at its first meeting of the year) shall elect its representatives to the District Council and to Conference. Whenever practicable, the Branch shall be fully represented at meetings of the District Council and at Conference. In the event of an elected representative being unable to attend a substitute may be appointed. A retired member shall not be eligible to represent the Branch at District Council or at Conference.

14. Annual General Meeting:

The business to be transacted at an Annual General Meeting shall include:-

- i) Consideration of the duly audited Statement of Accounts for the Branch Administrative and Financial Year ending 31st December last and the Treasurer's and Auditor's Reports, as circulated to members, and
- ii) Consideration of the Secretary's Annual Report, which shall include reference to the work of the Branch Executive Committee, and
- iii) The election of Officers to hold office until the next succeeding Annual General Meeting as follows:-

- a) Chairman;
- b) Branch Secretary;

(All of the above shall be ex-officio members of all Branch Sub-Committees each of which shall arrange for them to receive due prior notice of all their meetings.)

- c) Branch Treasurer;
 - d) Branch Publicity and Communications Officer.)
 - e) Education Co Coordinator;
 - f) Lifelong Learning Co Coordinator;
 - g) Health and Safety representative;
 - h) Environmental Officer;
 - i) Women's Representative;
 - j) Young Members Representative;
 - k) Equality and Diversity Representative;
 - l) Regional Police Committee;
 - m) Retired Members Secretary;
 - n) Two Branch Auditors;
 - o) Such other officers as the Branch Executive Committee deem to be required
- iii) The Executive Committee, or any two Branch members, shall be entitled to nominate a candidate who must be a member of the Branch for each of the foregoing offices.

The Branch Secretary must receive all nominations in writing at least 21 days before the Annual General Meeting.

Each nominee shall be informed by the Secretary of their nomination and of their right to withdraw by serving written notice on the Secretary not later than 14 days before the Annual Meeting.

If there is more than one candidate for any office, a ballot shall be taken at the Annual Meeting and each member of the Branch present shall be entitled to one vote in respect of each office to be filled. A retired member shall not be eligible to hold office either elective or ex-officio, except to hold office as Retired Membership Secretary.

The Branch Executive shall, if requested to do so by the Union or the appropriate ancillary, as the case may be, give notice to terminate the appointment of any of the Officers referred to in this Rule.

The Branch Secretary shall send to the General Secretary of the Union a copy of the minutes relating to the appointment of any of the Officers referred to in this Rule within 14 days of the appointment.

v) The agreement to pay, to whom, and the level at which any honoraria should be made to eligible officers of the branch.

15. Special General Meetings:

Except as provided in Rule G a Special General Meeting of the Branch shall be called:-

- a) In pursuance of a resolution passed by the Executive Committee;
- b) At any time within 14 days of the receipt by the Branch Secretary of a requisition in writing signed by at least 20 members of the Branch, stating fully the reasons for such a meeting.

16. Branch Committee:

- i) The Branch Committee should identify the need for and determine the aims of Branch Policy in respect of local issues, within the policy framework provided by UNISON, National Policies and the Branch in General Meeting. In determining Policy, the Branch Committee shall have full regard to, and shall take effective steps to ascertain the wishes of Branch members;
- ii) Membership of the Branch Committee shall be comprised of the Officers of the Branch ex-officio (meaning, by right of office,- except the Auditors) and other Officers of the Branch being staff representatives from the following:-
 - a) East Division;
 - b) South Division;
 - c) West Division;
 - d) Headquarters
 - e) P.C.S.O's
 - f) Police Staff Custody Officers

- g) Women's Representative;
 - h) Young Members Representative;
 - i) Equality and Diversity Representative;
 - j) Witham House Representative;
 - k) Health and Safety Representative;
- iii) Divisions with less than 30 UNISON members shall be entitled to one staff representative and one additional representative where the number of members is in excess of 15 over a multiple of 30 UNISON members;
 - iv) A Staff Representative unable to attend a meeting of the Branch Committee or Branch Executive should endeavour to arrange for a suitable member from the Division concerned to attend and vote in their place, subject to the agreement of the Branch Committee / Branch Executive in any particular case;
 - v) The Branch Committee shall convene:
 - a) Immediately after the Annual General Meeting, and
 - b) At least three other times in the year to be determined by the Executive Committee.
 - c) Within 14 days of receipt by the Secretary of a written requisition signed by not less than five members of the Branch Council fully stating the business they wish to be transacted thereat.
 - vi) The Branch Committee may by resolution passed by two-thirds of members present, suspend from duty any Officer or Staff Representative. Their suspension should then be considered at the next Branch General Meeting.
 - vii) The Branch Committee will establish arrangements for the individual representation of members.

17. Branch Executive Committee:

- i) The Branch Executive Committee will consist of the following Officers of the Branch.

Chairman;

Secretary;

Assistant Secretary;

Treasurer.

And other officers that the Branch Executive may co-opt from time to time.

The Branch Executive is to meet at least three times a year, to receive at each meeting reports from the Branch Secretary, Branch Treasurer; and any other Officers as appropriate, to take all steps necessary to maintain the domestic machinery of the Branch in working order, to implement the Rules and Policies of the Branch;

- ii) The Branch Executive, in its discretion, may invite people to its meetings, to speak but not to vote, on any subject as may benefit the Branch.
- iii) To consider and deal with all matters of ordinary current administration and all matters affecting the interests of members of the Branch, whether raised by members thereof or arising on communications from Headquarters of the Union, the Regional Council or otherwise;
- iv) To deal with all matters of an emergency character;
- v) To appoint Sub-Committees with power to co-opt thereon members of the Branch, and to delegate thereto such of its powers as it thinks fit;
- vi) To deal at their discretion with any applications and / or invitations made to the Branch to subscribe to National or Local Charities, including the Union's Welfare Fund;
- vii) To appoint a member of the Branch Executive to the Management Committee of the Lincolnshire Police Welfare Committee.
- viii) To elect at its first meeting of the year, representatives to the Regional Council and to National Delegate Conference. Whenever practicable, the Branch shall be fully represented at meetings of the Regional Council and at National Delegate Conference. In the event of an elected representative being unable to attend, a substitute may be appointed. A retired member shall not be eligible to represent the Branch at Regional Committee or at National Delegate Conference, but may do so at any meeting or conference specifically for retired members.

18. Meetings:

Except as may otherwise be provided in these Rules, the following shall apply: -

i) Notice of meetings shall be considered to have been duly delivered by dispatch of the appropriate notice to the departmental place of work last notified to the Secretary by the person entitled to receive notice, and be deemed to have been served at the time of dispatch;

ii) **Quorum**

No business shall be transacted at any meeting except as provided for in the next following paragraph, unless a quorum is present at the time when the meeting proceeds to business. A quorum comprised of members and Officers entitled to be present and to vote shall be twenty, eight and five, at a General Meeting, Branch Council and an Executive Committee Meeting, respectively.

If within thirty minutes of the time appointed for the meeting a quorum is not present, the meeting:-

- a) If convened upon the requisition of members shall be dissolved;
- b) In any other case shall stand adjourned to a date within 21 days and at such time and place as the members present shall determine and if at the adjourned meeting the foregoing quorum is not present at the appointed time, the members present shall be a quorum. –

iii) **Chairman:**

- a) The Chairman elected at the Annual General Meeting shall preside at every General Meeting, Branch Committee and Executive Committee Meetings and shall preserve order, ensure that the proceedings are conducted in a proper manner, and that the sense of the meeting is properly ascertained with regard to any question which is properly before the meeting;
- b) If within five minutes after the appointed time of the start of any meeting the Chairman is not present, or is unwilling to act, the members present shall choose one of their number to be Chairman;
- c) Motions and / or amendments proposed by the Chairman of the meeting in pursuit of his duty to ascertain the sense of the meeting shall not require a seconder.
- d) The Chairman of a meeting in his discretion, may require voting to be by ballot.
- e) The Chairman of the meeting shall not have a second or casting vote.

iv) **Voting:**

Except as otherwise provided for by these Rules, at any meeting a motion or amendment shall be decided by a simple show of hands, and shall be carried if it is approved by a simple majority of the votes cast except that by resolution of the Executive Committee in a particular case a vote may be taken and recorded showing how individual votes were cast.

A declaration by the Chairman that a motion or amendment has been carried, and an entry to that effect in the minutes of the meeting, shall be conclusive evidence of the fact.

v) **Conduct of Meetings:**

- a) All meetings will be conducted in a fair and democratic manner.
- b) All meetings will be advertised widely as far in advance as possible (in the case of the AGM, all members will be notified in writing at least 12 weeks before the meeting (or first aggregate meeting))
- c) The procedures to be used at the meeting will be explained clearly.
- d) The branches will maintain records of all meetings and other appropriate records to enable the branch to function.

19. Expenses of Representatives:

Legitimate traveling and subsistence expenses incurred by members representing the Branch when attending Conference and other meetings will be met out of Branch funds in accordance with the relevant national or local rate applicable at the time that the expense was incurred.

20. Branch Secretary's Duties:

The Branch Secretary shall convene, attend and take minutes of all meetings and conduct the correspondence of the Branch. They will act under the direction of the Executive Committee. On their retirement from office they will hand over to their successor or to the Chairman of the Branch, all books, papers etc., appertaining to their office.

They shall supply to each member not less than seven days prior to the closing date, the voting papers issued from time to time by the Union and shall compile and furnish to the Executive Committee, the Regional Council, and the Union such returns and information as may be required, including those required for the Branch Register under Rule H of the Union. They shall also forward to the General Secretary by the 15th day of February the names and addresses of representatives elected to attend the Annual Conference.

21. Branch Treasurer's Duties:

The funds of the Branch shall be kept in a Bank, or be invested with the Britannia Building Society, as approved by the Branch of Executive Committee and no financial liabilities shall be incurred or payments made except under a special or general authorisation of the Executive Committee. The Branch Treasurer shall receive all monies payable to the Branch; shall remit to Headquarters all monies due to the Union on the last day of each calendar month; shall pay all liabilities of the Branch as directed by the Branch; shall keep a Debtor and Creditor Account and prepare the Annual Statement of Accounts of the Branch immediately after the 31st December in each year. On retiring from office they shall hand over to the Chairman of the Branch, all record books and electronic spreadsheets (after being duly audited), papers and cash belonging to the Branch.

22. Staff Representatives:

By accepting nomination as a Staff Representative, a member will be deemed to have accepted a commitment to perform their duties in accordance with these Rules.

23. Branch Auditor's Duties:

The Branch Auditor shall act in accordance with general principles issued by the National Executive Council for the guidance of Branch Auditors in regard to the conduct of an efficient Branch audit.

24. Inspection of Books and Records:

The Financial Officer of the Union shall be entitled to inspect the books and financial reports of the Branch.

25. Media Communications:

Communications to the Press on behalf of the Branch shall be made only by the Officer's duly authorised by the Executive Committee.

26. Powers of National Executive Council:

The National Executive Council shall have power after consultation with the District Council and the Branch to dissolve the Branch, to divide it into two or more Branches, to unite it with another Branch and thereby create a new Branch; to assign membership accordingly; to establish, constitute and register irrespective of application any new Branch of Branches which are to come into existence in pursuance of such action; and to effect in the absence of agreement such apportionment or transfer of Branch funds as appears to the National Executive Council to be necessary or desirable for the purpose of giving effect to any action taken.

27. Dissolution:

- a) The Branch may be dissolved by resolution passed at an annual or any General Meeting provided that:-
- b) At least 28 days notice in writing of the proposal to dissolve has been given by the Secretary to each member of the Branch; and
- c) At least three-fourths of the members present and voting, vote in favour of the proposal.
- d) It shall not be competent for the Branch to dissolve and re-form if such action would enable the Branch to escape any penalty or disqualification provided for by the Union's Rules.

28. Transfer of Assets on Dissolution:

Where the Branch is dissolved otherwise than by action taken by the National Executive Council all net assets of the Branch shall be dealt with as the National Executive Council may decide in consultation with the Regional Committee and the members of the Branch.

29. Alteration of Rules:

These Rules shall not be altered or rescinded except with the consent of at least two-thirds of the quorate members present and voting at the Annual Meeting, or at a Special Meeting convened under Rule G and the notice convening the meeting shall set forth the terms of the proposed alteration. Provided that no alteration or rescission shall be operative until approved by the National Executive Council.

Branch rules must be approved in accordance with UNISON's procedures. Any changes to branch rules must be agreed and approved in the same way.

30. Interpretation:

These Rules are to be interpreted according to the definitions in Union Rule G.

31. Administration and' Financial Year:

The administrative and financial year of the Branch shall be the period commencing 1st January to 31st December each year.

32. Affiliations

Affiliations to relevant constituency Labour Parties will be decided by the APF membership. Affiliations to trade councils shall be determined by the AGM or branch committee.

33. Donations

Donations shall be agreed by the AGM or branch committee in accordance with the union's policies and objectives and subject to provisions of national rule.

34. Honoraria

Any honorarium paid to a branch officer will only be made in accordance with the Scheme for Honoraria Payments in Branches contained in the Branch Finances Handbook.