

# Employees United

## Rule book

### Index:



#### General Information:

#### 1 Union Aims and Objectives

- i) To provide employees support and help at work
- ii) To negotiate and help settle differences and disputes at work
- iii) To provide services and benefits to members

#### 2 Union Name

The union shall be known as 'Employees united'

#### 3 Union address

Bridgford Business Centre  
29 Bridgford Road  
Nottingham  
NG2 6AU

#### 4 Membership of the union

- A Membership is open to any person/s over the age of 18 years, who is employed, whether this is either full time or part time.
- B Membership is also open to any person/s undergoing voluntary work or retired.
- C Anyone wishing to join the union will have to sign and complete an application form and set up direct debit for membership dues and have application counter signed by Help Desk Team Member.

- D Any former member wishing to rejoin the Union shall have their application considered by the Executive Council (EC) and a re-entry fee shall be considered.
- E It will be the duty of every member to treat each other member with respect and challenge any offensive behaviour.

5 There are 2 types of Membership of the Employees united

- A “FULL” membership. For person/s in full time or part time employment, who qualify for the full benefits and privileges provided by the Union.
- B “ASSOCIATE” membership. For person/s who are either retired or are voluntary workers.

6 Membership fees

- i) Contributions will be deducted from a bank account by Standing Order/direct debit.
- ii) The deductions will be taken monthly
- iii) The contributions will be set and reviewed by the Executive Council annually
- iv) Any member who permits their contributions to fall for two or more months in arrears shall forfeit all rights and benefits of the Union.

NB: Employees united currently has no 'political fund', so no percentage of any membership fees will be used to support any political party.

7 Representation and Support Service:

- 1 Each member will be entitled to telephone help, support and advice on submitting a completed union member application form, setting up direct debit mandate for union dues and payment of first month's union dues, other terms and conditions apply.
- 2 Each member, after 3 months paid continuous membership, will be entitled to trade union representation during any disciplinary, grievance and redundancy process with their employer, terms and conditions apply.
- 3 Each member will be entitled to telephone advice on any disciplinary, grievance and redundancy process, terms and conditions apply.
- 4 Each member, after 6 months continuous paid membership, will be able to request legal support and assistance with their unfair dismiss and/or discrimination claim, pre-existing matters excluded. This will be provided following an assessment of their case and their case has a 55% or more reasonable prospects of success. Terms and conditions apply.

8 Cancelling Your Membership

- i) Should any member wish to terminate their membership of the union for any reason, this should be done in writing to the General Secretary at the union address. It is the member's responsibility to cancel any standing order or payment method used to pay union subscriptions.
- ii) The union accepts no responsibility for any financial loss suffered owing to a failure to do so.

## 9 Constitution of the union

- A The general administration of the union shall be invested in the Executive Council
- B The Executive Council shall meet not less than every four months and shall direct the business of the union in pursuit of the rules.
- C The General Secretary shall support the Executive Council and lead the Union in pursuit of the rules of the union.
- D The Executive Council shall be made up of the following positions:
  - Membership secretary
  - Recruitment Executive
  - Social Media Executive
  - Employer Engagement Executive
  - 4 Regional Executive members

## 10 Powers of the Executive Council shall be pursuant of the rules and shall include:

- i) To organise and set the levy of the members to keep the funds solvent
- ii) To set up and appoint such individuals and committees to deal with the problems/issues and business of the union
- iii) To develop strategies, plans and take actions in pursuit of the rules of the union.
- iv) A quorum of 50% plus one Council member is needed to vote and agree on any changes, actions or spending of the Union.

## 11 Voting Rights and Procedures.

- A The Executive Council shall determine the order of the elections and shall notify the members of the pending elections.
- B The Executive Council shall ask its members for nominations and on acceptance of the nomination a ballot shall commence to all members.
- C No ballot is required if an election is uncontested because there is only one candidate or only enough candidates to fill the number of positions.
- D Where there is more than one candidate nominated, the candidate will have the opportunity to write an election statement of no more than 500 words. This will be circulated with the ballot form to each member.
- E The number and requirement of Executive Council will vary with the size and responsibilities of the union; this shall be determined by the Executive Council
- F Any member of the union is free to take part in any open vote within their area, with the following exceptions:
  - i) A new member, which has belonged to the Union for less than 3 full calendar months at the time the ballot, is held.
  - ii) Any member whose permanent address is not, or is no longer, within the United Kingdom, at the time the ballot is held.
  - iii) Any member who has allowed their membership contributions to lapse two months or more.

12 The counting and scrutinising of the votes and declaring the results if the elections shall be undertaken by an independent organisation nominated by the General Secretary.

### 13 Motion of no Confidence

1. A motion of no confidence may be carried against any official of the Union. The motion will need to be proposed and seconded by fully paid up members of the Union.
2. For a motion of no confidence to be carried it must be supported by a majority of two thirds of the membership. Each member will be given the opportunity to vote on the proposal.

3. The official in question will be able to respond to the motion and provide a written statement of no more than 500 words, which will be circulated with the motion.
4. The official in whom the motion of no confidence has been successfully moved shall be deemed to have resigned forthwith and an election for the vacant post shall be started as per the rules. The official who has been removed shall be eligible for nomination to the vacant post.

## 14 Election of Officials

### 1 General Secretary

- i) The General Secretary will be elected from the Executive Council and this will be for a period of six years for continuity.
- ii) The election process shall be started three months prior to the expiry of their term in office and the retiring member shall be eligible for re-election.
- iii) The Executive Council member must have at least two year continuous membership.

### 2 Executive Council members

- i) The Executive Council member will be elected from the membership and this will be for a period of four years.
- ii) The election process shall be started three months prior to the expiry of their term in office and the retiring member shall be eligible for re-election.
- iii) The member must have at least two year continuous membership.

### 3 Regional Representative

- i) The Regional representative will be elected from the membership and this will be for a period of four years.
- ii) The election process shall be started three months prior to the expiry of their term in office and the retiring member shall be eligible for re-election.
- iii) The member must have at least one year continuous membership.

### 4 Area Representative

- i) The Area representative will be elected from the membership and this will be for a period of four years.

- ii) The election process shall be started three months prior to the expiry of their term in office and the retiring member shall be eligible for re-election.
- iii) The member must have at least six months continuous membership.

## 15 Union Structure

The union will set up regions and then areas as to cover the country, the union may appoint area and regional representatives as a temporary measure until membership numbers dictate an election to be held.

## 16 Union Disciplinary Procedures

- 1 Any member or representative of the union, regardless of length and category of membership may be subject to union disciplinary action if it is alleged that:
  - i) The union has been brought into disrepute by the members actions.
  - ii) Any fraud connected with the union has taken place.
  - iii) Any Member has been sentenced to a term in prison.
  - iv) Acts contrary to or fails to comply with the policies and/or rules of the union
  - iv) Any other complaint received by the Executive Council/General Secretary
- 2 On receipt of any complaint the Executive Council/General Secretary will instruct an investigator to investigate the complaint fully, reporting back to the Executive Council/General Secretary.
- 3 The individual maybe suspended from office by the Executive Council/General Secretary to allow the investigation unhindered.
- 4 The individual will be written to as soon as reasonably practicable setting out the details of the complaint and may be invited to a hearing, where they will be entitled to a representative, if they wish.
- 5 After this disciplinary hearing has taken place, the evidence will be fully assessed and a decision as to whether any further action should be taken will be made.
- 6 This decision will be conveyed by post to the member concerned who will have a right to appeal the decision within 14 days of the notification being made.

17 Right of Appeal

- A Any appeal must be made directly to the General Secretary in writing setting out the grounds for the appeal. The appeal will be heard directly by the Executive Council and the General Secretary, provided they have not been involved in any of the process to date.
- B Sanctions available to the disciplinary committees if it is found there is a case to answer, may include but not limited to:
  - i) Summary life time expulsion from the union.
  - ii) Suspension of membership from the union for a set period of time dependant on the severity of the act concerned.
  - iii) Suspension from holding office for a period of time or indefinitely
  - iv) Removal of voting rights for a period of time

18 Annual report

The Executive Council shall produce an Annual Report “AR21” including the Financial Statement, which will be sent to every member on request made in writing to the General Secretary

19 Auditors

The Executive Council’s annual financial statement and accounts of the union shall be audited by certified auditors engaged by the Executive Council.

20 Finances

All union officials shall be entitled to necessary travelling expenses and any other reasonable expenses, including reimbursement for loss of wages incurred in carrying out official union business

21 Union Trustees

- A At the time that the Union opens for general membership, there is no property owned by the union itself as all items are, and remain the personal property of the Executive Council concerned and / or are on loan to the union until such time that the union has funds to obtain such property itself. This means that there is no legal requirement at present, to appoint trustees.
- B When the union has property or holdings then trustees shall be appointed.
- C All property belonging to the Union shall be vested in trustees in trust for it.
- D There shall be no more than TWO Trustees of the union, who will serve a maximum of SEVEN years, from 1st April, following their appointment.

- E The Executive Council, during regular meeting, in line with the law on Trustees (the “Trustees Act 1925” refers to this), shall appoint two Trustees. These can be serving members of the Executive Council, or, if no one from the Executive Council wishes to take this position, then two can be appointed from the membership of the union.
- F No person who would, on taking office, having served TEN years, shall be appointed again, unless the Executive Council deems otherwise.
- G Any person serving as a Trustee, shall not attend any meeting, or a disciplinary hearing, as a work colleague of a non-member of the union,

## 22 Nominations

- A Any person who wishes to act as a Trustee, must submit their reasons why they wish to be considered for this post, in writing, to the General Secretary.
- B Once the nominations have been received by the General Secretary, he shall present the nominations to the next Executive Council Meeting and the trustees will be elected by the Executive Council.

## 23 Termination of Trusteeship

A Trustee may resign, or a prospective candidate standing for nomination may withdraw, by writing to the General Secretary, who will take their name off the list.

## 24 Trusteeship in Special Circumstances

- A This Rule applies if the number of Trustees falls beneath two. Any Trustee, who retires from work, may continue as a Trustee. The retired person may wish not to carry on, but can be requested to do so whilst nominations of the membership are carried out for the position.
- B If there are more than two Trustees serving for any reason, then the General Secretary shall immediately remove them and the Executive Council will appoint new Trustees.
- C If a Trustee continues in office, assumes office, or is removed from office for any reason at all, the General Secretary must inform the Executive Council of the fact and the reasons for it.

## 25 Rights of a Trustee

Trustees of the union shall receive notice of the agenda and be entitled to attend and speak at every meeting of the Executive Council meetings. This shall be in relation to any subject concerning finance and property. Trustees can only vote on those matters and nothing else.

## 26 Representation and Support Service:



- 1 Each member will be entitled to telephone help, support and advice on submitting a completed union member application form, setting up direct debit mandate for union dues and payment of first month's union dues, other terms and conditions apply.
- 2 Each member, after 3 months paid continuous membership, will be entitled to trade union representation during any disciplinary, grievance and redundancy process with their employer, terms and conditions apply.
- 3 Each member will be entitled to telephone advice on any disciplinary, grievance and redundancy process involving their immediate family, terms and conditions apply.
- 4 Each member, after 6 months continuous paid membership, will be able to request legal support and assistance with their unfair dismissal and/or discrimination claim, pre-existing matters excluded. This will be provided following an assessment of their case and their case has a 55% or more reasonable prospects of success. Terms and conditions apply.

## 27 Alterations to the rules

These rules or any part of the rules maybe amended, altered or added to by a majority vote of the executive Council

## 28 Union Dissolution

The union may be dissolved by a vote of more than four – fifths of the members.

### NOTICES:

The information contained in this email message and any attachments are: (a) the property of Employees United; (b) confidential; and (c) may also be legally privileged. If you are not the intended recipient, you are not authorised to read, print, copy, store, distribute or disclose to any person this email or its attachments and you must not take any action in reliance on them. If you have received this email in error, please immediately return the email and any attachments to the sender with the title "received in error". Please then delete this email and any copies of it from your computer system. Employees United reserves the right to monitor or record emails for any purpose allowed by prevailing legislation. Any email received by Employees United will be stored on its server and processed in accordance with its Data Protection Policy a copy of which is available on request from the Employees United. Opinion, advice or information contained in this email or any attachment and which does not relate to any business of Employees United is neither given nor endorsed, by Employees United. Employees United does not accept service of proceedings by email. 'Employees United' is a registered Trade Union England & Wales. Registered Office: Bridgford Business Centre, 29 Bridgford Road, West Bridgford, Nottingham, NG2 6AU. Telephone No: 08448444982