



CONSTITUTION

RULES & STANDING ORDERS OF GREATER LONDON ASSOCIATION of TRADES UNION COUNCILS

Rule 1: Name

The name of the Association, the rules of which have been approved by the General Council of the Trades Union Congress, shall be the Greater London Association of Trades Union Councils.

The Association will be registered with the TUC.

Rule 2: Objects

The objects of the Association shall be to:

- i. Liaise on matters of joint concern with the TUC Regional Council helping to publicise and administer regional and national TUC policy.
- ii. Act as a representative body for Trades Union Councils on the London and South East Regional Council.
- iii. Promote the effective working of Trades Union Councils in the relevant area and to co-ordinate their activities.
- iv. Assist Trades Union Councils to fulfil their aims and objectives set out in the model rules for trades union councils.
- v. Assist, in conjunction with the Trades Union Councils Joint Consultative Committee, the development of Trades Union Councils by helping them to obtain affiliations on full membership from all trade union branches in their areas and promoting the establishment of new Councils and in particular areas where none currently exist.
- vi. Coordinate and support the work of affiliated Trades Union Councils. Initiate joint campaigns and ensure that Trades Union Councils in their area, district or county are as strong and effective as possible.
- vii. All participants taking part in meetings and activities organised by Associations do so on condition that they at all times act in a comradely manner and refrain from any behaviour that

might be regarded as racist, sexist, misogynistic, homophobic or transphobic and in any way that might be regarded as bullying or harassment of others.

Rule 3: Registration

- i. In order for GLATUC to be recognised by the TUC it must register with the General Council.
- ii. GLATUC will re-register by the last Friday in January to be able to participate in the coming year in those activities listed under Rule 3 of the model rules for trades union councils.
- iii. GLATUC must submit copies of their current constitution, rules and standing orders if they have been altered in the previous year and their most recent financial accounts when applying to the TUC for registration or re-registration.
- iv. All Associations must provide evidence to the TUC on re-registration that they have met at least once in the previous year.
- v. Associations that are registered with the General Council may make applications to the TUC development fund.
- vi. The General Council may, on the recommendation of the TUCJCC, deregister an Association where in its opinion the actions of that Association bring the trade union movement into disrepute.
- vii. Registration with the TUC confers no authorisation to speak on behalf of the Trades Union Congress. Associations should bear this in mind in any publicity.
- viii. The TUC initials or the TUC logo must not be used. Any website, press release or similar should make clear the role of the Association as the voice of trade union branches in the local community.

Rule 4: Constitution

The Association shall consist only of duly elected representatives of affiliated Trades Union Councils which are registered with the Trades Union Congress.

Rule 5: Representation

- i. Representation of Trades Union Councils shall be based on affiliation fees paid to the Association as follows.
 - Up to 5,000 members = 2 representatives
 - 5,000 to 10,000 members = 3 representatives
 - 10,000 to 20,000 members = 4 representatives
 - Over 20,000 members = 5 representatives

NOTE: The TUCJCC recommends that Associations use the above as a recommendation and adopt a rule on affiliation that represents local circumstances and facilitates a viable and active Association.

ii. Trades Union Councils shall notify the Association Secretary of the names and addresses of their delegates immediately after their Trades Union Councils Annual Meeting.

Rule 6: Association Meetings

i. Each Association will hold an Annual General Meeting every 12 months, in February.

ii. To ensure Associations comply with the requirements of registration with the TUC General Council, Associations must meet at least once between registrations.

iii. GLATUC will meet monthly on the second Saturday of the month except in August. Meetings shall last no longer than 2 hours unless standing orders are invoked.

iii. A list of attending delegates shall be kept. Minutes of the meeting shall be kept and circulated to delegates.

iv. Each delegate shall receive notification from the secretary not less than 7 days clear notice where practicable of the business to be transacted at such meetings, where possible by email.

v. A Special Meeting may be called at any time by the Executive Committee, or in the case of urgency, by the President and Secretary, or upon written request of affiliated trades councils or 5 delegates. In the latter case the object of the meeting must be clearly stated upon the requisition.

vi. No business shall be transacted at any meeting of the Council at which less than 10 delegates are present or less than 30% of affiliated trade union councils are present.

vii. GLATUC will confirm, and if required be able to provide evidence to the TUC that it has met for the purpose of nominations to LESE and for the nomination of delegates to and the submission of motions to the Conference of Trades Union Councils.

Rule 7: Executive Committee

GLATUC will need to decide, preferably at its inaugural meeting or an AGM, whether it needs to establish an Executive Committee to carry out the decisions of the association between meetings. Where it is agreed to establish an Executive Committee, the following should apply.

a) The Executive Committee shall be elected at the Annual Meeting of the Council and shall be composed of members representing the various Trades Union Councils affiliated to the Association.

b) The Executive Committee shall consist of upto 7 members plus the officers

c) No Trades Union Council shall be entitled to more than one seat on the Executive Committee (excluding Association officers).

- d) The Executive Committee shall conduct the detailed business of the Association.
- e) Executive Committee meetings shall be held every month.
- f) A special meeting of the Executive Committee may be called in the event of urgent business arising as and when deemed necessary by the Chair and Secretary.
- g) The number of members of the Executive Committee present that shall form a quorum shall be 3.

Rule 8: Officers

The officers of the Association shall be the those determined by the County Association but shall include a Chair, Secretary and a Treasurer who shall be different people. These Officers shall be ex-officio members of the Executive Committee with full voting powers.

NB: The TUC JCC recommends that where possible the position of Treasurer is held by a person other than the Chair and Secretary.

Rule 9: Duties of Officers

President

The President shall preside at all meetings of the Association and Committees and see that the business at meetings and of the Association generally is conducted in a proper manner. At meetings where the President is not in attendance, the Vice-President shall preside. In the absence of both the meeting shall elect one of the delegates present to preside. In the Association's Standing Orders the powers granted to the President shall be assumed by any person replacing the President as Chair of the meeting.

Secretary

- The Secretary shall attend all meetings of the Association, Executive Committee and Sub-Committees, keep a correct record of the proceedings and conduct the business of the Association in accordance with the rules.
- The Secretary shall issue to each delegate notice of Association meetings 5 clear days prior to the meeting except in the case of emergency meetings, when the notice shall be left to the discretion of the President and Secretary.
- Should any delegate be absent from three meetings without a satisfactory explanation in succession, the Secretary shall notify the delegate's Trades Union Council of the fact.

Treasurer

- The Treasurer shall keep account of all sums of money held in the GLATUC account.
- The Treasurer shall make such payments as may from time to time be authorised by the Association or the Executive Committee, and when necessary, shall sign cheques and take account of BACS payments for authorised payments.

- The Treasurer shall keep a true account of income and expenditure.
- The Treasurer shall prepare the Balance Sheet for inclusion in the Annual Financial Statement to the AGM.
- The Treasurer shall submit their accounts and Financial Statement to the auditors prior to reporting to the AGM.
- The Treasurer shall submit a regular financial statement to the County Association and whenever requested by the Executive Committee.
- All cheques must be signed by at least two officers one of which must be the Treasurer.

Rule 10: Retirement of Officers

Upon retirement from office, officers shall hand over to their successors or to the Executive Committee all books, cash, keys, papers and other property of the Association.

Rule 11: Auditors

The Association at its Annual Meeting shall elect two Auditors, whose duty it shall be to audit all accounts and the Annual Financial Statement, certify as to their correctness or otherwise, and report upon their findings at the Annual Meeting of the Association.

Rule 12: Nominations of Officers and Executive Committee

- All nominees for officers, auditors and the Executive Committee must be delegates to the Association.
- Nominations for officers, the Executive Committee and Auditors shall be taken at the Annual Meeting.

Rule 13: Election of Officers and Executive Committee

Officers shall be elected by a show of hands at the Annual Meeting of the Association.

Rule 14: Casual Vacancies

In the event of the resignation or death of any officer or member of the Executive Committee, the vacancy shall be notified to the next ordinary meeting of the Association, when nominations shall be taken and a vote via a show of hands at the subsequent ordinary meeting.

Rule 15: Absence from Meetings

Any member of the Executive Committee being absent from three consecutive Executive Committee meetings shall, unless a satisfactory reason has been sent to the Secretary, be deemed to have vacated office and the vacancy shall be filled as provided for in Rule 14.

Rule 17: Affiliation Fees

Each affiliated Trades Union Council shall contribute a minimum affiliation fee each year. The minimum amount will be agreed at the Annual General Meeting of the Association. Each Association will set its own affiliation fee per member.

Rule 19: Deputations

Any delegate appointed to attend any conference or transact business on behalf of the Association, shall be allowed out-of-pocket expenses to be paid by the Association.

Rule 20: Proscribed Organisations

In no circumstances shall the Council co-operate with or subscribe to: the funds of fascist parties or any subsidiary organisation of these parties; any organisations whose policies or activities are contrary to those of the Trades Union Congress; or any industrial organisation which has been proscribed by the General Council. Nor shall the Council subscribe to the funds of any political party.

The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade councils shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and

Labour Relations (Consolidation) Act, 1992.

Note: This rule must be included as printed.

Rule 21: Alteration of Rules

No alteration of rule shall take place except as decided at the Annual Meeting and then only upon a vote of two-thirds of the delegates present voting in favour of the proposed alteration. Three months' notice shall be given to the Secretary of any proposed alteration of rule to be discussed at the Annual Meeting. Any change in these rules must be notified to the TUC for approval.

Rule 22: Dissolution of Association

In the event of the Association's annual registration with the TUC not being continued, the officers shall hand over the funds and property of the Association to the Regional TUC to be held in trust.

The Regional TUC shall have discretion to use the funds and property to benefit of trade union councils and the advancement of the trades union councils programme of work or for the trade union movement as a whole.

Complaints Procedure for Trades Councils or Associations

This complaints procedure is provided for information.

Trades Councils and Associations operate in every part of England and Wales, providing support to union campaigns and solidarity action, providing a valuable interface between

trade unions, workplaces and communities. In the vast majority of situations Trades Councils and Associations work cooperatively and collaborate in comradeship and solidarity.

On occasions disputes can arise between or within Trades Councils and / or Associations. In such circumstance, in the spirit of comradeship and collective endeavour, every effort should be made to resolve disputes bilaterally and informally. All proceedings and communications must be conducted in mutual respect and in a manner which ensures the good standing of the Trades Council and Trade Union movement.

Where a situation cannot be resolved informally and bilaterally the TUCJCC has a role in investigating, adjudicating and seeking to resolve any relevant and appropriate complaint that has been brought.

1. Before a complaint is considered for action by the TUCJCC the Trades Council or Association must seek to resolve their concerns themselves.
2. Once point 1 has been satisfied, the aggrieved party may raise the matter concerned with their TUCJCC regional representative who may seek to bring about a mutual agreement. If the specific concern is directly related to the TUCJCC representative, the matter is referred to the TUCJCC directly for their consideration. The TUCJCC will only hear complaints referred to it by individual trades council delegates, trades union councils or Associations.
3. The TUCJCC, upon receipt of a complaint, must first be satisfied that point 1 has been properly considered and acted upon.
4. The TUCJCC will then consider whether the complaint is a bona fide concern for the TUCJCC, within the authority of the TUCJCC, i.e. a breach of the conditions of registering with the TUC, which confers a set of responsibilities on each Trades Council, including;
 - a. Conforming to a set of model rules or an agreed local adaptation of those rules.
 - b. Acting in a way which does not contravene or bring into disrepute TUC policy, campaigns or rule.
 - c. Acting in a way which does not contravene or bring into disrepute individual trade union policy, campaigns or rules.
 - d. Accounting for TUC and trade union resources which are administered or accounted for by the Trades Council.
5. Upon satisfaction that the complaint is appropriate for investigation by the TUCJCC the committee will establish a formal complaints panel consisting of two lay representative members of the TUCJCC. The 'office' will provide support to the panel and a date for an investigatory hearing will be agreed, not more than 8 weeks from the meeting at which the TUCJCC panel is established, unless there are extenuating circumstances.
6. The trades council or association bringing the complaint will be issued with Terms of

Reference and invited to submit a statement to the panel together with any relevant evidence at least four weeks before the investigatory hearing. This will be made available to the other trades council or county association involved.

7. The Trades Council or association subject to the complaint will be asked to provide a written response no later than two weeks before the hearing date.

8. The hearing will consist of an opportunity for both sides to make their case and to support or refute the complaint. These submissions will be heard separately.

9. The panel members will consider the evidence submitted and provide a written report with recommendations to the parties concerned in the complaint and a copy submitted to the TUCJCC.

10. Parties concerned in the complaint will have the opportunity at this stage to appeal to the TUCJCC if they do not agree either all or part of the recommendations of the panel. If there is no appeal the TUCJCC will consider the report and recommendations with a view to endorsing the panel's report.

11. In the event of an appeal, a meeting of the TUCJCC will consider the grounds of the appeal. If it considers the appeal justified the TUCJCC will appoint two of its members not so far involved in the complaint hearing to review the appeal, supported by the TUC office. This new appeal panel will consider any clarification of previous submissions or additional evidence provided by the parties bringing the appeal. The appeal panel will notify all parties involved in the complaint of its decision, following which it will compile a final report. The appeal process should take no longer than eight weeks unless there are exceptional circumstances.

12. In a report to be considered by the TUCJCC, the appeal panel will either confirm or amend the recommendations of the original hearing panel. Following the decision of the TUCJCC there will be no further appeal possible. The presence of General Council members on the TUCJCC ratifies the decisions of the TUCJCC in this context.

13. The recommendations agreed by the TUCJCC will be published in the minutes of the TUCJCC presented at the General Council, unless the TUCJCC agrees that there are reasons why this should not be the case.

14. Trades Councils are autonomous bodies and the powers related to sanctions recommended by the TUCJCC must fall within the authority of the committee, relating to the conditions of Trades Council registration. Examples may include requesting a Trades Council or Association to reverse a decision that conflicts with trade union campaigns; re-run a meeting that has not been held in accordance with agreed procedures or overturn a decision of such a meeting; agree a motion of censure against a Trades Council or Association;

recommend de-registration of a Trades Council or Association – this would need to be affirmed by the General Council.

15. Finally, decisions agreed by the TUCJCC, affirmed by the General Council, are not subject to further appeal.

Standing Orders

1. The following business shall be enacted at full GLATUC meetings:
2. Minutes of the last meeting
3. Matters arising
4. Introductions & apologies
5. Secretary's Report
6. Motions of which notice has been given
7. Reports
8. Correspondence.

ORDER OF BUSINESS

1. The order of business shall be determined by the Executive and additional items may be added to the Agenda at its discretion or on request. Priority at Meetings shall be given to the co-ordination and direction of work being carried out by the Association. Reports from Sub-Committees and delegates shall take precedence over all other Reports. Reports may be made verbally or in writing.

2. Except at the President's discretion, no delegate shall speak in any agenda item for more than three minutes, except that movers of motions and reports are allowed five minutes, with three minutes to reply to the discussion and the Secretary is allowed ten minutes to present the Secretary's Report. Time limits shall not apply in a special address to the Association.

2. MOTIONS

a) Notice of Motions shall be sent by affiliated trade union councils to the Secretary in writing not less than seven days before the Association meeting at which they are to be discussed. Such Motions shall be placed upon the Agenda in the order in which they are received by the Secretary. Emergency Motions must be submitted to the Secretary prior to the start of the meeting. They shall be sent and signed by the Secretary or the delegate of, the trade union council from which they originate (Motions from the recognised email address of that Secretary will suffice). No trade union council may place more than two Motions before any Meeting of the Association (excluding Emergency Motions).

b) The mover of any original Motion, but not an amendment, shall have the right to reply but no other delegate shall be allowed to speak more than once on the same question unless permission be given to explain or on a point of order addressed to the President, when the remarks made must be strictly confined to the explanation or point of order. The mover shall have the right to reply to the discussion but shall introduce no new matter into this reply. The

Motion shall be put immediately the mover has replied. A delegate who has not spoken on a Motion and who considers that it has been discussed sufficiently may propose "that the question be now put". If this proposition is carried the President shall give the mover of the original Motion the opportunity to reply, after which the Motion under discussion shall be immediately put to the vote.

c) A delegate who has not spoken on a Motion and who considers that it has been discussed sufficiently may propose "that the question be now put". If this proposition is carried the President shall give the mover of the original Motion the opportunity to reply, after which the Motion under discussion shall be immediately put to the vote.

3. Amendments to Motions

a) If an amendment is carried it shall displace the Motion and itself become the substantive Motion, whereupon any amendment may be moved thereto. All Motions and amendments shall be presented in writing.

b). When an amendment is proposed to an original Motion, no second amendment shall be discussed until the first amendment is disposed of.

8. The decision of the President on any point of order shall be final. Six delegates may challenge the President's ruling, in which case they must obtain a two-thirds majority.

9. Except where provided for by Rule, voting shall be by show of hands.

10. In the case of voting being equal the President may give a casting vote.

11. No Resolution of the Association may be rescinded or amended at the same meeting at which it was passed. Notice of its rescindment or amendment must be given as provided for in Standing Order #2, but the Resolution shall not be rescinded or amended unless by the consent of two-thirds of the delegates present at the meeting when it is considered.

12. Any delegate desiring to address the Association shall indicate by show of hand to the President (or by any other method determined by the President), address the President when called on to speak and if called to order shall remain silent until the point is decided.

13. Any delegate may for stated purposes move the suspension of a Standing Order. The Motion on being seconded shall be forthwith put to the meeting without debate or amendment. If two-thirds of the delegates present vote in favour thereof, but not otherwise, the suspension moved shall take effect immediately.

For information –

(Additional objects set out by TUCJCC for Trade Union Councils)

a) Act as the voice of trades union branches/trades councils in the local community and to support and work for the application of objectives that the TUC and Regional TUC may from time to time determine, as well as making more widely known, in its Area, national policies declared by the TUC;

- b) Follow the programme of work agreed by the annual conference and the TUCJCC
- c) Promote organising and recruitment drives to build union membership;
- d) Support union and community campaigns for dignity and respect in the workplace and beyond;
- e) Promote equality and diversity in all its activities
- f) Campaign in support of local or regional industrial action officially authorised by the union or unions concerned;
- g) Improve generally the economic and social conditions of working people;
- h) Help promote suitable cultural, educational, social and sports facilities for all working people;
- i) Where a County Association of Trades Union Councils exists, each trades union council must affiliate to and play an active part in the work of the appropriate CATUC.)
- j) Each Trades Union Council in England and Wales is also required to register with the General
- k) In no circumstances shall the Council cooperate with or subscribe to the funds of fascist
- l) parties or any subsidiary organisation of these parties; any organisations whose policies or activities are contrary to those of the Trades Union Congress; or subscribe to the funds of any industrial organisation which has been proscribed by the General Council. Nor shall the Council subscribe to the funds of any political party. The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade unions shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992.
- m) Play a leading role in antifascists/racist activity
- n) Play a leading role in developing awareness in green and climate change issues in their locality.

Adopted at the GLATUC February 26 AGM