

UNIVERSITY AND COLLEGE UNION

THE UNIVERSITY OF WARWICK BRANCH of the UCU

LOCAL RULES (adapted from those adopted by Congress 2016)

1 NAME

The name of the Branch is "The University of Warwick Branch of the University and College Union", in short "Warwick UCU", and subsequently referred to as the Branch.

2 CONSTITUTION

The Branch is constituted in accordance with the current rules of the University and College Union (UCU).

3 AIMS AND OBJECTS

The aims and objects of the Branch are the same as those of UCU, set out in national rule 2, except that they exclude the political objects of UCU referred to in national rule 2.6, namely:

- A.** To protect and promote the professional interests of members individually and collectively, to regulate the conditions of their employment and the relations between them and the University of Warwick, and to safeguard their interests;
- B.** To promote adult, further and higher education and research;
- C.** To provide and maintain such services to members as may be approved by national congress or the national executive committee from time to time;
- D.** To promote equality for all, including through collective bargaining, publicity material and campaigning, representation, Union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities; and the Union's own employment practices;
- E.** To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or status or personal characteristic;
- F.** To affiliate to the Trades Union Congress and to cooperate, where appropriate, with it or any of its affiliated unions.
- G.** To do all such other things as may in the opinion of the National Executive Committee be incidental or conducive to the attainment of these objects.

The Branch may discuss UCU's political objects and may act to further these provided that no funds of the Branch are spent on those political objects. All actions taken by the Branch shall be consistent with the national Rules of UCU.

4 MEMBERSHIP

4.1 Members of the Branch shall be those assigned to the Branch in accordance with national Rule 12. Normally, this will include all UCU members for whom the University of Warwick is their principal qualifying employment.

4.2 In accordance with national Rule 12.2, members who are employed at the University of Warwick but who have been assigned to a different Branch may attend meetings, and vote on matters concerned with their employment, at this Branch. They are eligible for membership of the committee of this Branch, but may stand for election as a local officer only in their designated Branch. In relation to national office and national elections, they shall be entitled to stand for office and vote in national elections only in their designated Branch. "National elections" include all elections for General Secretary, Officers, Trustees, NEC representatives and Congress delegates.

4.3 Retired members whose last employment was at the University of Warwick may choose to be members of the Branch or of a regional retired members' branch.

5 SUBSCRIPTIONS

5.1 Each member of the Branch will pay, in accordance with procedures determined by the NEC, a subscription to the funds of UCU consisting of the current national subscription as determined by the NEC, and any current local subscription agreed by the Branch.

5.2 The local subscription will be approved by a decision of the annual general meeting and published to all members.

6 USE OF FUNDS

6.1 All expenditure by the Branch must further the objects of the Branch. The finances of the Branch shall be conducted in accordance with arrangements determined by the National Executive Committee which shall include an audit and report prepared in accordance with instructions issued by the Honorary Treasurer.

6.2 No funds of the Branch will be used for affiliation to a political party, or for the furtherance of the union's political objects. Under trade union legislation, any

expenditure on political objects must be made from a designated political fund, which is established and continued by a vote of the membership every ten years. This fund, set up in accordance with UCU rules 31 and 38, is one per cent of membership subscriptions and members may opt out of paying it. (Northern Ireland members opt in.) All expenditure on political objects must be made nationally out of this designated political fund; expenditure on political objects cannot be made out of local funds. Political objects may be broadly described as electoral or other party political activities.

6.3 The funds of the Branch will be used for:

6.3.1 Costs incurred in the proper conduct of the business of the Branch, as agreed by the committee.

6.3.2 Payment of the expenses of any members duly appointed by the Branch to represent it.

6.3.3 Payment of other such expenses as will from time to time be determined by a majority of members present and voting at a quorate general meeting of the Branch, subject to 6.1 and 6.2 above.

6.3.4 Donations to charities or other bodies whose objects are consistent with those of the Branch. Donations greater than £100 must be approved by a general meeting of the Branch; donations below this amount may be approved by the committee.

7 COMMITTEE

7.1 There will be a committee responsible for conducting the day-to-day business of the Branch. The committee will meet not less than once every three months. One third of those who are at that time members of the committee, or five members of the committee including chair or one of the vice-chairs, whichever is greater, must be present to form a quorum at any meeting. The committee will normally be comprised of no more than 15 people, but with the potential for additional members to be co-opted.

7.2 If presented with a written request signed by half of the members of the committee, the chair must call a meeting of the committee to take place not later than five working days following the day on which that written request is received.

7.3 The committee will consist of the following:

7.3.1 ex-officio members, as specified below, the immediate past chair [president prior to 2019] and any member of the Branch who is a member of the National Executive Committee of UCU:

- a) Chair
- b) 2 Vice-chairs
- c) Treasurer
- d) Secretary

7.3.2 Assistant secretaries, with responsibilities for, but not limited to, the following portfolios:

- a) Casework
- b) Equalities
- c) Membership
- d) Recruitment
- e) Disabilities
- f) Health and safety
- g) Environment
- h) Communication
- i) Anti-casualisation
- j) Pensions
- k) and other special interests as identified by membership and committee.

7.4 All positions may be shared; portfolios can be combined as necessary.

7.5 Positions will be declared elected annually at the annual general meeting from members of the Branch in accordance with Rule 9.

7.6 The Branch committee shall elect (from among its own members) a Negotiating Committee to conduct negotiations.

7.7 The Negotiating Committee is the only body empowered to conduct negotiations with the institution. The negotiators may include the Regional Official, under circumstances determined by the General Secretary. The Negotiating Committee shall make appropriate arrangements for the appointment of its officers from among its membership.

8 ROLES OF THE OFFICERS OF THE BRANCH

8.1 Chair and Vice-chair(s)

The Chair will chair all general meetings and all committee meetings of the Branch and perform such other duties as are laid upon the Chair by any rule or are decided by the committee. In the absence of the Chair these duties will be performed by the Vice-chairs, failing which another officer as the committee decides. In accordance with normal practice, the Chair and Vice-chairs may, between meetings of the committee,

take any action on behalf of the committee which is both urgent and necessary. Such Chair's Action must be reported for approval to the next committee meeting.

8.2 Secretary

The duties of the Secretary are to call general and committee meetings of the Branch; to ensure that minutes of those meetings are kept; to organise membership circulations as the committee deems necessary; to arrange notification of local election and ballot results to all members; and to perform such other duties as are laid on the Secretary by any rule or are decided by the committee. In the absence of the Secretary, the Secretary's duties will be performed by another officer as the committee decides. Some of these duties may be performed by the Branch Administrator.

8.3 Treasurer

The Treasurer will have custody of the funds of the Branch and authority to make payments from them in accordance with the rules as the need arises. The Treasurer's duties will be to keep the books of the Branch; to present the accounts of the Branch for auditing as necessary; to present these audited accounts to a general meeting of the Branch, to publish them to all members of the Branch, and to submit a copy forthwith to the honorary treasurer of UCU. In the absence of the Treasurer, the Treasurer's duties will be performed by another officer as the committee decides.

8.4 Assistant Secretaries

Assistant Secretary members will be elected, and assigned by Committee to one of the following portfolios. [In the absence of the current portfolio holder, these duties will be performed by another member as the committee decides]. These portfolios may be shared:

A. Assistant Secretary (Membership)

The Assistant Secretary (Membership) will be responsible for managing any membership records that are necessary at local level. They will provide membership information promptly to UCU in accordance with instructions from UCU Head Office or Regional Office to enable statutory and rule requirements of membership records to be met. The Membership Officer will work with the Branch Administrator, Assistant Secretary (Recruitment) and other Committee officers in developing and implementing recruitment activities.

B. Assistant Secretary (Equalities)

The Assistant Secretary (Equalities) will have knowledge of and commitment to relevant issues, and be willing to undertake training according to the needs of

UCU, monitor the implementation of equality policies within the institution, and, where appropriate, encourage and support local negotiations on equality matters. They will liaise with the Assistant Secretary (Casework) where cases involve equality issues to ensure that the Branch has appropriate mechanisms in place for handling such case. They will provide information, encouragement and support to members about equality issues. Finally, they will ensure that UCU's national annual meetings, and any other relevant events and opportunities for women, black members, lesbian, gay, bisexual and transgender members are publicised locally, that members from all groups are encouraged to participate, and that the Branch maximises the opportunities for recruitment and organisation amongst all groups.

C. Assistant Secretary (Casework)

The Assistant Secretary (Casework) will coordinate the branch response to cases arising from contact with members. They will work with the branch administrator to record cases, identify and support branch caseworkers, and liaise with Regional and National UCU offices as required.

D. Assistant Secretary (Anti-casualisation)

The Assistant Secretary (Anti-casualisation) role will have knowledge of and a commitment to issues related to casualised staff and act as a point of contact within the committee for non-casework issues regarding casualisation. The role-holder will be encouraged to attend national and regional meetings on casualisation. The role will ideally be filled by a member whose main employment is casualised or who has, in the two years prior to their nomination, been in casualised employment as their main employment.

E. Assistant Secretary (Health and safety)

The Assistant Secretary (Health and Safety) will act as a point of contact within the committee for non-casework issues regarding to all forms of Health & Safety, including mental and physical health. They will be encouraged to sit on the Universities Health and Safety committee to represent UCU.

F. Assistant Secretary (Disabilities)

The Assistant Secretary (Disabilities) will act as a point of contact within the committee for non-casework issues regarding disability.

G. Assistant Secretary (Pensions)

The Assistant Secretary (Pensions) will: i) have knowledge of and commitment to issues related to pensions ii) where appropriate, provide liaison between the branch and UCU on the subject of pensions.

H. Assistant Secretary (Environment)

The Assistant Secretary (Environment) will be responsible for (i) negotiating locally for greener workplace practices and better incorporation of sustainability into the policies and practices; (ii) press the University to develop local carbon reduction strategies in conjunction with staff unions and student representatives; (iii) liaising with other trade unions and the TUC to press for greener government policies.

I. Assistant Secretary (Communication)

The Assistant Secretary (Communication) will be responsible for working with the Chair, Vice-chairs and Secretary in preparing all member communications and managing the social media presence of the branch.

J. Assistant Secretary (Recruitment)

The Assistant Secretary (Recruitment) will be responsible for recruitment of new members to the branch, working with the Branch Administrator and the Assistant Secretary (Membership) to analyse institutional data to direct branch recruitment activities.

8.5 Available portfolios and their assigned Assistant Secretary or committee member (hereafter 'officer') can be amended at quorate Committee meetings and will be confirmed by members at AGM. Where a portfolio is added between Annual General Meetings, the Assistant Secretary position will be filled as per 8.6.

8.6 Casual vacancies

If an office is vacant and no ballot is being held for that office, the committee is empowered to fill the vacancy, either from members of the committee itself or from the general membership of the Branch. Officers so appointed will retire at the same time as if they had been duly declared elected at the last Annual General Meeting.

9 ELECTIONS OF THE COMMITTEE

9.1 Returning Officer

The local committee will appoint a returning officer for elections who is neither a candidate for any office in the Branch nor a member of the committee.

9.2 Nominations

All nominations will be received in writing by the returning officer no later than the day that is 14 days before the day of the annual general meeting. Nominations must be accompanied by the written consent of the nominee and supported by the identifiable signatures or verifiable emails of 2 members of the Branch.

9.3 Eligibility to stand for election

Retiring officers will be eligible for re-election, except that the Chair and Vice-Chairs may normally hold office for not more than five successive years in any one capacity.

A member may not normally be declared elected to more than one office or committee membership.

9.4 Elections

Subject to rule 10.4, if there is only one eligible candidate for any officer vacancy, that candidate will be declared elected.

If the number of candidates does not exceed the number of vacancies those candidates will be declared elected.

If there is either more than one eligible candidate for any officer vacancy or more candidates than there are vacancies of the committee a ballot of the members of the Branch will be conducted in accordance with rule 10.

9.5 Term of Office

The term of office of an officer of the committee elected under rule 9 shall commence at the close of the AGM meeting at which he or she is declared elected.

10 CONDUCT OF BALLOTS

10.1 All ballots will be conducted in accordance with this rule, other than industrial action ballots which will be conducted in accordance with national rules.

10.2 If required, a ballot for officer posts will be held in accordance with 10.3.

A ballot for ordinary committee members will be held by a vote at the AGM.

10.3 Not later than the end of the day that is 7 days before the date fixed for counting the ballot, the ballot forms will be sent to each member of the Branch. The Returning Officer will supervise the conduct of the ballot including the distribution of

ballot forms and will fix the date and time for starting the count of the ballot. The ballot will be secret. Ballots will be counted in accordance with the method determined by the returning officer. Where appropriate and practicable, the single transferable vote system will be used.

10.4 When officer and committee ballots are conducted over the same time period, they will be counted in the following order: officer and other positions set out in rule 8.1, in the order in which they are set out in that rule, followed by ordinary committee members. If a person is a candidate in two or more elections over the same time period for positions that cannot be held concurrently under rule, after the successful election of that candidate to a position, votes for that candidate will be disregarded in subsequent elections.

10.5 The result will be notified in writing by the Returning Officer to the Secretary and as soon as practicable by the Secretary to the members of the Branch and to the General Secretary of UCU.

11 ELECTION OF CONGRESS REPRESENTATIVES

Congress representatives will be chosen annually from members of the Branch Committee. If sufficient representatives cannot be found within the Committee, the Secretary will inform all members of the Branch and ask for volunteers. Representatives will be chosen from these volunteers by the Branch Committee.

In the event that the Branch Committee deem that a ballot would be appropriate, this will be conducted in accordance with Rule 10.

Names of the representatives will be notified to the General Secretary in accordance with published procedures.

12 REMOVAL FROM OFFICE

Any member of the committee (including the Officers and other persons elected to represent the Branch) may be removed from office by resolution at a general meeting (including an extraordinary general meeting) of the Branch provided that (a) the terms of any such proposed resolution are received by the Secretary not later than the day that is fourteen days before the day of the general meeting and (b) the proposal for such a resolution is supported in writing by not less than twenty-five members of the Branch. Upon receipt of such a proposal, the Secretary will take all reasonable steps to ensure that that proposal is received by each member of the Branch not later than the day that is seven days before the General Meeting at which it is to be considered. Any

General Meeting which will have removed a member or members of the committee in accordance with the above will have power to replace any such member or members until such time as normal election of officers and other members of the committee next occurs.

13 MEETINGS OF THE BRANCH

There will be at least three general meetings of the Branch each year, of which one will be designated as the Annual General Meeting. The Regional Official shall receive notice and minutes of all Branch meetings. The General Secretary or nominee may attend all Branch meetings.

13.1 Annual General Meeting

The Annual General Meeting will be held in February each year. The Secretary will take all reasonable steps to ensure that notice of the annual general meeting is received by members not later than the day that is 28 days before the day on which the meeting is to be held. The secretary will take all reasonable steps to ensure that the agenda for the meeting is received by members not later than the day that is 7 days before the day on which the meeting is to be held.

The annual general meeting will normally receive the results of elections of the officers and committee members. It will appoint an auditor or auditors.

13.2 Other General Meetings

The secretary will take all reasonable steps to ensure that notice of other general meetings is received by members not later than the day that is 7 days before the day on which the meeting is to be held.

14 EXTRAORDINARY GENERAL MEETING

An extraordinary general meeting of the Branch will be held either at the request of the Committee, or following receipt by the secretary of a requisition signed by at least the number of members equivalent to a quorum. Such a requisition will specify the topic or topics to be discussed. Requisitioned meetings will be arranged to take place not later than 14 days after the day on which that requisition was received. The secretary will take all reasonable steps to ensure that notice of the extraordinary general meeting is received by members not later than the day that is 7 days before the day on which the meeting is to be held.

15 EMERGENCY GENERAL MEETING

15.1 Where an issue is urgent and an emergency meeting is called by the Officers, the secretary will take all reasonable steps to ensure that notice of the emergency general meeting is received by members not less than 2 working days before the day on which the meeting is to be held.

16 QUORUM

At all general meetings, including extraordinary and emergency general meetings, of the Branch/LA a quorum will be one twentieth of the membership or 25 members, whichever is least. In any case, the quorum must be greater than the total size of the committee.

17 QUORUM ARRANGEMENTS FOR FORMAL BUSINESS

Where an annual general meeting, extraordinary general meeting or general meeting is unable to complete items of formal business required by national or local Rules, or resulting from trade union legislation, or from membership of the TUC, or in relation to the local finances of the branch, because the meeting was not quorate, notice of a further meeting will be circulated to members to take place no later than 14 days after the date of the inquorate meeting. The agenda of the further meeting will be restricted to this incomplete, formal business. It will be quorate if three members are in attendance, except that in respect of the local finances of the branch, these three will not for purposes of the quorum include the Branch treasurer or its local auditors.

18 MOTIONS

A resolution of a General Meeting is a motion that has been approved while that meeting was quorate by a simple majority of members present and voting except as provided elsewhere in these rules.

Any motion (other than an emergency motion) submitted by the Branch to the Congress of the UCU will be circulated to all members of the Branch and approved by a quorate general meeting of the Branch. Amendments, which may not introduce new subject matters to motions, may be taken at the discretion of the Chair.

Where a general meeting is called, and part of the business of this meeting is to approve motions for submission to the Congress of the UCU, and this meeting is inquorate, motions for submission to Congress may be subsequently approved in a

manner determined by the Committee and consistent with the Standing Orders of Congress.

Emergency motions to Congress must be submitted in accordance with the Standing Orders of Congress.

19 MOTIONS TO NATIONAL MEETINGS AND COMMITTEES

All motions to national Equality bodies, and national meetings and specialist committees of the Special Employment Interest Groups shall be submitted in accordance with national Rules and Standing Orders and should be approved by a properly convened meeting of members of the relevant special interest group, for which the quorum will be 6, by a quorate general meeting, or by the committee.

Note: Wherever possible and appropriate to their members, Branches should establish specialist groups paralleling the national specialist groups defined in national Rules 23 and 25. (Currently these will in most institutions include academic-related staff; fixed-term and hourly-paid staff, disabled members, black members, lesbian, gay, bisexual and transgender members, and women members.) Such groups should meet as required and prior to the relevant national meetings and an officer of the local committee should attend all group meetings.

20. RATIFICATION OF AGREEMENTS

Any draft agreements must be ratified in accordance with regional or national ratification procedures where these exist.

21 VALIDATION

No act done in good faith under these rules by the committee, an officer or any other person or body will be invalidated only by reason of the subsequent discovery of a defect in, or the expiry of, their appointment.

22 RULES

No rule or rules of the Branch will at any time be in conflict with a rule or rules of the UCU currently in force. Changes in the rules of the UCU will, where applicable, automatically constitute changes in these rules of the Branch.

23 AMENDMENT OF RULES

These rules of the Branch may be amended by resolution of any quorate general meeting of the Branch. Proposed amendments to these rules must be handed in writing to the secretary by the end of the day that is 14 days before the day of the general meeting at which they are to be considered. The secretary will take all reasonable steps to ensure that these proposed amendments are received by members not later than the day that is 7 days before the day on which the meeting is to be held at which they are to be considered. Amendments to these rules require the support of at least two-thirds of the members present and voting at the general meeting at which they are considered, an abstention not being regarded as a vote for this purpose.

Alternatively these rules of the Branch may be amended by membership ballot and, in that case, the support of at least two-thirds of those members casting a valid vote in that ballot would be required. Either the committee or a quorate general meeting may decide to hold such a membership ballot.

All rules of the Branch and amendments to these rules will be subject to approval by the national executive committee of the UCU.

24 SITE ORGANISATION

Where members of a Branch are employed on more than one site, the Branch may, for the purposes of enhancing local organisation, make arrangements for the members on any site to elect appropriate site officers to perform functions agreed by resolution of the Branch. Any such arrangements and functions must be consistent with the overriding responsibilities of the Branch and its officers as set out in these rules.

25 COMMUNICATIONS

Ballots conducted under these rules may be by post or in the case of electoral ballots by secure electronic means¹. Officers of the Branch should hold an up-to-date register of members' physical and electronic contact details for these and other communication purposes. Unless specifically determined by the Branch, all other communications may be by email.

¹ *UCU head office is able with reasonable notice to organise secure online voting for branch electoral ballots.*

Date these local rules approved

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