



RULES

OF

UNITY TRADES UNION

2010

Registered Office:

**HILLCREST HOUSE, GARTH STREET,
HANLEY, STOKE ON TRENT.**

These Rules will be strictly enforced

All previous Rules rescinded

RULES

1 – Name and Constitution

This Union shall be called Unity hereinafter referred to as the Union. The name of the Union can be changed but this can only be done with the agreement of the entire Union membership by a majority vote.

The Union shall consist of an unlimited number of members, and every member shall, subject to the following rules, have an equal voice in all concerns of the Union and in administration of the property thereof.

A Member having a continuous membership of 40 years may make application to be made an Honorary Life member. The National Executive Council may grant such membership, and subject to the provisions of these Rules (a) a life member who is still employed in the industry shall not be debarred from any of the benefits of the Union or the exercise of their full rights as a member, to act in an administrative capacity. Retired Honorary Life Members shall have the right to attend any lodge, but shall not have the power to vote, or to move or second any motion.

The National Executive Council may, at their discretion, grant Honorary Life Membership to a member who has given meritorious service to the Union.

2 – Registered Office

The Registered Office of the union shall be at Hillcrest House, Garth Street, Hanley, Stoke-on-Trent, Staffs ST1 2AB, and shall not be altered except by the consent of the Biennial Congress or a Special Recall Delegate Conference. Notice of any change in the situation of the Registered Office shall be sent forthwith to the Certification Officer in the form prescribed by the Secretary of State's Regulations.

3 – Objects of the Union

The objects of the Union shall be: (a) to regulate the relations between employees and employers, or between employee and employee, or the imposing of restrictive conditions on the conduct of the trade to enable its members to secure a fair remuneration for their labour, (b) to render assistance to members when unemployed, (c) to give advice and render assistance to members meeting with accident whilst following their employment or who are in any way entitled to compensation for any disablement caused by following such employment, and to give advice and /or assistance to any member meeting with an accident whilst directly on their way to or from their home and place of employment, (d) to provide for the relief of members during retirement and dependants upon death, (e) to further political objectives to which the Trade Union Act, 1913 applied (f) to provide training for members and/or persons (whether or not of financial status) in relation to all aspects of the ceramic industry and such other industries business trades, professions or vocations as the National Executive Council from time to time consider appropriate (g) to assist members (whether or not of financial members status and or other persons in obtaining work (whether as employees or on a self employed basis) in the ceramics or other trades professions or vocations and (h) to carry out such other objects or purposes as the National Executive Council may from time to time consider to be appropriate.

3 (a) – New Rule

The Union recognises the role of Union Learning Representatives and will endeavour to support and encourage to increase their density on factories.

4 – Member

A 'Member' is a person:-

who has completed an application for membership in such terms as may from time to time be determined by the National Executive Council and delivered the same to the General Secretary and;
whose application has been accepted by the National Executive Council and for the avoidance of doubt the latter shall have power to accept or reject any applications as they see fit without assigning any reason for such acceptance or rejection but shall communicate their decision within 28 days of the receipt of the General Secretary of the Application Form and;

who has not been expelled from the Union for misconduct or any other reason or who is not otherwise ineligible for membership and the term 'Members' shall include 'Member'.

5 – Financial Member

Members shall not be nominated for any position in the Union unless they are also financial members as defined below

A 'Financial Member' is a member who has been in the Union for 52 weeks and paid 52 contributions as per rules 52 and 64 and is clear on the books. To be entitled to the Benefits specified in Rule 64 below a Member must also be a Financial Member save that for death benefit only, one contribution gives a members dependants (as outlined in Rule 64) entitlement to such benefit.

In exceptional circumstances the National Executive Council may waive the first paragraph of this rule.

6 – National Executive Council and its Duties

The Union shall be under the management of the National Executive Council composed of the General President, Vice President, General Secretary, Assistant General Secretary, Organisers, three Trustees and lay representatives.

The Officials shall have the power to vote on all questions including the Head Office Pension Scheme. The Lay Representatives shall be elected 'Biennially' the first such elections to be held in 2002 and in accordance with the provisions of Rule 7, and shall take up office immediately following the first Biennial Conference held after such election. The National Executive Council shall meet at least once a quarter to transact the business of the Union in such a manner as directed in these rules and to give advice to members on all questions relative to the 'Objects of the Union'.

All investments and expenditure must be placed before the National Executive Council for its approval or otherwise, but it shall have power to delegate such powers as it deems appropriate.

The National Executive Council shall have the power to appoint from its members a Finance Committee and any other Committee deemed necessary, and to amend, rescind or adopt reports from such Committees.

Any Officer or member of the National Executive Council may be removed by resolution of a meeting of the National Executive Council specially summoned for the purpose, subject in the case of permanent Officials to Rule 19. The permanent officials shall be those specified in Rule 19.

In case any member of the National Executive Council shall die, resign, be removed or become unfit or incapable to act, the General Secretary shall issue nomination forms, to the Area Meeting or Rural District represented by such member, to make the necessary arrangements for the election of a member to fill the vacancy. Nominees must be members of that Area Meeting or Rural District. The members of the Area Meeting or Rural District will elect the replacement at the next meeting of the Area Meeting or at a specially convened Area Meeting or Rural District Meeting. This election will be done via an exhaustive secret ballot of the individual Area Meeting or Rural District Meeting of members in attendance at the meeting.

The National Executive Council shall cause the General Secretary to convene all meetings of the Union on such requisitions as are herein mentioned. The officials of the National Executive Council shall receive such remuneration for their services as the Biennial Congress or a Special Recall Delegate Conference shall from time to time decide.

The National Executive Council shall have the power to declare strikes and to order and direct the members of the Union to withdraw their labour and to fix the date of such withdrawal and it shall be the duty of every member of the Union to conform to such orders and directions. Failure of the part of any member to comply with such order or direction of the National Executive Council or the entering upon a strike without the sanction of the National Executive Council shall cause such member to forfeit all claims to strike benefits.

The National Executive Council shall, in addition, and without prejudice to the powers conferred upon them in the preceding rules have power to sanction such Trade movements of members of the Union as may be submitted for their

approval by any branch or branches of the Union or Trade Committee.

The National Executive Council shall have power to expel any member who wilfully acts contrary to the Rules of the Union or the resolutions and directions of the National Executive Council. The member/s against whom such action is proposed by the National Executive Council shall be notified of the specific complaint/s made against him or them and shall be notified of the time, date and place of the hearing, at least 21 days prior to the date. He or they shall have the right to attend the hearing and/or have a representative to state his or their case. Where annual wages and working practices are negotiated with individual employers, that are not covered by Ceramic Joint Council Agreements, the National Executive Council shall be informed of such negotiated proposals.

7 – Election of the National Executive Council

Nominees for a seat on the National Executive Council must, at the time of their nomination, be a Works Representative within the Area Group or the Rural District for which he or she is nominated.

Rural Districts

For the election of members of the National Executive Council in the Rural Districts the Union shall be divided into voting areas. The Rural Districts shall be entitled to one NEC representative from each voting area.

The General Secretary will supply each Lodge with nomination papers which must be placed up in the Lodge room in the previous October and January prior to the election being held.

If there are more than two nominations for one vacancy, an election shall take place by a ballot of the eligible members in the Rural Districts comprising the voting area.

In the event of a vacancy occurring, during the period of office, from any cause, the vacancy shall be filled from the Rural District where the vacancy occurs.

Stoke-on-Trent

In North Staffordshire the Union will be divided up into two Area Groups. There will be three National Executive Council representatives from each Area Group.

The Area Group shall have the power to appoint a National Executive Council member (casual vacancy) in accordance with Rule 6.

The General Secretary will supply each Area Group with nomination papers which must be placed before the October and January Area Group meeting in which year an election is held.

If a ballot is necessary voting papers will be issued for distribution to all eligible members in the relevant Area Group. The ballot shall be completed not later than the last Saturday in April of the said year.

In the event of a vacancy occurring during the period of office from any cause the vacancy shall be filled in accordance with the provisions contained in Rule 6.

Should a member of the National Executive Council for any reason be unable to attend two consecutive meetings the Area Group which the member represents may appoint a deputy to act in his or her place. In exceptional circumstances the National Executive Council may make this appointment.

Elected National Executive Council members must make every effort to attend lodge.

The two Area Group meetings will be held quarterly at Head Office in January, April, July and October.

8 – Special National Executive Council Meetings

A notice in writing, signed by four members of the National Executive Council one from each of the two Stoke on Trent Area Groups and one from each of the Rural Districts must be given to the General President setting forth in full the object of the proposed meeting in order that a Special National Executive Council meeting shall be convened. A Special Meeting of the National Executive Council may however be convened at the discretion of the Emergency Committee.

9 – Emergency Committee

In the case of any business arising of an urgent nature before the next meeting of the National Executive Council, the General Secretary shall have the power to call together the General President and such members of the National Executive Council as reside where the seat of Government is held and a representative from

the Rural District, who shall form an Emergency Committee and deal with the business according to their discretion.

All the evidence bearing upon the said business must be laid before the National Executive Council at their next meeting.

Where the business to be considered directly affects a Rural District, the General Secretary may summon a Representative of the said district to attend.

10 – Rural District

Should any NEC representative of the Rural District deem it necessary they can convene a meeting of all the members/representatives in that Rural District.

11 – Trade Committees

The National Executive Council shall have the power to sanction the appointment of a Trade Committee in any trade or branch of trade, for the purposes of formulating demands for alteration in wages or conditions, and to discuss matters appertaining to their own particular branch or trade.

12 – Finance Committee

The Finance Committee shall consist of at least three members of the National Executive Council and the General President.

The duties of the Committee shall be those delegated to it by the National Executive Council relating to matters in connection with the Union's funds.

13 – Office of General President

Each Lodge may make one nomination for the General President and the General President shall be elected by a ballot of the membership prior to a Biennial Congress, the first of such elections to be held prior to the 2002 Biennial Congress.

Nomination forms shall be placed up in Lodges in the October and January lodge meeting preceding a Biennial Congress, and the nominations sent to the General Secretary forthwith.

Any Lodge having more than one nomination must complete an elimination ballot, and the nominee receiving the highest number of votes will go forward as the Lodge nomination.

The duties of the General President shall be to preside over all General and National Executive Council meetings, and to visit Lodges, and the General President shall be entitled to attend all Committee meetings 'ex-officio'. The General President shall preserve order, enforce the right of everyone to be heard, and be free of all prejudice touching the matter before the meeting. The General President shall see that the business is carried out according to these rules, and shall receive such remuneration as the National Executive Council may determine.

The General President shall not hold any full-time office in the union. The term of office of the General President will be the period immediately after the end of the Biennial Congress following election, to the end of the next Biennial Congress. If the General President shall die or retire whilst in office and between Biennial Congresses or the position otherwise becomes vacant the Vice President as defined below shall serve until the next Biennial Congress.

The position of General President will only be open to financial members of four years standing.

14 – Office of Vice President

A member vacating the Office of General President shall occupy the position of Vice-President for the ensuing period and preside in the absence of the General President and shall exercise such powers as are conferred on the General President.

When it is necessary to elect a Vice-President the nomination and election shall be carried out at the Biennial Congress. A Vice President shall be elected from the newly elected National Executive Council. The election to take place subsequent to the election of General President.

In the event of the office becoming vacant prior to the Biennial Congress, the National Executive Council shall take such steps as they deem necessary to fill the vacancy.

The Vice-President will not hold any full-time Office in the Union.

15 – General Secretary

The General Secretary shall continue in office during the pleasure of the Union.

His duties shall be:

- to attend to meetings of the Union and the National Executive Council.
 - to record correctly the name of the Officers and members present at the meetings of the National Executive Council and the minutes of all meetings ensuring the same be transcribed into a book to be authenticated by the signature of the Chairperson as the proceedings of the meetings.
 - to receive proposals for admission to the Union.
 - to pay over all monies and give up all books, documents and property belonging to the Union when ordered to do so by a resolution duly vouched for, by the Trustees of the Council.
 - to summon all meetings and keep the accounts, documents and papers of the Union in such manner and for such purposes as the Council may appoint and to prepare all returns and other documents required by the Certification Officer.
 - on all occasions to act under the superintendence control and directs of the National Executive Council.
 - to attend at the General Offices during such hours and to devote as much time to the Union's business as the National Executive Council may from time to time deem necessary.
 - to carry out faithfully or cause to be carried out any resolutions recorded in the minutes of the National Executive Council or its Sub-Committees.
 - to conduct all correspondence and read to and lay before the National Executive Council or its Sub-Committees all letters received from and copies of those sent to correspondents.
 - at the required times to forward to Lodges and Area Groups copies of all proposed alterations to rules and all schedules and forms for elections.
 - to collect such information as may be necessary for the conducting of the business of the Union.
 - to balance the cash account weekly and to supply the National Executive Council with a quarterly detailed account of the income and expenditure.
 - to compile quarterly and yearly reports according to returns from Lodges and a detailed Annual Account for the expenses incurred by the National Executive Council and a full report of the Union's income and expenditure for the past year.
 - to delegate such of the above duties as he deems appropriate.
- In the event of the office of General Secretary becoming vacant the National Executive Council shall appoint an acting Secretary who shall be authorised to inform the Lodges of the fact and forward all forms and schedules for election of the position of General Secretary.

Prior to the retirement of the General Secretary, at a date to be fixed by the National Executive Council nomination forms for election of a new General Secretary will be sent to Lodges and the election completed at least six months prior to the retirement date. The election will be carried out in accordance with Rule 22 provided that if any of the present elected Officials are nominated they shall be excluded from the Written and Oral Examinations and proceed to the Ballot along with other nominees (not exceeding two in number) who may be successful in the examination.

The General Secretaryship shall be open to all financial members of the Union of at least four years standing.

16 – Assistant General Secretary

An Assistant General Secretary shall be elected to work under the control of the National Executive Council and the General Secretary and shall carry out such duties as may be assigned by the National Executive Council by way of organising and dispute work. The appointment will be made in accordance with Rule 22. In the absence of the General Secretary, the Assistant General Secretary shall act in that capacity.

Provided that if any of the present Elected Officials are in nominations they shall be excluded from the Written and Oral Examinations and proceed to the Ballot along with other nominees (not exceeding two in number) who may be successful in the examination.

The Assistant General Secretaryship shall be open to all financial members of the

Union of at least four years standing.

17 – Office of Organiser

The duties shall be to organise meetings, to attend to disputes, and to work under the control of the National Executive Council and the General Secretary who shall have power to allot special work other than the above when necessary.

18 – Divisional Officers

The National Executive Council shall have power to appoint Divisional Officers. At the time of their appointment the Divisional Officers must be members of the Union of at least four years standing. They shall work under the control of the National Executive Council and the General Secretary who shall have the power to allot special work when necessary.

19 – Permanent Officials Termination of Engagement

The Offices of General and Assistant General Secretary and Organiser shall be permanent, subject to six months notice (by either party) to terminate the engagement. The notice on behalf of the Union shall be tendered by the General President under the direction of the National Executive Council but the National Executive Council shall not have power to discharge or alter their term of engagement until sanctioned by the members of the Union.

The office of Divisional Officer shall be permanent subject to three months notice (by either party) to terminate the engagement. The notice on behalf of the Union shall be tendered by the General Secretary, but the General Secretary shall not have power to discharge or alter the terms of engagement until sanctioned by the National Executive Council. The Divisional Officer shall have the right of appeal against dismissal to the National Executive Council. The decision of the National Executive Council on the question of dismissal is final and binding. Nothing in these rules shall debar a Divisional Officer from appealing to an Industrial Tribunal.

The permanent Officials retirement provisions shall be as per the Trust Deed and the individual contract of employment. In the event of an emergency the National Executive Council shall have the power to extend the period of office beyond the above age by not more than sixteen weeks duration.

20 – Trustees

There shall be three trustees elected from the Lodge in the Stoke-on-Trent area. They shall act under the instructions of the National Executive Council. If any Trustee refuses to act in accordance with such instructions the National Executive Council shall have the power to expel that Trustee from office.

The General Secretary will supply the lodge with nomination papers which must be placed before the October and January lodge meetings.

Their election will be by a ballot of the Lodge members prior to each Biennial Congress the first of such elections to take place prior to the 2004 Biennial Congress.

The period of office of a Trustee shall be six years save in the case of a Trustee elected to fill a casual vacancy in which case the provisions set out below shall apply.

A Trustee shall have the right to resign and should a vacancy occur for any cause the National Executive Council shall cause nomination forms to be placed up in the Stoke-on-Trent lodge for one night only and should there be more than one nomination an election by ballot of the Lodge membership shall take place. The new trustee shall take up office following the ballot and shall serve for the remainder of the period of the person he replaces. The Trustees and the General Secretary shall be authorised to sign cheques draw on the Bank and the Bank shall be instructed to honour cheques if signed by any two of such officials.

The Trustees must reside near the registered office of the Union.

The Trustees shall have the power where directed by the National Executive Council to do so to invest, safeguard and keep all funds and property of the Union received by them in such manner as may from time to time be authorised by Act of Parliament for the investment of trust funds.

The Trustees shall have power on the direction of the National Executive Council to invest 50 per cent of the capital funds of the Union, in the stocks and share of Industrial Companies, and/or Investment Unit Trust shares.

If so directed by the National Executive Council the Trustees shall have power to direct funds to be paid to any charitable project approved by the National Executive Council.

All deeds, documents of title and securities for money of the Union, shall be held by the Trustees and they may take such measures for the safe custody and preservation thereof at the expense of the Union as they shall think fit and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control and shall produce them for inspection when required by the auditors or by a resolution of a General meeting or of the Council, but they shall not be under any personal liability further than such as is imposed on them by law.

The Trustees shall be persons to sue and be sued on behalf of the Union.

If any Trustee on being removed from office, refuses or neglects to assign or transfer any property of the Union as the National Executive Council may direct, such Trustee shall be expelled and cease to have any claim on the Union, without prejudice to any liability to prosecution.

No Trustees shall invest any part of the funds of the Union upon the security of their own property or otherwise than in accordance with these rules.

No Trustee shall hold the Office of General President or Vice-President.

The position of Trustee will only be open to Works Representatives of at least 3 years standing. To be eligible to stand in the election the candidate must sit an oral examination and reach an acceptable standard. This will be conducted by the National Executive Council.

21 – Salaries of Officials

All salaries of employees and officials shall be decided annually by the National Executive Council.

The National Executive Council shall have power to pay for what they consider extra work.

22 – Appointment of Permanent Officials Mode of Election of Organiser

In the event of a vacancy occurring for an Organiser, the National Executive Council shall notify the Lodges, and the General Secretary shall immediately forward all forms and schedules for election.

All nominees shall submit to written and oral examinations for the purpose of determining suitable candidates. The National Executive Council (exclusive of members who are in nomination) shall be responsible for conducting the oral examination which shall comprise of 30 per cent of the marks. The written examination shall be conducted by an independent examiner who shall mark the papers and submit his findings to the Committee. All candidates obtaining 70 per cent of marks, or three candidates gaining the highest number of marks, subject to a minimum of 50 per cent of possible marks, should that number not secure 70 per cent shall be submitted to ballot of the members.

In the event of a National Executive Council member from an area group or rural district being in nomination the area group or rural district will have the authority to replace the National Executive Council member.

Nomination papers shall be fixed up for two lodge nights when nominations shall close. All votes shall be counted under the supervision of a Presiding Officer appointed by the National Executive Council. Five weeks shall be allowed for the distribution and return of ballot papers.

The Scrutineers shall be appointed as provided in Rule 32. They shall keep a correct record of all ballot papers sent out and of the number returned, and shall return all ballot papers to the Head Office for counting.

Should there be more than one candidate a ballot will be conducted and the candidate receiving the highest number of votes shall be elected. In the case of a tie for the first place, a second ballot will be conducted between the candidates who have tied for first place. Members voting shall indicate their choice by means of a cross.

Candidates for election must be financial members with at least four years membership. Each candidate qualifying to go to the ballot shall have the privilege of submitting address in writing to the Executive and the same to be

issued in a booklet form with all the addresses together.

23 – Sanction of Nominations

All nominations for positions of General President, Trustees, Permanent Officials and Lodge Officials shall be placed before the NEC for its sanction or otherwise.

No members shall be nominated for, or hold any office in the union, who is not employed and working in a permanent position, except in cases of absence from work due to sickness of not more than twelve months duration.

When members are serving any office of the union and become unemployed, they will be allowed a period of sixteen weeks, or the period to the end of that term of office whichever is the shorter before relinquishing such position.

No member shall be nominated for, or hold any office in the union, who holds a position of executive grade at their place of employment, the NEC will determine whether the position holds executive grade or not. Other than the emergency provisions contained in Rule 19. The normal retirement age will be 65 years of age.

24 – General Audit

The General Accounts of the Union shall be audited by Chartered or Incorporated Accountants. They shall audit the accounts every twelve months or more often if required; they shall also examine the income and expenditure and see and examine all receipts for all money paid or received on behalf of the Union; also securities held by the Union, bank books and other documents and money held by the Trustees or Lodge Presidents and sign the books if each audit is found correct. At the same time an audit shall be carried out of the accounts of the Unity Resource Centre and annexed to the General Accounts of the Union shall be a set of accounts for the Unity Resource Centre.

The audit shall take place at the Registered Office or at such place as the National Executive Council may direct. In the case of the Unity Resource Centre the audit shall take place at the Centre's Premises.

25 – District Auditors

The books of each Lodge or Branch shall be subject to examination at any time by a member appointed by the National Executive.

26 – Standing Orders

The Standing Orders of the National Executive Council appended at the end of these Rules shall be applicable to all the meetings of the Union.

27 – Lodge Formation and Government

The National Executive Council shall have the power to form a new Lodge provided that Lodge conforms to the general Rules of the Union. The National Executive Council shall have to power to close any Lodge when circumstances deem it necessary.

Each Lodge shall be under the management of a President, Lodge Secretary, Assistant Secretary, Auditors and Scrutineers.

The Officials of the Lodge shall have the power to vote, except the President who shall have a casting vote.

No Lodge or Lodge Official shall have the power to make use of any money belonging to the Union except by consent of the National Executive Council.

The Lodge Officers must be elected by a ballot of their own Lodge.

Nominations must be sent in to the July and October Lodge meetings and the ballot must be completed by the third Saturday in December. They shall be elected to serve for two years, but shall be eligible for re-election when their term of office expires. All elected officers shall commence their duties the first week in any financial year next following the election.

28 – Duties of the Lodge

The duties of the Lodge shall be to give a candid hearing to any member (in open Lodge) who may wish to present any complaint or seek advice. All business shall be conducted in accordance with these rules.

In arriving at a decision the Lodge must take the vote of the members present in the Lodge at the time of hearing the case. If any member is dissatisfied with the decision they may appeal to the National Executive Council but no case shall be considered by the National Executive Council which is not properly recommended by the Lodge.

29 – Duties of Lodge President

The President shall preside over all Lodge Meetings, preserving order and enforcing the right of everyone to be heard. The President shall be free of all prejudice touching the matter before the meeting and shall see that the business is carried out in accordance with these Rules.

The President shall receive any balance due to the Union every Lodge night, and forward the same to the General Offices or pay it into the Unions bank, not later than the second day following Lodge night.

The Lodge President shall be nominated and elected from the Lodge members by the means of a lodge ballot. Any financial members shall be eligible for nomination.

The National Executive Council shall have the power to give permission to any Lodge to appoint a Lodge Vice President who shall be elected by members of the Lodge by the means of a lodge ballot. Any financial members shall be eligible for nomination.

30 – Duties of Lodge Secretary

The Lodge Secretary shall strictly attend to all money received by the Lodge, and to the funds being applied in a manner as directed by these Rules, and the National Executive Council.

The Lodge Secretary shall keep the books correctly and in good order, and have them ready for inspection at any time the National Executive may desire to see them; also entering all clearances granted to or received from other Branches.

The accounts of the Lodge shall be correctly kept and weekly returns made to the General Secretary, showing the various items of income and expenditure the same to be signed by the Lodge President.

Lodge Secretaries shall prepare quarterly statements showing the number of members good on the books at the commencement of the quarter, new members, lapsed members and the net numerical strength at the end of the quarter, and shall forward the same to the General Secretary.

The National Executive Council shall have power to give permission to any Lodge to appoint one or more Assistant Secretaries. Any financial member shall be eligible for the positions of Lodge Secretary and Assistant Lodge Secretary and shall be appointed in the manner of the other Lodge Officers.

31 – Minutes of Lodge Meetings

A record of Minutes of all Lodge Meetings shall be kept. Such Minutes must be signed by the President as a correct record of the Lodge business and a duplicate copy sent to Head Office. In the case of an appeal to the National Executive Council by any member or members against the decision of the Lodge, the Lodge President shall furnish the General Secretary with a copy of the Resolutions recorded in the Minute Book, and also a statement of the case in writing.

32 – Duties of Scrutineers

There shall be two Scrutineers appointed for each Lodge whose duties it shall be to take charge of all the ballot papers and see to their proper distribution. They shall count the votes when the ballot papers are returned; they shall furnish the Lodge Secretary with a correct record of the voting; such record to be forwarded immediately to the General Secretary. No Lodge Officer except an Auditor shall be eligible for nomination.

33 – Lodge Auditors

There shall be a quarterly audit by Head Office if necessary of the accounts of each Lodge outside the Potteries area, and at the same time of electing Lodge Officers an auditor shall be elected in each Lodge. The National Executive Council may give permission for a second auditor to be elected whenever the membership warrants such an appointment. Such auditors shall examine all Lodge books and cards quarterly, and audit the income and expenditure of the same. They shall examine the accounts of every member who has been on benefit, and shall see whether such member was entitled under these Rules to receive such benefits. They shall send a written report to the General Secretary stating whether such books have been properly kept. No Lodge Officer shall be elected as an auditor.

34 – Members Acting Contrary to Rules

Members acting contrary to these rules or any instruction of the National Executive Council shall forfeit all claims to the financial benefits of the Union and shall be personally responsible for any illegal act they may commit. This Rule applies to members acting in a body.

35 – Members Sacrificed through Union Principles

If any member should be discharged from their employment in consequence of adhering to the Rules of the Union, or for holding office, or attending to Council meetings, or deputations to employers, or collecting contributions, taking prominent part in disputes, or in any other legal way advocating the claims and furthering the objects of the Union, such members must immediately communicate the particulars of the case, through Lodge or Permanent officials who shall promptly investigate the case with a view to restoring the member back to work. If found impossible to do so, the National Executive Council shall have power to grant the member 20 weeks strike benefits after which such members benefit shall cease until they have again qualified for benefit in accordance with Rule 56. If such member commences to work and is thrown out on strike or lockout through the actions of any other branch of the Union during the qualifying period, such member shall be free to claim strike and lockout benefits. Claims for sacrifice pay must be made within 14 days of receiving notice of dismissal, otherwise the application will not be considered by the National Executive Council.

36 – Members Losing their Situations

If any member loses their situation through neglect of work, or from any improper conduct, proven to the satisfaction of the Union, they shall forfeit all claims to the benefits of the Union. If members are charged with any of the above offences, and are of the opinion that justice has not been done to them, or that their case has been misrepresented by their employer or others, their case shall be considered by the National Executive Council. Such a decision shall be binding subject to appeal within 14 days to the full National Executive Council.

37 – Members Out of Situation

Every member while receiving support from the Union shall make every exertion to obtain a situation.

38 – Members Promised Situations

Any member having been promised situations, and having given up situations on the faith of such promises, if an employer fails to redeem their promise, such members shall be entitled to receive out-of-work pay, and the Union shall use all lawful means to obtain compensation for loss sustained by such members through the action of the Employers including the provision of immediate legal advice.

39 – Disputes between Employers and Employed

In case of any attempt being made to lower wages of any member of the Union, or the employer refusing to agree to any just demands that may be made by any member, such member must report the case either to the Lodge or the Head Office.

The National Executive Council shall have power to investigate such dispute. If following such investigation they consider no further good can result from its further continuance, they shall have power to close the dispute and cease paying benefits.

40 – Payment of Deputations

Members attending a Conference or being appointed to go on Deputations shall be paid at a rate fixed by the Biennial Delegate Conference on the recommendation of the National Executive Council, but if leaving the district they shall be allowed such expenses as shall be, from time to time allowed by the National Executive Council.

41 – Appeals for Pecuniary Help

In the case of appeals for help from other Trade Unions whose members are on strike, the National Executive Council if they deem it necessary, shall have power to make a grant.

The National Executive Council shall have power to make such charitable gifts (up to a maximum of £500) and approve such charitable projects as they deem appropriate and give appropriate directions relating to the same to the Finance Committee.

42 – Compensation and Legal Advice

Should any member be disabled while following their occupation or whilst going directly to or from their home and place of employment they shall cause the same to be reported (within seven days) to the General Secretary, who shall make investigation into such disablement (whether by accident or disease), and the National Executive Council may, with the consent of the member, take charge of such case, and see justice done to those of its members who are entitled to compensation either under the Employers' liability Act, 1880, or the National Insurance (Industrial Injuries) Act, 1946, Pneumoconiosis etc (Workers Compensation) Act 1979 or any statutory modification or re-enactment of the same or at Common Law. Members must be in the Union for 52 weeks and pay 52 weeks full contributions before being entitled to cash benefits. In the case of accident, immediate legal advice may be given.

Legal Advice may be given to members on such other matters as the National Executive Council shall determine from time to time.

43 – Vacancy Occurring

Should any Officer or authorised person entrusted with any of the property die or become insolvent, or in any way defraud the Union, or become incapacitated, the members of the National Executive Council shall be summoned to decide upon the case, and all books, papers, documents, money or any other property held by such officer or authorised person belonging to the Union, shall be delivered up to those whom the National Executive Council may appoint to receive them.

44 – Lodge Seceding

In the event of any Lodge or Lodges seceding they shall forfeit all claims upon the Union's central or other funds, or property or capital or any or every kind whatsoever. After the secession of any Lodge or Lodges the Union will not be responsible for the payment of any debt which the said Lodge or Lodges may incur, or for any acts they may do, either in trade unions or in other matters.

45 – Lodge Biennial Meeting

Each Lodge shall hold a Biennial meeting, which must be held prior to the Biennial Congress, and Special Recall Delegate Conference. Appointed Delegates must attend the Biennial Lodge meeting or Special Recall Delegates meeting. Should any appointed Delegate not attend, without justifiable reason, that Delegate will be deemed to be not affirmed, and a substitute be appointed in accordance with Rule 47. The Lodge President and Lodge Secretary shall have power to determine a justifiable reason. Attendance at Biennial Lodge Meetings however shall, with the exception of Permanent Officers and the General President, be confined to members of the Lodge concerned.

46 – Delegate Conference

1. The Delegation shall meet biennially at such period as may be determined by the National Executive Council and shall constitute the Biennial Meeting of the Union. Beginning in 1996 the Biennial meeting shall be known as the 'First Biennial Congress'. Should the need arise between Biennial Congresses the National Executive Council shall have the power to call a Special Recall Delegate Conference.

The Biennial Congress and the Special Recall Delegate Conference shall be composed of the National Executive, and Officials, ex-Officio, (but without the power to vote) and Delegates with voting power according to the number of members returned at the end of the last quarter in the financial year prior to the Biennial Congress. The place and date of Meetings shall be notified to each lodge. Each lodge in the rural area shall be entitled to send one Delegate to the Biennial Congress, and to any Special Recall Delegate Conference and should the membership exceed 250 and be less than 1,001 a second Delegate. Thereafter for each additional 750 members or part thereof, one additional Delegate.

2. The Lodge Delegates

There will be a maximum of ten lodge delegates elected at the January Lodge

meeting prior to the Biennial Congress. No Works Representative will be allowed to stand in this election. If however the lodge is unable to elect ten delegates then Works Representatives will be entitled to stand. The Works Representative will be elected at the January Lodge meeting. No-one will be entitled to stand in either election if they are not present at the January Lodge meeting.

3. The Area Group Delegates

Each area group will be allowed a maximum of ten delegates elected at the January area group meeting. If more than ten delegates are nominated then there will be a ballot of all the works representatives present at the meeting. No works representative will be entitled to stand in this election if they are not present at the January area group meeting.

4. Delegates

Delegates should be appointed biennially. Each lodge and area group meeting must furnish the General Secretary with a certificate in the form (a) set forth in schedule hereto annexed, signed by the Lodge Secretary, Lodge President or General President, such certificate must be forwarded to the General Secretary immediately. In case of emergency, the above named Lodge Officers shall have power to appoint a qualified member as a Delegate, such appointment however, to be subject to the approval of the Biennial Congress or Special Recall Delegates Conference. Delegates to a Special Recall Delegates Conference shall be those delegates entitled to attend the immediately preceding Biennial Congress.

The National Executive Council shall have the authority to invite guests to the Biennial Congress.

47 – Duties of Delegates

Biennial Congress

The duties of the Delegates shall be to investigate the accounts, form, alter, make or amend rules, as herein provided for, the appointment of the Vice President, and such other business not hereby provided for as may come before the Biennial Congress.

Special Recall Delegate Conference

The duties of the delegates shall be to deal with such resolutions or other business as may be deemed by the National Executive Council as being of such importance that the matters cannot be left for decision until the next Biennial Congress.

The standing orders of the Union shall be applicable, all matters being decided on a show of hands. No delegate shall interrupt another whilst speaking, but shall be orderly and obey the call of the General President, and shall not be allowed to leave the room during the meeting without the consent of the General President.

Delegates attending a Biennial Congress or Special Recall Delegate Conference shall be allowed expenses according to Rule 40.

48 – Alteration to Rule

The Rules of the Union may subject as below be altered by a resolution passed at a Biennial Congress or a Special Recall Delegate Conference.

A resolution for alteration as stated above may be made by the National Executive Council at any Special Recall Delegate Conference or Biennial Congress or subject as below by any delegate at a Biennial Congress. Any such resolution must set out:

- the wording of the Rule as it stands before amendment;
- the words proposed to be added or deleted from the Rules;
- the proposed wording of the Rule following the alteration proposed;
- the proposed wording of the new Rule;
- the Rule which it is proposed to delete.

No Rule shall be amended added or rescinded unless by a vote of a majority of the members or delegates present at a meeting of the Biennial Congress or a Special Recall Delegate Conference.

Any member wishing to amend add or rescind a Rule at a Biennial Congress must first obtain the vote of a majority of the members present in his or her Lodge or area group meeting at the time such resolution is moved, the same to be forwarded to the National Executive Council through the Secretary of the Lodge or area group meeting of which he or she is a member.

Such a resolution shall be placed before the July and October lodge and area group meetings prior to conference.

Any amendment to resolutions to alter the Rules at a Biennial Congress must be received by the last Saturday in October and a Special Recall Delegate Conference shall itself have power to amend a resolution to alter the Rules by a vote of the majority of the delegates present.

The National Executive Council shall have the power to place any resolution on the Agenda for the Biennial Congress or a Special Recall Delegate Conference and such a resolution shall be included in the Preliminary Agenda for such Congress or Conference.

The National Executive Council may at any time summon a Special Recall Delegate Conference and take a vote of the delegates attending the same if in their opinion an alteration of the Rules is necessary and there is an urgent reason why the same should not be deferred until the next Biennial Congress and any notice convening such a Conference shall be accompanied by a copy of the proposed alteration to the Rules.

No alteration to the Rules can be made except at a Biennial Congress or Special Recall Delegate Conference.

The National Executive Council must approve as fit and proper any resolution to alter a Rule or any resolution concerning the affairs of the Union which is to be considered at a Biennial Congress before the same is placed on the Agenda for consideration at a Biennial Congress and the decision of the National Executive Council shall be final and binding.

The Biennial Congress Agenda shall be voted upon at the Lodge Meetings and the Area Group Meetings convened for such purpose by a ballot vote and if requested by the members present the result of voting on each resolution must be accurately recorded by the Lodge Secretary for the time being or some person appointed by the National Executive Council and thereafter the record of such votes signed by the Secretary and President for the time being of the Lodge shall be forwarded not later than the second working day after the meeting in question to the General Secretary.

49 – Special Cases

Should any case be submitted to the National Executive Council where the Rules do not apply, the National Executive Council shall have power to determine and decide according to merits of the case.

50 – Separation of Funds

The funds of the Union shall be separated into two funds:

General Management and Benefits Fund

Political Fund

Each fund shall be self-supporting.

51 – Inspection of Accounts

The books of the Union and the names of the members shall be open for inspection by any member or person having an interest in the funds of the Union. Any dispute or difference as to whether a person has an interest in the funds of the Union shall be determined by the National Executive Council whose decision shall be final and who shall not be required to give reasons for such decision.

52 – Payments into the Union

(a) Contributions. Members shall pay the contributions set out below for each week in which they have done any work, or in respect of which they have received payment of any kind, in lieu of wages.

A 'week' for this purpose means the seven days ending at midnight on Saturday.

(i) to qualify for the whole of the benefits of the Union a member's contribution shall be:

The NEC shall have the power to levy such increase in contributions as deemed necessary.

Juveniles

Juvenile contribution shall be based on 75% of the adult contribution. Any juvenile on a Government Approved Training Scheme will not be required to pay any union contribution after enrolment so long as their remuneration does not reach the level of the above minimum entitlement. Benefits for such members

will be those set out in Rule 64.

(b) Members who are unable to work due to sickness, or after being in receipt of Industrial Injury Benefit should inform Head Office. The notification should be made at monthly intervals during the period of out-of-work. Unemployed members should have the Union yellow Unemployment Card completed each week at the Job Centre or Benefit Office and return the card to Head Office. Members who are unable to work because of sickness must notify Lodge or Head Office each month.

Unemployed or Retired members

May elect to pay a reduced rate subscription. This amount will be determined by the National Executive Council on an annual basis. Members electing to pay this rate must be unemployed or retired and will only be entitled to the following benefits:

Entitlements

1. Free will making facility
2. Free 30 minutes on any legal matter
3. Discounted conveyancing packages
4. Fixed fee divorces and discounted rates for other matrimonial disputes
5. Free initial interview for all road traffic and other personal injury claims for you and immediate family members, with a 'no win no fee' basis for many claims
6. Discounted rates for Magistrates Court work
7. Discounted rates for probate work for you and immediate family members
8. Individual assistance at all times
9. Copy of the 'Unity News' newspaper

The National Executive Council shall have the authority to offer free membership to any potential member on any bargaining unit where a recruitment campaign is taking place. If the recruitment campaign is won however, then the appropriate membership rate will immediately apply. Free membership does not give entitlement to any of the financial benefits of the union.

The National Executive Council shall have the power to levy the members whenever they deem it necessary that such levy is required to keep each fund self-supporting.

{As per minutes of NEC 13+ 14 November 2003 – It was Agreed fit and proper after the minor alterations and an understanding on Retirement Benefit i.e. qualification for Retirement Benefit could continue to be accrued even after a retired/unemployed member had continued to pay reduced rate and had not taken their retirement benefit}

53 – Reserve Fund and Levies

The National Executive Council shall have power to levy all members in employment in support of any section of members who may be out on strike, such levy to be under the control of the National Executive Council, and any levies not paid shall be added to arrears.

54 – New Members

New members will be entitled to strike and lockout payments upon making one contribution to the Union.

Members must be in the Union 52 weeks and pay subscriptions equal to 52 weeks full contributions before qualifying for Unemployment and Industrial Injury Benefits.

55 – Unemployment Benefit

When members have been unemployed for eight days consecutively they shall be entitled to five days' pay. They shall also be entitled to payment for all subsequent odd days linked to the five days. Saturday and Sunday shall not be counted as working days.

No unemployment benefit will be paid for paid holidays or for days covered by the Guaranteed Employment agreement of the Wages Structure. When a member has received 4 weeks unemployment benefit such members benefits must cease until they have commenced to work and made payments into the Union equal to 52 weekly subscriptions, when they shall again be free to benefits. All preceding benefits count in reckoning the prescribed number of weeks during which members can be on the funds, unless they have been

clear off the funds for a period of 52 weeks, and made payments equal to 52 weekly subscriptions, but if such members commence to work and are thrown out on strike, or locked out through any branch of the Union during that 52 weeks, such members shall be entitled to Strike and Lockout benefits.

56 – Members in Receipt of Benefits

All arrears shall be deducted from first benefits; but under no consideration will such deductions be reckoned as payments, so as to qualify any member for further benefits when suspended under Rules 35 and 55.

57 – Benefits to Members on Strike

Members who have been on strike will be entitled to benefits as per Rule 64 or any other amount of benefit as shall be decided by the National Executive Council. All odd days will be paid for. Lockout benefits to be the same as Strike Benefits, provided members are locked out through any other branch of the Union. Strike or Lockout pay shall not count as Out-of-Work pay in the suspension of a member's benefits.

58 – Members Benefit Payments

Members eligible for Industrial Injury Benefit or Unemployment Benefit will, on production of proof of eligibility be paid direct from Head Office.

59 – Members Giving Notice for Benefits

On the first day of unemployment and every succeeding day of the period for which benefit is paid, members must sign an unemployment register or vacant ticket.

Members failing to sign the Unemployment Register as required to, have a vacant ticket from the Unemployment Exchange for the requisite number of days, being five days for each week for which benefits are paid, shall forfeit all benefits for the days that they fail to sign, except that:

Members not in receipt of State Unemployment Benefit must sign the Unemployment Register at Head Office or Lodge as proof of their being unemployed once a week.

Members in receipt of State Retirement Pension will not qualify for Out-of-Work pay. Any member being unemployed and not registering such unemployment in the Lodge or Head Office within two weeks from the time of commencing unemployment such member to be considered as at work and their subscriptions carried forward as due to the Union.

60 – Suspension of Benefits

Persons over 16 weeks in arrears shall cease to be members and forfeit all claims to any benefits of the Union. All members being eight weeks in arrears shall be suspended from benefits for four clear weeks after such arrears are brought below eight weeks.

It is the responsibility of the member to ensure that contributions are paid when due.

61 – Members to Produce a Contribution Card

Every member must produce their contribution card at the time of paying. If they fail to do so they must abide by the decision of the contribution book as to the amount due.

62 – Members to Obtain Copy of Rules

Each member must obtain a copy of Rules which may be obtained from the Lodge Secretary, Collector or Membership Officer.

63 – Bonuses

The commission to be paid out for collecting contributions shall be such amount as the National Executive Council may, from time to time determine.

64 – Benefits

Strike and Out-of-Work Lockout

Members £20.00 per week

All strike benefits are subject to Rule 57.

When a member has transferred to a different rate of contribution on account of age they must pay four contributions at the new rate before being entitled to the increased rate of benefit, and shall then qualify for benefits as if the whole of their contributions had been paid at the new rate.

Industrial Injury Benefit

When a member has been off work with an Industrial Injury for a period of eight

days, the member will be entitled to five days benefit. The member will also be entitled to pay for all subsequent odd days linked with the five days. Industrial Injury Benefit will not be paid for paid holidays.

When a member has received six weeks Industrial Injury Benefit. Benefits will then cease until the member has commenced to work and made 30 weekly full contributions when the member shall again be free to claim benefit for any subsequent Industrial Injury/Disease.

All preceding benefits shall count in reckoning the prescribed number of weeks during which members can receive benefit unless they have been clear of the benefits for a period of 30 weeks, and made 30 weekly full contributions. This benefit will only be paid to members who have notified the Union of the relevant accident by completing the Union Accident forms, and the Accident Confirmation form signed by the responsible person stating that the accident has been properly recorded in the factory Accident Book.

Benefits will be :

Members 6 weeks at £25 per week

No benefit will be paid for any time lost that has not occurred within 3 years of the actual date on which the accident occurred, unless the member has already started to receive injury benefit for that accident prior to the end of the 3 year period.

Retirement Benefit

Current financial members on attaining state retirement age or taking early retirement, having completed 10 years continuous paid membership at date of retirement may claim a retirement benefit of £50 and £5 for every completed subsequent year, up to a maximum of 20 years, proof of retirement to be supplied by the member.

In respect of retirement benefit, this must be applied for within twelve months of the member ceasing to work.

(1) No member will be entitled to draw Retirement Benefit whilst still working.

(2) No member will be entitled to draw Retirement Benefit more than once.

(3) No member will be entitled to draw both Retirement Benefit and Death Benefit.

Death Benefit

The nominee, or where there is no nominee a dependant or executor of the estate of a member who has paid one contribution, may on production of a death certificate of a deceased member, claim a Death Benefit of £500.00 should that member die before drawing the Union Retirement Benefit. This benefit will only be paid in respect of members who have died whilst in employment at the date of death.

In the case of a dependant, the decision of the National Executive Council as to who shall be the beneficiary of this benefit shall be binding and such claimants must provide proof of their relationship.

65 – Collecting and Canvassing Scheme

The contributions of members residing in the City of Stoke-on-Trent and District, may be collected at their homes or place of employment.

Duties of Collectors

The duties of collectors will be to collect contributions weekly and to pay in the same to the Lodge Secretary each Lodge night, distribute Annual Balance Sheets and Reports, bills for meetings and other literature.

To make a quarterly return to the Lodge Secretary of new members, lapsed and transferred members and net numerical membership.

Only financial members of the Union shall be eligible for the position of collector or inspector unless the National Executive Council decides this is impracticable.

Appointment of Inspectors and Duties

Inspectors shall be appointed whose duties it shall be to:

Periodically examine contribution cards and books

To visit members reported to be in arrears

To make a report to the National Executive Council of the results of visits to

members and the examination of contribution books and cards

To take care of all transfers in connection with their own Lodge or area, pay out benefits, and assist Lodge President in the Lodge management.

No collector or inspector shall hold any other office in connection with the Union.

Remuneration of Inspectors and Collectors

They shall receive such remuneration for their services as the National Executive Council may from time to time determine.

Application for the position of either inspector or collector must be made to the National Executive Council on the forms supplied. Two weeks notice shall be given by either party to terminate the engagement.

The National Executive Council shall annually review the appointment of inspectors and collectors with a view to removing those who have left the industry permanently unless in exceptional circumstances.

Membership Officers wherever possible will be appointed on factories where Check Off System operates. Duties of these Officers and remuneration as laid down by the National Executive Council.

66 – Permanent Officials and Head Office Staff Retirement Benefit Scheme

The Union shall have power to contribute out of its funds to the Unity Retirement Benefit Scheme, established under a trust deed made on 12th March 1993, and registered under the Superannuation and other Trust Funds (Validation) Act, 1927.

67 – Rules for Political Fund

The objects of Unity 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;

On any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;

On the provision of any service or property for use by or on behalf of any political party;

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;

On the maintenance of any holder of a political office;

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;

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 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. In these objects – 'candidate' means a candidate for the 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 that 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.

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).

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 committee shall ensure that a notice in the following form is given to all members of the Union in accordance with this rule. This provision will not apply for all overseas members:-

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 Unions 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 committee shall provide the secretary of each branch with a number of copies of the notice sufficient for these purposes.

(4) Any member of the Union may at any time give notice on the form of exemption notice specified in sub-rule 5 below, or by written request in a form to the like effect, that he 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 Certification Office for Trade Unions and Employers' Associations, Brandon House, London, SE1 1LW.

(5) The form of exemption notice shall be as follows:

UNITY TRADES UNION

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.....

Address.....

Date

(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 and the address in the notice, and shall inform the General Secretary of the name and address of the member.

(7) On giving such notice, members shall be exempt, so long as his notice is not withdraw, from contributing to the Political Fund as from the first day of January next after the notice by the member is give, or, in the case of a notice given within one month after the date of which a new member admitted to the Union is supplied with a copy of these rules under rule 13 as from the date on which the member's notice is given.

(8) The Executive Committee shall give effect to the exemption of members who contribute to the Political Fund of the Union by relieving any members who are exempt from 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 him is a contribution to the Political Fund of the Union, it is hereby provided that one full adult weekly contribution is the half yearly contribution to the Political Fund, and that any member who is exempt shall be relieved from the payment of one full weekly contribution on the first Saturday of each half year

and shall pay the remained of such contribution only.

(9) A member who is exempt from the obligation to contribute to the Political Fund shall not be excluded from any benefits of the Union or placed in any respect 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 his being so exempt.

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

(11) If any member alleges that 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, 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 he considers that such a breach has been committed, make such order for remedying the breach as 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.

(12) Any member may withdraw his notice of exemption on notifying his desire to that effect to the Secretary of 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.

(13) The Executive shall ensure that a copy of these rules is available free of charge to any member who requests a copy.

(14) The Executive shall send to the Secretary of each branch sufficient copies of these rules for distribution to each member.

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

(16) The Secretary of each branch shall supply a copy of these rules free of charge to each member on his/her admission to the Union.

(17) A copy of these rules shall also be supplied by the Secretary of each branch to each new member on his/her admission to the Union.

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 Union has been adopted by a ballot under the Act. Any payments in furtherance of any of these objects will be made out of a separate fund, the political fund of the Union but every member of the Union has 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, Brandon House, 180 Borough High Street, London, SE1 1LW

68 – Service and Merit Badges

Members having served the Union in the capacity of Lodge Official upwards for a period of not less than 20 years shall be awarded by the National Executive Council for the Union Badge of Merit.

A long service badge will also be presented to any member who has completed 35 years membership of the Union.

A badge specially designed for the purpose will be awarded by approval of the National Executive Council, for meritorious service to the Union, to persons nominated by Lodges.

69 – Union Eligibility

Notwithstanding anything else in these Rules, the National Executive Council may by giving six weeks notice in writing terminate the membership of any member if necessary to comply with a decision of the Disputes committee of the Trades Union Congress.

70 - Unity Alliance for Training and Upskilling Resource Centre

(1) The National Executive Council may establish a Unity Alliance for Training and Upskilling Resource Centre ("the Unity Resource Centre") for the furtherance of objects (f) (g) and (h) of the Objects of the Union.

The National Executive Council's powers in relation to the establishment,

maintenance and management of the Unity Resource Centre shall include, but shall not be limited to:-

- (a) providing funds to defray the running costs and expenses of the Unity Resource Centre;
- (b) employing staff for the purposes of the Unity Resource Centre;
- (c) Providing for and/or supplying freehold or leasehold premises equipment and fittings for the Unity Resource Centre.
- (d) creating and operating at the Unity Resource Centre a database of members available for work (whether or not of financial member status) for use by the Unity Resource Centre and for supply to prospective employers or any other person.
- (e) operating an introduction service pursuant to which the Unity Resource Centre may make introductions between prospective employers and members who may be suitable candidates for work opportunities in accordance with terms and conditions applicable from time to time.
- (f) charging for the use of such a database and for the introduction service provided by the Unity Resource Centre;
- (g) providing training to members (whether or not of Financial Member status) or to any other persons (whether or not of Financial Member status) in the ceramics and other trades professions or vocations and providing training services relating to the ceramics and other trades professions or vocations to individuals, companies, firms, associations, public authorities and any other persons;
- (h) charging any person (other than members) for training or training services;
- (i) determining the level and method of charging for any of the service provided by the Unity Resource Centre. For the avoidance of doubt, the National Executive Council may waive any charge to members or any other persons in relation to the services of the Unity Resource Centre.
- (j) accepting grants, subsidies, contributions and or any other payments from any person or body to defray, or assist in defraying the costs of and connected with the Unity Resource Centre and its services;
- (k) entering into leases and contracts for any of the above purposes.

(2) The National Executive Council shall have power to appoint from its members a Unity Resource Centre Committee, consisting of the General Secretary, Assistant General Secretary and the three Trustees. The National Executive Council shall have power to delegate to the Unity Resource Centre Committee such of its powers and duties relating to or connected with the establishment maintenance and management of the Unity Resource Centre as the National Executive Council may from time to time consider to be appropriate. In relation to the exercise of any such delegated power or the discharge of any such delegated duty, references in these rules to the National Executive Council shall be construed as including a reference to the Unity Resource Centre Committee. The National Executive Council shall further have the power to instruct the Unity Resource Centre Committee to act in accordance with such rules as the National Executive Council may from time to time consider to be appropriate, and the Unity Resource Centre Committee shall act in accordance with such rules.

(3) The National Executive Council shall have power to delegate to a nominated member of the Unity Resource Centre Committee such of the powers and duties relating to or connected with the establishment, maintenance and management of the Unity Resource Centre as the National Executive Council may from time to time consider to be appropriate.

(4) The Unity Resource Centre shall not be run for profit. Any such funds as are generated by any activities of the Unity Resource Centre shall only be expended in the furtherance of objects (f) (g) and (h) of the "Objects of Union". Until such funds are so expended they may be invested by the Trustees in accordance with Rule 12.

(5) The Union's Political Fund shall not be used to provide any funds for the Unity Resource Centre.

(6) The retention on a Unity Resource Centre database of information relating to a member (whether or not of financial member status) shall not make such a member an employee of the Union or the Unity Resource Centre. Any member (whether or not of financial member status) who accepts work through or with the assistance of, or via the introduction of, the Unity Resource Centre shall not thereby become an employee of the Union.

(7) Any person whether or not a member of the Union who is provided with training by the Unity Resource Centre does not thereby become an employee of the Union or the Unity Resource Centre.

(8) The National Executive Council may close the Unity Resource Centre at any time if it considers that it is appropriate to do so. Paragraph (4) shall cease to apply upon the closure of the Unity Resource Centre. In the event of closure any sums held by the Centre shall be transferred to the general funds of the Union.

71 – Works Representatives

The National Executive Council shall have power to sanction or otherwise the appointment of Official Workplace representatives whose term of office will be for a period of 3 years commencing on 1st January following their appointment. Requests for nomination papers for a ballot for Workplace Representatives must be made to Head Office in writing and signed by at least ten members from the factory concerned. In which case the nomination papers will be put up on the factory in the October prior to the end of the existing representatives term of office. They will be eligible for re-election. If however 51% or more of the membership in any factory or (where two or more Works Representatives are operative) in the appropriate section of the factory, desire a change in representation they shall inform Head Office, who will put up nomination papers forthwith followed by a ballot of the members concerned.

Their duties shall be to act in accordance with the rules and policies of the Union in the Workplace and shall be under the jurisdiction of the Permanent Officials on all matters relating to the instructions of the National Executive Council. In the Rural Districts when a Lodge is based upon a single factory, the position of Works Representative shall be vested in the office of the Lodge Secretary and/or Lodge President.

72 – Review of Benefits

The National Executive Council shall review all benefits shown in all Rules and place its recommendations before the following Biennial Delegate Conference or Special Recall Delegate Conference called for this purpose for their sanction or otherwise.

73 – Area Groups

The two area groups will meet quarterly at Head Office. The General President of the Union will chair both area group meetings.

Each area group will elect a Minute Secretary from the members of the area group. This position will be open to all members of the area group. Minutes of the meeting will be sent to the National Executive Council and the lodge. Should the business require it the General Secretary shall have the authority to convene one meeting of both area groups.

74 – Duties of the Area Groups

The duties of the area group will be to exchange information and to identify common or individual problems that exist within individual factories or groups. The area group may submit Resolutions to the National Executive Council. A majority of area group members must be in favour of such a Resolution before it will be considered by the National Executive Council.

The National Executive Council members will furnish each area group with a National Executive Council report. The recruitment officers will also furnish each area group with a current update on the recruitment campaign.

75 – Standing Orders of the National Executive Council

At all Meetings of the Council the Chair shall be taken precisely at the time for

which the Meeting is called and business immediately proceeded with.

The members of the Council stand when speaking; during the time any member is speaking all other members shall remain seated. Whenever the Chairperson rises to speak no-one shall continue standing, nor shall anyone else rise until the Chair be resumed.

At all Meetings of the Council the Secretary shall read the Minutes of the preceding Meeting, all letters relating to the business of the Council, the reports or Minutes of the Proceedings of the Committees which have met since the preceding Council meeting.

When an amendment is moved upon a proposition no further amendments shall be moved until the first be disposed of; but any number of amendments may be brought forward in succession, and the question must be put in such a way that if one amendment is negative another may be moved upon the proposition; but if an amendment is affirmed it shall then form the proposition under consideration, whereupon further amendments may be moved; and if after the disposal of an amendment no second or further amendment be moved, the question must ultimately be put upon the original or amended proposition as the case may be, in order to be passed as a resolution.

Movers of an original resolution, but not of any amendment (unless it becomes an original question) have right to reply, not introducing in such a reply any new matter, but confining themselves to the answering of previous objections, after which the question shall be put, no other member shall be allowed to speak more than once on the same question, unless permission is given to explain or the attention of the Chair be called to a point of order.

On an amendment being moved, the right to address the Chair shall be the same as in the case of an original motion.

Whenever it is stated to the Chairperson that not one-third of the members are present the Secretary shall call the names of members of the Council, should there not be one-third of the members present, the Chairperson shall declare the meeting at an end. In the case of Committees, two-thirds of its members shall form a quorum.

No member shall attempt to raise a discussion on matters which have been disposed of at the same meeting. Notice of motion shall be given to rescind any resolution of the Council at an Executive Meeting.

All questions shall be determined by a show of hands, excepting at the request of the mover of a resolution or amendment to have the names taken down by the Secretary and entered in the minute Book. At all meetings the Chairperson may use a casting vote only.

A mover of an original motion shall be allowed ten minutes to speak thereon and subsequent speakers five minutes.

Nothing herein contained shall prevent members of the Council moving the suspension of the before-mentioned Orders provided that two-thirds of the members present vote in favour of their suspension.

76 – Appeals

A member shall have the right of appeal against any disciplinary action including expulsion by the National Executive Council taken in accordance with Rule 6. Members who wish to appeal against such decisions must do so in writing and they shall be given at least 21 days notice in writing of the time, date and place of the hearing of the appeal.

All appeals will be heard by the Final Appeals Committee.

The Final Appeals Committee shall be comprised of one representative from each area group, one member from the lodge as well as one member from the rural districts to be elected biennially from the delegates to the Biennial Delegate Conference.

Casual vacancies shall be filled by existing delegates from the lodge, area groups or rural district where the vacancy arose.

Members of the National Executive Council and all members who were party to the original decision to expel shall not be eligible to sit on the Final Appeals Committee.

Nominations for the Final Appeals Committee will be made at the Biennial Lodge Meetings.

The proceedings of the Final Appeals Committee shall be conducted in accordance with the constitution.

The decision of the Final Appeals Committee will be final and binding.

77 – Dissolution of Union

The Union may at any time be dissolved by the consent of five sixths of the Members.

78 – Interpretation and Definitions

78.1 Any dispute regarding the interpretation of these rules or arising in a matter where these rules are silent shall be referred to the National Executive Council whose decision upon any matter of interpretation shall be final.

78.2 Words importing the masculine gender shall include the feminine and the neuter and words importing the singular number shall include the plural and vice versa.

78.3 References to any statute shall include any statutory extension or modification amendment or re-enactment of such statute and any regulations or orders made under such statute and any general reference to the statute or statutes includes any regulations or orders made under such statute or statutes.

79 – Student Membership

Any person who is a student on a University or College course and not in employment (to the satisfaction of the National Executive Council) shall be eligible to pay the student affiliation of £10 per annum.

This will entitle such members to attend lodge meetings. Such members will not be allowed to hold any office in the Union or to vote.

They will be entitled to receive both legal advice and assistance. Such members will not be entitled to any of the financial benefits of the Union.

SCHEDULE A

Unity Certificate of Delegates Appointment

Lodge

We hereby certify that * of *

Was on the day of inst. (being the

(Lodge meeting) duly appointed a Delegate to represent this lodge at the ensuing Biennial Congress, and such members is a Financial member of this Lodge, and good on the books.

Dated this day of 20

President

Secretary

The names and addresses of all Delegates must be forwarded to the General Secretary, no later than seven days after the appointment.

These forms are printed separately, and may be obtained from the General Secretary.

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