UNISON UNIVERSITY OF NOTTINGHAM
CORE BRANCH RULES

1 Branch Name

The branch shall be called UNISON University of Nottingham Branch and is referred throughout the rules as "the branch"

2 Aims of the branch

a) To support and pursue the Aims and Objectives contained in the UNISON Rule Book, and the Objectives agreed by UNISON’s National Executive Committee annually,
b) To achieve the targets set annually through the branch assessment (JABO).

3 Membership

Eligibility for membership shall be in accordance with the Rules of the union

4 Branch structure

a) There will be an Annual General Meeting of the branch to confirm the election by ballot of branch officers and members of the branch committee for the forthcoming year, to receive the branch accounts and to report on branch development from the branch committee. The AGM may comprise one meeting or a series of aggregate meetings arranged across the University’s UK campuses.
b) The AGM will determine the basis of representation in the branch and the number of stewards and other representatives to be elected in each work group or workplace.
c) Other general meetings may be called by the branch committee or by 20 members of the branch or 5% of the membership, whichever is the greater.
d) The quorum for any general meeting, including the annual meeting, is 10% of the branch at a single meeting or through aggregate meetings.
e) The branch committee will comprise of branch officers and Convenors who have been elected in accordance with rules 5c and d. It will be responsible for the general organisation and development of the branch and for policy and decision making on matters affecting all members within the branch between general meetings.

5 Branch officers

a) The branch shall elect the following officers annually in accordance with G.2.2.4 of the UNISON Rule Book:
   • Chairperson
   • Secretary
   • Treasurer
   • Equality officer(s)
   • Welfare officer
   • Health and Safety officer
   • Communications officer
   • International officer
   • Membership officer
   • Young members officer
- Education co-ordinator
- Lifelong Learning co-ordinator
- Labour link officer (elected by the members who pay the political levy only)
- Retired members’ secretary (elected by the retired members)
- Any other officer determined as necessary for the effective operation of the branch

b) A convenor (senior steward) shall be elected from amongst the stewards in a section.

c) Election of branch officers
   i. branch officers may be nominated by any two members, with the exception of the Labour Link officer who will be elected by the APF members only.
   ii. nominations will be invited 12 weeks before the AGM and nomination forms will made available through the branch web-site. All nominations must be received in writing at least 7 weeks before the AGM.
   iii. each nominee will be notified and given the right to withdraw not later than 6 weeks before the AGM.
   iv. if there is more than one candidate, a vote will be held.
   v. the vote will be conducted by ballot.
   vi. where no valid nomination has been received before the deadline, nominations may be called for and candidate elected at the AGM, or endorsed by the branch committee subject to ratification by the next general meeting.

d) Election of convenors
   i. the process for nomination and election shall be as in (c) save that the nomination may be by any two members employed in that section, and only members employed in the relevant section may participate in the election.

6 Branch Committee

a) Representation on the branch committee will be agreed by the AGM and will include:
   - Branch officers
   - Representatives of self-organised groups
   - The convenors for each section or one steward from the Reps Forum

b) The branch committee shall administer branch business in accordance with UNISON rules and guidance.

c) The quorum for the branch committee shall be 33% (one third) of the members of the committee.

d) The branch committee shall ensure that sections within the branch are appropriately and equitably resourced to ensure the effective participation of members, recruitment and organisation, representation, and collective bargaining and campaigning on behalf of members in each section.

e) The branch committee will establish arrangements for the individual representation of members.

f) The branch committee shall meet quarterly. Meetings may be held more frequently if required.

7 Sections

a) A section is an identified workplace and comprises all members within that workplace.

b) A section may be led by a convenor who has been elected in accordance with rule 5d.

8 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 branch will maintain records of all meetings and other appropriate records to enable the branch to function.

9 Media communications

Communications to the media on behalf of the branch shall be made only by officer(s) authorised by the committee.

10 Affiliations

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

11 Finance

The branch shall keep a Unity Trust Bank account in the name of the branch and will maintain a financial record of all assets and transactions in accordance with UNISON guidelines.

The branch shall produce a set of Financial Standing Orders which shall be regularly reviewed. Any changes shall be agreed at a quorate AGM.

12 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.

13 Expenses

Rates of expenses for members attending meetings or carrying out other activities on behalf of the branch shall be agreed by the AGM in accordance with the Scheme for Branch Expenses contained in the Branch Finances Handbook. The rate of expenses shall be included in the Financial Standing Orders.

14 Honoraria

Honoraria will not be paid to any branch officer or member of the branch.

15 Approval/alteration to branch rules

a) Branch rules must be agreed by two thirds of members present and voting at a quorate branch meeting.
b) Branch rules must be approved in accordance with Unison’s procedures.
c) Any changes to branch rules must be agreed and approved in the same way.