

BRANCH MODEL RULES & STANDING ORDERS

(Incorporating the mandatory text of Branch Model Constitution which is shown in italics)

1. NAME

The Branch of the Communication Workers Union shall be known as the

South Wales Branch

2. OBJECTIVES

The objectives of each Branch shall be to:

- 1. Locally organise, recruit and maximise membership levels and to maintain accurate Branch membership records.*
- 2. Protect and promote the interests of members in accordance with the objectives as expressed in the National Rules and policies of the union.*
- 3. Keep members informed on local, regional and national matters.*
- 4. Effectively consult members on local issues affecting their work.*
- 5. Implement the policies and directives of the NEC, Industrial Executives and Conferences of the Union.*

3. MEMBERSHIP

3.1. General

Branches shall ensure that;

- 1. All applications for membership are dealt with in accordance with national rules*
- 2. All members are aware of their entitlements and obligations as defined in the national rules*

3.2. Branch Membership

The membership of the Branch shall include:

- 1. All relevant persons in the communications, financial services, information technology and related industries and in all businesses where the Union has recognition.*
- 2. Retired Members*
- 3. Other groups or persons agreed between the Branch and CWU Headquarters.*
- 4. The Branch shall be composed of all members employed in*
 - The former South Wales Branch Area*
 - The former West Wales Engineering Branch Area*
 - The former Swansea Clerical Branch Area*
 - Operator & Ancillary Members as determined by Head Office.*

And henceforward in areas agreed between the Branch and CWU Headquarters.

The Branch members will be organized into the following constituencies:

Engineering

Clerical

Operator and Ancillary

Each constituency will elect a Chair and Secretary by and from it's members taking account of geography.

Within the constituencies there will be occupational sections:

The engineering constituency will have a South Wales Section, and a West Wales Section

The clerical constituency will have a Swansea Section and a South East Wales Section

An operator and ancillary constituency. will have a Wales and the West Section.
(Delete)

4. BRANCH MANAGEMENT

4.1. Branch Constitution, Branch Rules and Standing Orders

1. *Branches shall operate according to the Model Branch Constitution agreed by the NEC and the Branch Officers and Branch Committee shall ensure the terms of the Branch Model constitution are complied with.*
2. *Branches may also adopt and operate local Branch rules and standing orders to govern any areas not specifically covered by the branch model constitution, which shall be subject to the agreement of the Branch and approval by the NEC*

4.2. Management

The affairs of the Branch shall be governed by General Meetings of, which there shall be an AGM and minimum of one other. In the intervals between General Meetings the affairs of the Branch shall be directed by the Branch Officers and Branch Committee

4.3. Minimum Standards

The CWU is committed to ensuring that all branches provide effective and professional representation to all members. To achieve this it is a requirement that all branches ensure that the following minimum standards are adhered to:

1. *All members and representatives will act in strict accordance with the rules and policies of the CWU at all times.*

2. *The Branch fully supports the CWU aim of providing all members with equality of opportunity, dignity and respect. Therefore members and representatives of the branch will be encouraged, and where appropriate supported, in participating in such events that support these aims. This includes attendance at CWU organised/supported events such as; the various Equality & Diversity Conferences, Retired Members and Youth events.*
3. *The Branch will attend and take an active part in all national, regional and local meetings that affect the Branch membership.*
4. *All representatives of the branch have a responsibility to ensure that all issues are dealt with promptly and efficiently.*
5. *The Branch Committee will put in place effective communication channels throughout the Branch area and ensure that members are kept fully informed on all relevant matters.*
6. *The Branch Officers & Branch Committee shall ensure that priority treatment is given to the recruitment and organising of new members throughout the branch area and that this important issue is properly funded and sufficiently resourced.*
7. *Each Branch within its area shall ensure fair representation of all members, in terms of race, creed, religion, age, political affiliation, disability, marital status, sex or sexual or gender orientation.*
8. *Each Branch shall strive to ensure proportionality in Branch organisation and leadership.*
9. *The Branch Office shall - **as a minimum** – contain the following basic items of essential equipment and it shall be the responsibility of the principle Branch Officers to ensure that they are operational/functioning at all times:*
 - *Secure filing and storage facilities*
 - *Telephone (including 24 hour answer phone facility)*
 - *Fax*
 - *Computer*
 - *Branch email address*

4.4 Branch Organisation

1. *Each Branch shall hold an Annual General Meeting by no later than 31st March of each year. Not less than 28 days notice shall be given to members of the Annual General Meeting and branches shall be responsible for publishing the agenda and timetable for the submitting of motions and amendments etc.*
2. *Each Branch shall elect a Branch Committee, which shall include as a minimum the following elected Branch Officers and members:*
 - a. *Chair*
 - b. *Secretary*
 - c. *Treasurer/Financial Secretary*
 - d. *Equality Officer*

- e. Political Officer
- f. Youth Officer
- g. Six other Branch Committee members (at least one of whom must be a women's Officer)

Note: No Branch Officer holding a position of (a), (b) or (c) may hold another post of (a), (b) or (c). Different people must hold each of the three posts.

All candidates for the post of Political Officer must pay the political levy and with the exception of Northern Ireland members, they must also be members of the Labour Party.

3. Branches may also elect other branch officers and branch committee members as required and agreed by the Branch.
4. The precise composition of the branch committee and the duties of the branch officers shall be detailed in the branch rules or attached as an appendix to the Branch Model Constitution.
5. Where a Branch has members in more than one Constituency of the union it shall establish Constituency Sections.

Within the South Wales Branch constituencies there shall be occupational sections:

The engineering constituency will have a South Wales Section, and a West Wales Section

The clerical constituency will have a Swansea Section and a South East Wales Section

An operator and ancillary constituency section.

6. Between AGM's each Branch shall hold regular Branch Committee or membership meetings for the effective governance of the Branch.
7. A Branch shall not instruct or permit any Branch Officer to act in a manner contrary to the Rules and Objectives or prevent them from acting in accordance with the Rules and Objectives of the Union.
8. Branches shall, where applicable, establish retired members' sections which would be entitled to elect a Section Committee to deal with retired members' problems. The Branch should appoint an Officer or Committee member of the Branch to service the retired members' section.

4.5 Branch Election Procedures

Branches shall establish rules governing the conduct of elections to ensure equality of treatment for all candidates. These shall be incorporated into the Branch Constitution/Branch Rules and shall be published to the membership. Delete

The Branch Secretary will publish a nomination form listing all positions subject to election at the Branch AGM. The nomination form will be available to members at least 28 days prior to the published date of the AGM. Any Branch member, intending to stand for a position, with the sanction of two Branch members proposing and seconding the nomination, will be entitled to submit their nomination on the published form. The form must be returned to the Branch

Secretary, by the date specified on the form, which will not be less than fourteen days after the nomination form is published.

The Branch Secretary will publish a list of all valid candidates, at least four days prior to the AGM

1. Voting Procedures

Current voting procedures will continue to apply in each Branch. Where Branches wish to change procedures the proposals must be submitted in writing to the National Organising Secretary for clearance. Prior to a Branch merger voting procedures must be included in the new proposed model rules due to be submitted to the National Organising Secretary. Delete.

Insert.

The normal method of voting in election procedures consists of a show of raised hands at the relevant meeting and the result determined by a simple majority in favour of a candidate.(insert)

In the event that a position is contested and the candidates may be significantly disadvantaged by the location and working patterns of their members, subject to agreement of the meeting, a ballot of the relevant members will be held. The ballot will be organised and conducted by the Branch Secretary and will be completed within as short a timescale as is reasonably practical. Members will be given a minimum of one week in which to cast their vote.

The result of the ballot will be announced the next working day after the ballot closure. (Insert)

2. Positions Becoming Vacant Between AGMs

Any vacancies, which may arise amongst the Officers between elections, shall be filled under the procedures detailed above.

4.6 Officers of the Branch

The Branch Officers shall be elected in accordance with the procedures set out in these rules

The Branch Officers shall consist of a minimum of;

- a. *Chair*
- b. *Secretary*
- c. *Treasurer/Financial Secretary*
- d. *Equality Officer*
- e. *Political Officer*
- f. *Youth Officer*
- g. *Six other Branch Committee members (at least one of whom must be a Women's Officer)*

* Each Branch must have at least one Equality Officer. It is acceptable for Branches to have more than one Officer covering the duties, such as a Women's' Equality Officer, Race Equality Officer or Special Needs Officer.

The South Wales Branch shall also elect other Officers as detailed below.

Vice Chair

Assistant Secretary (s) (2 Clerical (1 Swansea, 1 South East Wales,), 2 Engineering (1 West Wales, 1 South Wales) 1 O&A and 1 Non BT)

Recruitment

Health, Safety & Environment Co-ordinator

Branch Organiser Delete

Union Learning Co-ordinator

4.7 Duties of Branch Officers

Chair

- a) The Chair shall preside and be responsible for the conduct of all Branch meetings and shall sign all minutes of Branch meetings and through the Secretary, order Special Meetings when necessary.
- b) The Chair must ensure that the Branch has proper organised procedures to cater for Branch ballots.
- c) To be a member of the Branch Finance Committee

Secretary

- a) To keep a record containing necessary particulars of members in conjunction with the Branch Treasurer.
- b) To conduct the general business of the Branch.
- c) To convene the meetings of the Branch Committee in consultation with the Branch Chair and to provide a report to each meeting.
- d) To prepare all documents ordered by a General Meeting of the members or by Branch Committee and to forward, publish or present them in accordance with instructions by the same authorities.
- e) To furnish the NEC and CWU Field Officers with such details, statistics or reports regarding the Branch or its members as may be required and to submit details of any amendments to Branch Rules and Standing Orders which have been carried at the Branch AGM to the National Organising Secretary.
- f) To ensure that those responsible within the Branch keep the members informed of any agreements, negotiations and decisions that affect them.
- g) To collect and keep readily available all information and data likely to be of service to the Branch.
- h) To forward to the General Secretary by such dates as are provided for by the NEC, any proposition which the Branch intends to lay before the Annual Conference, after such motion has received the approval of a duly constituted Branch meeting.
- i) To report briefly to General Meetings, the proceedings of the Branch Committee.
- j) To prepare and present to the membership an Annual Report of the work of the Branch, such report to be supplied to the membership seven days before the AGM.

- k) To be a member of the finance committee, where they exist and any sub-committee.
- l) To arrange the preparation, under the direction of the Branch Chair, any ballot papers required for Branch Elections and ensure that these are provided to the election officer.
- m) To ensure that autonomous sections within the Branch are working effectively.

Treasurer/Financial Secretary

- a) To keep separate accounts for each fund of the Branch.
- b) To control the collection of subscriptions and levies.
- c) To receive all monies collected on behalf of the Branch.
- d) To remit to the Senior Deputy General Secretary any monies due to Union Headquarters by National Rule or by a decision of a Conference.
- e) To deposit all funds in a Unity Trust Bank or as otherwise determined by CWU Headquarters.
- f) To pay all proper claims on the Branch as they become due.
- g) To present an audited balance sheet at the Branch Annual General Meeting for each account held by the Branch.
- h) To exhibit to the members a copy of the balance sheets and audited accounts not less than 7 days prior to the Annual General Meeting.
- i) To have cash, bank statements and account books available at each Branch Committee Meeting.
- j) To retain all financial vouchers for at least two years from the date of the annual audit.
- k) To keep all statements of accounts and balance sheets for a period of seven years.
- l) To ensure that the Branch accounts are submitted to CWU Headquarters by the advertised date.
- m) To attend the monthly finance committee meetings, where they exist and to provide all relevant documentation to the committee.

Note: The purpose of 3 i) is to ensure financial visibility on a regular basis. It is perfectly acceptable for Branches to decide therefore to have this information available at all Branch wide General meetings.

Political Officer

- a) To ensure that the Branch is affiliated to all Constituency Labour Parties within its geographic boundaries and to regularly liaise with the Branch delegates to the CLP
- b) To recruit as many CWU members as possible to the Labour Party.

- c) To liaise and communicate with CWU Regional Political Committees, CLP Secretaries, Trade Union Liaison Officers and the Regional Labour Party Office over election and CLP campaigns, local CWU campaigns and general political activity. Assist in the distribution of Labour Party literature to the membership.
- d) To provide an Annual Report to be submitted to the Branch.
- e) To provide and maintain a local Branch Political Bulletin which will inform Branch members of political issues and activities of interest to them.
- f) To assist in the political training and education of the Branch membership.
- g) To co-ordinate any CWU political campaign throughout the Branch membership.

Equality Officer

- a) To ensure the Branch promotes the Equal Opportunities statements and policies agreed from time to time by the Union at Annual Conference and within the Branch.
- b) To establish a liaison with properly constituted local groups within the geographical area.
- c) To advise other Union Officers on any Equal Opportunities issue arising in negotiations and representations.
- d) To prepare reports to the Branch covering Equal Opportunities work and on issues the Officer wishes to bring to the attention of the Branch.
- e) To prepare an Annual Report for presentation to the membership.

4.8 Branch Committee

Note: This may be called Branch Executive Committee

The Branch Committee shall consist of;

- a) Branch Officers listed in these rules
- b) Members of the Branch holding CWU office outside the Branch who shall be ex officio, having the right to speak but not to vote.
- c) Representatives from Sections if appropriate, or a minimum of six committee members

Note: This rule is intended to be an inclusive one, therefore if any member of group 1(b) is also in group 1(a) and/or 1(c) they will have the same voting and speaking rights as the others in groups 1(a) or 1(c).

Meetings

The Committee shall normally meet **bi-monthly, alternating with bi-monthly Sectional meetings.**(Alteration)

Responsibilities

- a) To be responsible for the proper management of the Branch. To appoint such sub-committees as may be necessary from time to time.

- b) To review all sub-committee reports, to deal with all points of general policy.
- c) To ensure effective organisation of the Branch and where applicable appoint lay members to the Finance Committee.
- d) To receive a report from the Finance Committee at each meeting. In Branches without a Finance Committee, the Branch Committee will assume that role.
- e) To ensure the recruitment of new members and maintain high levels of Branch membership.

Decision Making

- a) The Committee must ensure that all members are able to participate in the democratic process.
- b) For national elections, conducted on a postal basis to member's home addresses the Committee may make recommendations that are published for the benefit of all members in advance of receipt of the ballot papers.

Note: Under 4(b) it is acceptable for Branch Committees to make recommendations to a General Branch meeting for endorsement. The method of how any recommendation is made known to Branch members is for the Branch to decide.

4.9 Branch General Meetings Including Annual General Meeting

- a) The Branch shall hold an Annual General Meeting by no later than March 31st of each year. The AGM shall deal with such business as is contained in the Branch Standing Orders.
- b) Special General Meetings may be convened on the authority of the Branch Committee or by written requisition to the Branch Chair signed by not less than (25) fully paid up members of the Branch. A requisition for a Special General Meeting shall state fully and clearly in the form of a Motion, the specific purpose for which the meeting is desired. The only business to be considered at a Special General Meeting shall be that for which it is convened and as stated in the notices convening the meeting.
- c) All Branch General Meetings shall adopt suitable Standing Orders.
- d) The quorum for a Branch General Meeting shall be (20) members present.
- e) Not less than 14 days prior notice shall be given to members of any Branch General Meeting, other than for a Special Branch Meeting.
- f) The terms of Motions etc. intended to be submitted to a meeting shall be in the hands of the Branch Secretary 7 (seven) days before the meeting.
- g) The Branch Secretary shall publish the terms of Motions at least 4 (four) days before the meeting.
- h) Amendments to any published Motions must be handed to the Chair by the opening of the meeting.

- i) Provision shall be made for emergency motions, which shall be admitted to the agenda at the discretion of the Branch Chair.

4.10 Constituency Sections

- a) Where a Branch has members in more than one Constituency, as defined in the Rules, it shall establish Constituency Sections.
- b) A Constituency Section shall have autonomy to deal with matters specific to the members of the Section.
- c) A Constituency Section shall be officered by a Secretary and Chair elected by and taken from its members. The Secretary of a Constituency shall, as a minimum, be an Assistant Secretary of the Branch.
- d) A Branch must ensure that each Constituency Section is granted a fair share of Branch resources and, where applicable, facilities. All Constituency Sections have the right to be represented at Annual Conference.
- e) At every session of the Union's Conference, upon the determination of occupational and constitutional issues, a Branch with Constituency Sections may, where a common Branch policy cannot be agreed, divide its votes, including card votes, on a Constituency basis.
- f) Single Constituency Branches and Constituencies within a Branch shall have authority to form such business and divisional sections as are required to meet occupational needs.

4.11 Sectional Organisation

1. Powers of Sections

- a) Each of the sections shall be responsible for the maintenance of Union membership in the workplaces and grades covered by the Section and for carrying out Branch policy within the Section. Each Section shall have power to make representations on all matters relating solely to members of the Section
- b) To make autonomous decisions on all matters relating solely to members of the Section.
- c) Matters affecting the membership of more than one Section shall be referred to the Branch Committee.
- d) All communications between the Section and CWU Headquarters shall be copied to the Branch Secretary
- e) Sections shall set up such sub sections as they deem necessary; such sub sections shall be regulated under these Rules.

4.12 Election of Sectional Officers

Each section shall elect a Chair, Secretary and other officers as appropriate, inline with the procedures contained within these rules.

4.13 Section Committees

1. A Sectional Committee shall be comprised of;
 - a) The Section Officers. Consisting of Chair and Secretary as a minimum. Other Officer posts may be elected as required to assist in the running of the section, such as Vice-Chair and/or Assistant Secretary, but will be elected by and from the lay members of the section committee. (Insert)
 - b) Lay members of the Section elected in accordance with the procedures set out in these rules.
 - c) A section committee will elect a minimum of four (4) lay members and up to a maximum of sixteen lay members (16) to serve on the section committee.
2. Sectional Committees shall normally meet bi-monthly. (Alteration)
3. Where applicable the Section Committee shall appoint from the Committee the agreed number of delegates to the Branch Committee. This will be a maximum of eight (8) representatives from each section. (Insert)

4.14 Section Meetings

- a) The Sections shall hold not less than one meeting each year, to be prior to the Branch AGM in each year.
- b) Special Meetings of the Section shall be convened as necessary by the Section Committee or upon receipt of a written request signed by (20) members of the Section.
- c) The request shall state fully and clearly the purpose for which the meeting is desired, the only business to be transacted at such meetings shall be that announced on the notices convening the meeting.
- d) All Section Meetings shall adopt the Standing Orders appended to these Rules.
- e) The quorum of a Section Meeting shall be (10) Members present.
- f) Not less than 14 days prior notice shall be given to members of any Section General Meeting other than for a Section Special General Meeting.
- g) The terms of Motions intended to be submitted to a meeting shall be in the hands of the Section Secretary seven days before the meeting.
- h) The Section Secretary shall publish the terms of motions at least four days before the meeting.
- i) Amendments to any published motions must be handed to the Section Chair by the opening of the meeting.

5. BRANCH FINANCES

1. *All Branches shall ensure that the finances of the branch are conducted in strict accordance with the rules and policies of the union.*
2. *Every Branch shall produce a financial plan for the following year.*
3. *The rules governing all Branch financial matters shall be detailed in the Branch Rules or attached as an appendix to the Branch Constitution.*
4. *Lay Branch Auditors*
 - a) *The Branch AGM shall elect two lay Branch Auditors who shall not be Branch Officers or Branch Committee members. Their names shall be circulated to members and notified to CWU HQ Finance Dept upon their election.*
 - b) *The lay Branch Auditors shall examine and audit all Branch Accounts to ensure accuracy and shall have the right to examine and question the Branch Finances, financial policy, income and expenditure on behalf of the lay membership. All vouchers, receipts, bank statements, documents, accounts books, remittance forms and ledgers shall be examined to verify accuracy or otherwise. Lay Branch Auditors shall also verify all cash at the Bank and shall satisfy themselves that all Branch income and expenditure is accounted for.*
 - c) *The lay Branch Auditors shall produce a signed statement to Branch members and copy it to CWU HQ Finance Dept declaring they have executed their responsibilities.*

5. General

1. Every year each Branch shall produce a financial plan for the following year, which shall:
 - a) be agreed by the Branch Committee, published to members and lodged as a record at CWU HQ Finance Dept.;
 - b) show expected income based on membership figures at the time the plan is agreed by the Branch;
 - c) include detailed planned expenditure, following the principle that such expenditure shall not exceed income;
 - d) identify the purpose of any annual surplus and the intention to use it on behalf of the members;
 - e) be reported on, against performance to date, to each Branch Committee meeting.
2. Separate and distinct accounts shall be kept for each scheme or fund for which the Branch is responsible e.g. General Account, Welfare Fund, Political Fund, etc.
3. Each Branch shall keep proper accounting records compatible with CWU HQ Finance Dept systems.
4. Each Branch shall maintain a register of property and equipment showing cost and date of purchase, and retain all receipts for such until disposal of the property or

equipment. All property purchased through the use of membership subscriptions shall remain the property of the CWU.

5. At least two signatures shall be required for withdrawals from any account held in the Branch name.
6. A current statement of Branch accounts, including all relevant books and supporting vouchers, shall be presented for inspection and approval at each Branch Committee meeting and shall then be signed by the Branch Chair and Secretary.
7. CWU HQ Finance Dept, on the advice of the CWU national chartered accountants, shall be responsible for and fund the annual auditing of as many Branch accounts as is deemed necessary.
8. Branches shall not use chartered accountants unless authorised in writing by the SDGS; such accountants shall be appointed by CWU HQ Finance Dept.
9. The SDGS or appointed representative shall have the right to examine, on demand, all records of accounts and bank statements and attend Branch meetings to take part in any debate or discussion on the Branch Accounts.
10. To ensure reimbursement Branch claims due to be met by CWU HQ must be forwarded within 3 months of the activity. CWU HQ shall notify all Branches of the year-end cut-off date for such claims.
11. Each Branch may allocate up to 5% of rebate income for the remuneration of their officials. The individual amounts to be paid shall be determined by the AGM. The responsibility for reporting payments made, to the appropriate Inspector of Taxes, rests with the Branch.
12. Each Branch may establish a Welfare Fund by the transfer of not more than 5% of rebate income in each year. The Fund shall be used for giving financial and/or other assistance to members in appropriate circumstances. A Welfare Fund shall be administered by Trustees elected at the AGM in accordance with Regulations approved by the NEC.
13. When a Branch is closed all funds and financial documents shall be forwarded to the SDGS. All assets shall become the property of CWU HQ administered by the SDGS and no party shall have any claim on them unless determined by the NEC.
14. Each Branch shall make provision in it's constitution to ensure compliance with these Rules.

6. Financial Administration

(a) Trustees

- a) There shall be three trustees, Branch Chair, Branch Secretary and Branch Treasurer/Financial Secretary.
- b) All Branch property including money, securities, equipment etc. shall be vested in the Trustees.
- c) The trustees shall be empowered to sign cheques on behalf of the Branch, any two of three signatures being required on each cheque prior to issue.

7. Finance Committee
 - a) Branches who currently do not have a Finance Committee may continue without one. In these Branches the Branch Committee will assume the role and functions of the Finance Committee.
 - b) Branches who do have a Finance Committee will continue to operate with one, structured as laid out in these Model Rules.
 - c) In the event that a merger of a Branch with a Finance Committee and one without, the branch will establish a Finance Committee as laid out in these Model Rules.
8. The composition of the Finance Committee shall be;

Chair
Secretary
Treasurer
3 Branch Committee members

9. The Finance Committee shall meet monthly prior to each Branch Committee meeting.
10. The Finance Committee shall provide each Branch Committee meeting with a written report.
11. The Finance Committee must satisfy itself that all Branch accounts are correct on a monthly basis by reference to bank statements, ledgers, receipts, cheque and deposit books.

12. Financial Year

- a) The Branch Financial year shall commence on 1st January and close on 31st December each year.
- b) All documentation pertaining to all Branch accounts including CWU HQ forms must be submitted to CWU Headquarters by the advertised date.

13. Procedures

- a) The Branch shall normally hold only two accounts (General and Political Fund), however a welfare fund may be established. A welfare fund will be subject to a maximum of 5% of the Annual Branch income.
- b) All payments to individual members, Officers and representatives must be made by cheque.
- c) Trustees must not, under any circumstances, sign blank cheques.
- d) Cash withdrawals must be kept to an absolute minimum and only in accordance with limits agreed with CWU Headquarters.
- e) Proper arrangements must be made to ensure that all expenses are paid promptly including Death Benefit to nominees (As an exception the Death Grant may be paid in cash provided a receipt is obtained). These arrangements must preclude the holding of petty cash anywhere other than the Branch Office. Petty cash held at the Branch Office must be suitably secured.

6. DELEGATION TO CONFERENCE

- a) *All Conference delegations shall normally include the Branch Secretary.*
- b) *The Branch Committee must ensure that all constituency/business interests are represented.*
- c) *Each Branch shall strive to ensure proportionality in its delegations*

7. AFFILIATIONS & LOCAL DELEGATIONS

- a) *The Branch may affiliate to organisations in accordance with National Rules.*
- b) *Local delegations shall normally be appointed by and from members of the Branch Committee and whenever possible the Branch Secretary shall lead the delegation.*
- c) *Each Branch shall strive to ensure proportionality in its delegations.*

8. MEMBERS APPROACHING UNION HEADQUARTERS

The normal channel for communication between lay members and CWU Headquarters is via the Branch Secretary.

9. DISPUTES AND INTERPRETATIONS OF RULES

Should any point arise on which these Rules are vague or silent, such points shall be decided by the Chair and submitted to the next General Meeting. Should any dispute arise between any member or group of members of the Branch, such disputes should be considered by the Branch Committee and report made to the next General Meeting.

10. INDUSTRIAL ACTION

The procedures to be followed must be in accordance with the prevailing National Rule and relevant legislation.

11. DISCIPLINE

All matters of a disciplinary nature arising from the rules and regulations of the Union effecting Union members shall be dealt with in accordance with the prevailing national rule.

12. ALTERATIONS TO RULES & STANDING ORDERS

1. *No Rule or Standing Order shall be amended without the consent of a majority of those present at the Annual General Meeting or a Special General meeting called on the instruction of the National Organising Secretary, at which any proposed amendments have been duly and properly notified.*
2. *Any amendments carried shall not be implemented until submitted to and approved by the NEC.*

SOUTH WALES

BRANCH STANDING ORDERS

1. Order of Business

The Order of Business shall be read to the meeting by the Chair at the commencement of the meeting and shall be as follows:

- (i) Minutes of the previous meeting
- (ii) Matters arising therefrom
- (iii) Officers' reports
- (iv) Motions

2. Rules of Debate

(a) A member who speaks shall address the Chair and direct his speech strictly to the subject under discussion.

(b) Every motion must be moved and seconded before it can be discussed or put to the vote. In the absence of either or both the proposer and/or seconder the motion shall fall. In exceptional circumstances, and at the discretion of the Chair, a member present at the meeting may deputise for either the proposer or the seconder and the motion may then be put. No speech shall occupy more than six minutes without the consent of the meeting.

(c) The Chair shall ensure the orderly conduct of the meeting and shall warn any member of unruly conduct or persistent interruptions, after the said warning, and if the

member persists in his or her behaviour, they shall retire for the remainder of the meeting.

(d) No member, except the mover of an original motion, or the mover of an amendment which, having been carried, becomes the substantive motion, shall address the meeting more than once on any subject.

The mover of an original motion shall have the right of reply, but such reply shall be confined to answering points raised by previous speakers and shall not include any new matter.

After the reply the vote shall be taken.

(e) Any member shall be entitled, with permission of the Chair, to rise to a point of order. A member so rising shall be entitled to be heard forthwith.

(f) The ruling of the Chair upon all questions of order and matters arising in debate shall be final, and not open to discussion unless challenged as defined in Standing Order 7.

(g) A motion or amendment that has been moved and seconded may be withdrawn by the mover and seconder with the consent of the meeting, which shall be signified without debate. Should permission be refused, the debate shall continue. Any motion or amendment that has not been moved and seconded may be withdrawn by the mover and seconder without the consent of the meeting.

(h) Any member may formally second a motion or amendment, reserving his or her right to speak later in the debate.

(i) Motions; that the question be put on a particular item; move to next business or to close debate may be moved and seconded only by members who have not previously spoken at any time during the debate. There can be no debate on such motions.

3. Voting

Tellers shall be appointed for the meeting. The method of voting shall be a show of hands; if the count be challenged the Chair may order a re-count. The Chair shall not vote unless the votes for and against be equally divided, in which case he/she shall exercise a casting vote.

4. Decisions

Every decision at a meeting shall be decided by a majority of the members who vote on such questions and whatever decision is reached shall be binding on all members.

5. Suspension of Standing Orders

In the event of any matter of urgency, the Chair may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, and the number or numbers of Standing Order

affected. No suspension of Standing Orders may last more than 30minutes unless by the vote of the meeting, an extension be allowed. No suspension or extension of Standing Orders shall take place except by majority of at least two-thirds of the members present.

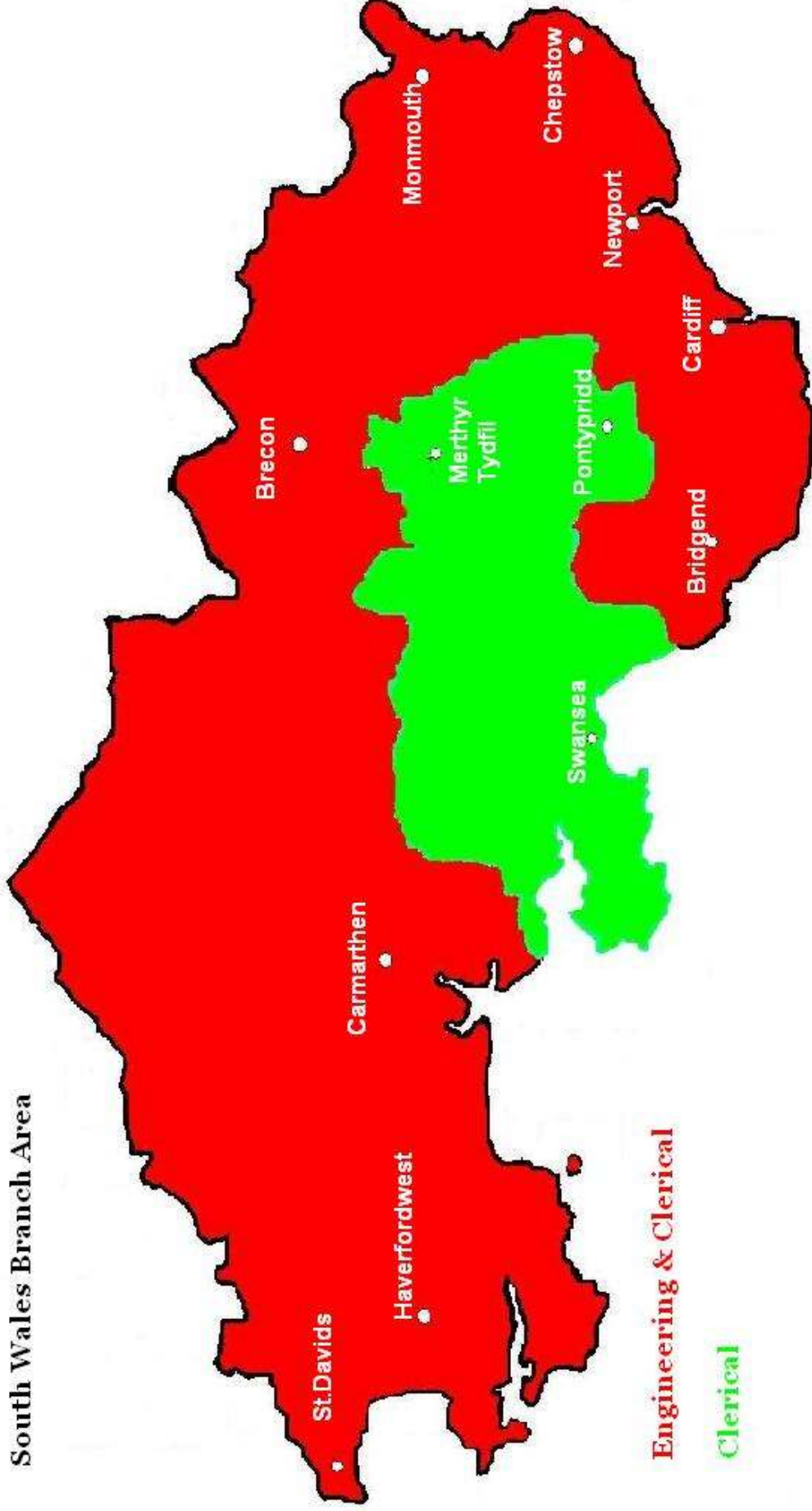
6. Secretary's Report

It shall be permissible under the Standing Orders for any member of the Branch to raise on the Secretary's report any question not dealt with in that report, providing that such question relates to any matter germane to the work of the Branch in the interim period between general meetings.

7. Chair's Decision

The Chair's decision on the construction of the Standing Orders and on any question of order not provided for by them, shall be final, unless challenged in the appropriate way, and the motion "that the Chairperson do leave the Chair" must be supported by at least two-thirds of the members present at the meeting.

South Wales Branch Area



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