



# Central Counties & Thames Valley Branch

## Bye-Laws & Standing Orders.

March 2023

To be read in conjunction with the Branch Model Constitution and election regulations,  
Appendix 1

**The branch shall operate to the rules of the CWU branch model constitution, Where the model constitution is silent the following Branch Bye Laws and election regulations will apply.**

**Rule 1.** The Branch will elect officers as per the model constitution, who will be elected to the branch committee.

**Rule 2.** The branch will also elect the following officers who will be elected to the branch committee.

Vice Chair
Assistant Secretary - BT(4)
Assistant Secretary - Postal Tech. Services HWDC
Deputy Assistant Secretary Postal Tech. Services HWDC
Health, Safety & Environment Co-ordinator
Deputy Assistant Secretary Health, Safety & Environment Co-ord.
Assistant Secretary - BT Fleet
Assistant Secretary - Telefonica
Assistant Secretary - BTMSL
Assistant Secretary - BTFS
Assistant Finance Secretary.
Welfare Co-ordinator
Retired Members' Representative
Lead Union learning Representative
Two lay members elected by and from the area committees

Nominees for assistant secretary positions must be from the workplace/section/business to be represented. Additional assistant secretary positions will be elected for workplaces/sections/businesses at the discretion of the branch committee.

The branch, where practical, will establish Separate Occupational Committees where the Branch membership includes members employed by different businesses with separate terms and conditions.

The Occupational Section Committees shall make autonomous decisions on all matters relating solely to members of the section, providing these do not contravene national or Branch rules.

Resources of the Branch, both financial and material, shall be allocated/structured in such a way as to ensure that all geographical/business/occupational sections are supported.

It shall be Branch policy to seek to ensure all geographical, constituency, occupational and major business sections have appropriate and proportional representation.

To support this policy the distribution of BT facility time shall be agreed between the Secretary and Chairperson and endorsed by the BT officers of the branch committee. If there is no agreement the final decision will be made between the Secretary, Chairperson and Financial Secretary

**Rule 3.** Area committees will be maintained based on geography and will be defined as: East, (Bedford, Hemel Hempstead, Luton, Milton Keynes, Stevenage, Aylesbury, Bicester and Brackley) & South and West, (Bracknell, Newbury, Reading, Slough, Banbury, High Wycombe and Oxford). Branch Officers will be ex-officio.

**Rule 4.** The Officers of the branch shall be elected by ballot (unless unopposed), bi-annually. They shall assume office at the conclusion of the bi-annual elections at which they were elected and shall remain in office till the conclusion of any subsequent election. Area Committee members, auditors and trustees, unless unopposed, will be elected at the AGM.

**See Appendix 1 branch elections regulations**

**Rule 5.** The Annual General Meeting; Not less than 28 days notice will be given to members of the AGM and members will have up to 7 days prior to the AGM to submit motions/ amendments etc.

The AGM shall consider the following agenda only:-

- a) Chairperson's opening remarks.
- b) Apologies.
- c) Minutes of the previous Annual General Meeting.
- d) Matters arising from those minutes.
- e) Secretary's Report.
- f) Financial Secretary's Report.
- g) Auditor's Report.
- h) Other Specialist's Reports.
- i) Amendments to Branch Bye-Laws.
- j) Nomination and election of delegates to affiliated bodies.
- k) Nominations for National Executive Council and Other Officers.
- l) Propositions to the branch and Annual Conferences
- m) Any Other AGM business
- n) Invited Guest Speaker

**Rule 6.** The AGM agenda will be published seven days prior to the meeting. A quorum shall be 15 which shall include at least the chairperson or secretary and two other Branch Officer.

**Rule 7.** Area and Branch Committee's shall meet as required. A quorum shall be five, which will include at least one Branch Officer for area committees and four Branch Officers and either the Secretary or Chairperson for branch committees.

**Rule 8.** If the quorum for any meeting is not present within 15 minutes of the advertised time, then the meeting shall not take place.

**Rules 9.** Remuneration may be paid annually for the period 1st January to 31st December. The total amount must not exceed 5% of Branch rebate, as described in the Branch Model Rules 5.5.11. The amount will be £600 on the basis of full time release. Part time release will attract pro rata payments.

**Rule 10.** The Auditors shall be paid the sum of £100 each.

**Rule 11.** All monies proper to the Branch shall be banked in an appropriate account in the name of the Branch

**Rule 12.** Two signatures shall be required to make withdrawals, these being any two of the following: Branch Chairperson, Branch Secretary, Financial Secretary, Vice Chairperson, and Assistant Secretary. The accounts shall be available for sight by any member of the Branch, upon reasonable request and notice to the Branch Chairperson.

**Rule 13.** Any area committee member who fails to attend four consecutive area committee meetings or send apologies for same, will be deemed to have forfeited their area committee position until the next bi-annual election. The branch committee will have the discretion to act on this bye-law.

**Rule 14.** The Branch Delegates to Annual Conference, shall normally include the Branch Chairperson and the Branch Secretary. If either of these two Delegates is unable to attend Annual Conference, then their deputies will attend in their place. Additional delegates and observers will be elected at the AGM from the nominations received. The number of delegates will be based on branch national rules. The number of observers will be a maximum of four taking into account the branch finances. The nominees for observers with previous attendance will withdraw in deference to nominees with no previous experience. The branch shall attempt to ensure proportionality in its delegation.

**Rule 15.** A general meeting will be held at least seven days prior to the annual conference for the purposes of branch mandates on propositions to conference. All members will be given seven days notice of this meeting.

**Rule 16.** Branch Welfare Fund

a) Welfare Fund trustees shall consist of the Branch Financial Secretary, welfare co-ordinator plus three other members of the Branch Committee.

b) The Welfare trustees shall have the authority to make payments from the fund subject to the following criteria.

- i. Eligibility for a welfare loan would require an individual to be a fully paid up member of the branch for a minimum of 6 consecutive months.
- ii. A maximum of £500 will be paid should a request be granted by a majority decision of the welfare trustees.
- iii. A member may only receive a maximum of 2 welfare loans should they be granted. In exceptional circumstances this may be increased only with the unanimous agreement of the welfare trustees.
- c) Any expenses incurred in operation or administration of the fund shall be chargeable to the Branch Fund.
- d) Effort shall be made to visit any member who is off sick for more than one month or in hospital for more than one week.
- e) The Welfare Co-ordinator shall ensure the duties listed above are discharged.

### **Standing Orders**

**SO 1.** Unless otherwise stated on the notification, all meetings shall begin at 7.30pm and close at 9.30.

**SO 2.** Any member wishing to introduce an item for consideration under the agenda item 'any other business', shall out of courtesy, indicate the 'subject' to the Chairperson prior to the Branch Secretary report.

**SO 3.** The Chairperson shall take no part in discussion at a General Meeting except:

- a) Wishing to exercise his/her right as a member, he/she may voice an opinion without leaving the 'chair' at the permission of the meeting.
- b) Should the meeting object, he/she has the right as a member to participate in debate, but must vacate the 'chair' to do so.

### **Appendix 1. Election Regulations CWU Central Counties and Thames Valley Branch**

**(To be read in conjunction with Branch Bye Laws and Model Constitution)**

Nomination forms for branch officers, area committees\*, auditors\*, conference delegates/observers\* and trustee\* positions will be sent to all members at least 28 days prior to the AGM. Returned nomination forms must be received by the branch secretary no later than 14 days prior to the AGM.

Members who are nominated as candidates will be sent a letter/email from the branch secretary at least 12 days prior to the AGM confirming receipt of a nomination. Nominated members will then have seven days to reply and confirm acceptance. Failure to respond will result in exclusion from the election however exceptions should be made for nominated members on sick or annual leave. A complete list of candidates will be published by the branch secretary within seven days.

If required a branch officers election will be arranged to conclude within six weeks following the date of the AGM. The ballot will be open for a period of 14 days. \*If an election for area committees, auditors, conference delegates/observers and trustees is needed the election will be by secret ballot at the AGM. Candidates will be given two minutes each to address the AGM

In the event of an election all officership candidates shall have the right to prepare an election address of not more than 300 words and to submit a recent passport sized photograph. This must be received by the branch secretary by the date of the AGM. The content of the election address is the responsibility of the individual candidate and the branch will not be held responsible for any defamatory or libellous statements contained in the address. The biographical details, election address and individual photographs for all candidates will be published and distributed with the ballot papers to all relevant members.

The ballot will be conducted by an independent scrutineer external to the CWU such as Popularis.

Candidates must not use branch facilities, equipment and mailing lists for campaigning purposes; however candidates are free to campaign in their own time using their own resources.

These Regulations shall be distributed to all members along with the nomination forms for the purpose of being brought to the attention of the membership.