

**BOURNEMOUTH, CHRISTCHURCH & POOLE TRADES UNION COUNCIL
CONSTITUTION AND RULES
(Adopted 8 February 2012)**

Rule 1: Name

The name of the Council shall be the Bournemouth, Christchurch and Poole Trades Union Council (also known as the Trades Council). The Council shall be required to register annually with the TUC.

Rule 2: Objects

The objects of the Council shall be:

- (a) To provide services to affiliated branches on a wide range of industrial, social and community issues
- (b) To promote the interests of all its affiliated organisations and to secure united action on all questions affecting or likely to affect those interests, including making representations to local authorities about matters of common concern to trade unionists within the district and nominating representatives to a number of statutory committees
- (c) To act as the local body of the TUC, and to support and work for the application of such objects as the TUC may from time to time determine, including making more widely known in its area national policy declared by the TUC
- (d) To improve generally the economic and social conditions of working people, including seeking improvements to the social services, public education, housing and health
- (e) To help promote suitable cultural, educational, social and sports facilities for all working people
- (f) To affiliate and play an active part in the work of its appropriate CATUC (where applicable), TUC Regional Council and any other body that the Council may from time to time consider it advantageous in the interests of its affiliates to do so
- (g) 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. 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.

Rule 3: Registration

- a) In order for a Trades Union Council to be recognised by the TUC it must register with the General Council. Such registration may be made at any time and will remain current and operative from the date it is received by the TUC until the last

Friday in January of the following year to be able to participate in those activities listed under Rule 3, d.

- b) Trades Union Councils 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.
- c) All Trades Union Councils must provide evidence to the TUC on re-registration that they have met at least once in the previous year for the purpose of nominations to TUC Regional Councils, and for the nomination of delegates to and the submission of motions to the Conference of Trades Union Councils. Delegates at the meeting at which nominations are dealt with must originate from at least three branches from a minimum of two different unions and over 10% of all delegates entitled to attend and vote must be present at that meeting.
- d) Trades Union Councils that are registered with the General Council may:
 - 1. Participate in the activities of and be represented on the appropriate TUC Regional Council.
 - 2. Submit motions for consideration by the Conference of Trades Union Councils through their appropriate County Trades Council or Association.
 - 3. Be represented at the Conference.
 - 4. Nominate an individual to be the representative for their area on the TUC Joint Consultative Committee.
 - 5. Participate in the ballot to elect a representative on to the TUC Joint Consultative Committee.
 - 6. Make applications to the TUC development fund.
 - 7. The General Council may, on the recommendation of the TUCJCC, deregister a Trades Union Council County Trades Union Council or County Association where in its opinion the actions of that Trades Union Council, County Trades Union Council or County Association bring the union movement into disrepute.
 - 8. Registration with the TUC confers no authorisation to speak on behalf of the Trades Union Congress; Trades Union Councils, County Trades Union Councils and County Associations should bear this in mind in any publicity.
 - 9. The TUC initials or the TUC logo should not be used and any website, press release or similar communication should make clear the role of the Trades Union Council as the voice of trade union branches in the local community.

Rule 4: Constitution

- (a) The Council shall only consist of representatives of trade unions or branches of trade unions, whose place of meeting are within the area covered by the Council or who have members working or living in the area.
- (b) The application of any organisation desiring to affiliate shall be submitted to the Council for its approval or otherwise.

Rule 5: Representation

- (a) Organisations affiliated to the Council shall be allowed representation on the following basis:

50 members or under - 2 delegates

One delegate for every 50 members thereafter up to a membership of 250 and then one delegate for every additional 250 members up to a maximum of 8 delegates

- (b) Delegates unable to attend a meeting may send a deputy, provided they are in possession of a letter accrediting their proxy powers and signed by the secretary or chair of their branch.
- (c) Should any delegate be absent from the Council three meetings in succession, the Secretary shall notify his branch of the fact.
- (d) Former members of the Council who retire can be invited along to meetings to observe and speak as a form of honorary life membership.

Rule 6: Affiliation Fees

Each affiliated organisation shall contribute an affiliation fee of 15 pence per member per annum, payable annually, in advance on the last day of January in each year subject to a minimum fee of £25.

Rule 7: Organisation

The Council may appoint such sub-committees as it may from time to time deem necessary from delegates. These sub-committees shall report regularly to the Council. The officers of the Council shall be automatically entitled to attend any sub committee meetings.

Rule 8: Council Meetings

- (a) The Annual Meeting of the council shall take place in the month of January in each year.
- (b) Each delegate shall receive from the secretary not less than seven days clear notice of the business to be transacted at such meetings.
- (c) A Special Meeting may be called at any time by the President and Secretary, or upon written request of five delegates. In the latter case the object of the meeting must be clearly stated upon the requisition.

- (d) No business shall be transacted at any meeting of the Council at which less than five delegates are present.

Rule 9: Officers

- (a) The officers of the Council shall be President, Vice-President, Secretary and Treasurer.
- (b) The officers of the Council shall be elected at the Annual Meeting to serve for one year and shall be eligible for re-election.
- (c) Upon retirement from office, they shall hand over to their successors or to the Executive Committee all books, cash, keys, papers and other property of the Council.

Rule 10: Duties of Officers

- (a) President (Vice President when required)
The President shall preside at all meetings of the Council and Committees to see that the business at meetings and of the Council generally is conducted in the 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 members present to preside.
- (b) Secretary
The Secretary shall attend all meetings of the Council and Sub-Committees, keep a correct record of the proceedings and conduct the business of the Council in accordance with the rules. He/she shall issue to each delegate notice of Council meetings at least 7 clear days prior to the meetings except in the case of emergency meetings, when the notice shall be left to the discretion of the President and the Secretary.
- (c) Treasurer
The Treasurer shall keep account of all sums of money received and shall bank them in the name of the Council. He/she shall make such payments as may from time to time be authorised by the Council, and when necessary shall sign cheques for authorised payments. He/she shall prepare the Balance Sheet, and submit a financial statement whenever requested by the Council. All cheques must be signed by at least two of the following officers: President, Secretary or, Treasurer.

Rule 11: Auditors

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

Rule 12: Deputations

Any delegate who may be appointed to attend any Conference or transact any business on behalf of the Council, shall be allowed his/her out-of-pocket expenses, which must not exceed actual standard railway fare paid plus an allowance for reasonable expenses incurred during the day.

Rule 13: Alteration of Rule

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. Six weeks' notice shall be given to the Secretary, if any proposed alteration of rule which it is desired shall be discussed at the Annual Meeting. Any proposed changes to these rules must be submitted to the TUC for approval.

Rule 14: Unauthorised Use of Name of Council

(a) The unauthorised use by any delegate of the name of the Council is expressly forbidden

(b) Any delegate who, for whatever reason, uses the name of the Council without the expressed permission of the Council shall be requested to attend a full meeting of the Council which will consider the alleged contravention of this rule.

Rule 15: Dissolution of Trades Union Council

In the event of a Trades Union Council's annual registration with the TUC not being continued, the officers shall hand over the funds and property of the council to the TUC to be held in trust until such time as the trades council is re-established and registered by the TUC. Failing such re-establishment the TUC shall have discretion to use the funds and property to the benefit of trade union councils or the union movement as a whole.

