



Id Priory Road
Clifton
Bristol BS8 1TX

0117 331 0582

email ucu-office@bris.ac.uk

UNIVERSITY OF BRISTOL

UCU
Local Association Rules

November 2016

1 The name

The name of the Association shall be "The University of Bristol University and College Union", hereinafter referred to as the Local Association.

2 Constitution

The Local Association 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 Local Association are as follows:

- 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 their employers and to safeguard their interests;
- To promote education and research;
- To provide and maintain such services to members as may be approved by National Congress or the National Executive Committee;
- To promote equality for all;
- To oppose all forms of harassment, prejudice and unfair discrimination.

The aims and objects of the Local Association 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.

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

4 Membership

Membership of the Local Association is open to Full, Retired, and Attached Members of the University and College Union whose eligibility for membership of the University and College Union derives from their association with the University of Bristol.

Retired members whose last employment was in the University of Bristol may choose to be members of the Local Association or of the University and College Union central group.

In accordance with national Rule 12.2, members who are employed at the University of Bristol but who have been assigned to a different Local Association may attend meetings, and vote on matters concerned with their employment at this Local Association, but may stand for election as a local Officer only in their designated Local Association. 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 Local Association. "National elections" includes all elections for General Secretary, Officers, Trustees, National Executive Committee representatives and Congress delegates.

In accordance with national Rule 3.2, the following are eligible for student membership of the University and College Union:

- Students in training for qualifying employment but who are not currently eligible for membership.
- Postgraduate students who have declared their intention to pursue a career in qualifying employment, but who are not currently eligible for membership.

5 Subscription

Each member of the Local Association will pay, in accordance with procedures determined by the National Executive Committee, a subscription to the funds of University and College Union consisting of the current national subscription as determined by the National Executive Committee, and any current local subscription agreed by the Local Association.

The local subscription will be determined from time to time at a General Meeting **and published to all members.**

6 Use of funds

All expenditure by the Local Association must further the objects of the Local Association. The finances of the Local Association 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

Treasurer.

The funds of the Local Association shall be used for:

- (a) Costs incurred in the proper conduct of the business of the Local Association as agreed by the Committee.
- (b) Payment of expenses of any members duly appointed by the Local Association to represent it.
- (c) 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 Local Association. Between General Meetings the Committee shall have authority to act on behalf of the Local Association, provided it does so in a manner consistent with this rule and in accordance with guidelines approved by a General Meeting of the Local Association.
- (d) Donations to charities or other bodies whose objects are consistent with those of the Local Association.
- (e) No funds of the Local Association will be used for affiliation to a political party or for the furtherance of the union's political objects.

Note: *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 University and College Union national Rules 30 and 36, is one per cent of membership subscriptions and members may opt out of paying it. 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 are defined as meaning support for a particular political party or candidates in local or general elections. Subscriptions by local associations to organisations like Amnesty or Cuba Solidarity are not affected*

7 Officers

The Officers of the Local Association shall be:

- The President
- The Vice-President

- * The Secretary
- * The Treasurer
- * **The Equality Officer**
- * **The Anti-Casualisation Officer**
- * **Membership/Recruitment Secretary**

The Officers shall be elected annually **and the results announced at the Annual General Meeting. The elections shall be carried out in accordance with Rule 20.**

Retiring Officers shall be eligible for re-election but their period of service should not normally be more than five consecutive years.

8 President

The duties of the President shall be to chair all General Meetings **and all Executive Committee meetings** of the Local Association and to perform such other duties as are prescribed by these Rules and the Committee. In the absence of the President, the Vice-President or another Officer of the Committee shall perform these duties. **In accordance with normal practice, the president may, between meetings of the committee, take any action on behalf of the committee which is both urgent and necessary. Such President's Action must be reported for approval to the next committee meeting.**

9 Secretary

The duties of the Secretary shall be to be responsible for calling General and Committee meetings of the Local Association, to circulate to members such information, as the Committee deems necessary, and to perform such other duties as the Committee shall decide. In the absence of the Secretary another Officer shall perform these duties.

10 Treasurer

The Treasurer shall have custody of the funds of the Local Association and authority to make payments from them as the need arises. The Treasurer's duties shall be to

keep the books of the Local Association, to present the accounts of the Local Association annually for auditing, and to present these audited accounts annually to a General Meeting of the Local Association.

11 Equality Officer

The equality officer will:

i) 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

ii) monitor the volume and nature of personal casework which involves equality issues to ensure that the Branch/LA has appropriate mechanisms in place for handling such cases

iii) where appropriate, provide information, encouragement and support to members about equality issues

iv) ensure that UCU's national annual meetings, and any other relevant events and opportunities for women, black members, lesbian, gay, bisexual and transgender members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the Branch/LA maximises the opportunities for recruitment and organisation amongst all groups

v) where appropriate, provide liaison between the Branch/LA and UCU's equality structures

In the absence of the equality officer, these duties will be performed by another officer or officers as the committee decides.

12 Anti-Casualisation Officer

The role of anti-casualisation officer will 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.

13 Membership/Recruitment Secretary

The membership/recruitment secretary will be responsible for recruitment and for keeping any membership records that are necessary at local level. The membership secretary 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. In the absence of the membership secretary, these duties will be performed by another officer as the committee decides.

14 Executive Committee

There will be **an Executive** Committee responsible for conducting the day-to-day business of the Local Association.

The Committee shall consist of:

- (1) Ex-officio members, being the Officers of the Local Association together with the Immediate Past President
- (2) up to twelve ordinary members, and;
- (3) up to two co-opted members.
- (4) Any member of the Local Association who is a member of the National Executive Committee of UCU**

One third of the ordinary members shall be elected annually just before the Annual General Meeting and shall serve for three years following their election. Any retiring member of the Committee is eligible for re-election or co-option.

The term of office of an officer or ordinary member of the committee elected will be the academic year following the annual general meeting, or such other period of approximately one year as the AGM determines.

The Committee shall be responsible for conducting the day-to-day business of the Local Association and shall meet at least once every term. The quorum for a Committee Meeting shall be five, including at least one Officer.

15 Removal from Office

Any member of the committee (including the officers and other persons elected to represent the Local Association) may be removed from office by resolution at a general meeting (including an extraordinary general meeting) of the Local Association 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 or 25% of the membership, whichever is less.

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 Local Association not later than the day that is 7 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.

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 Local Association. Officers so appointed will retire at the same time as if they had been duly declared elected at the last Annual General Meeting.

16 Representatives on other bodies

- (a) Joint Consultation and Negotiating Committee. The representatives of the Local Association on the Joint Consultation and Negotiating Committee shall be the President and two Executive Committee members elected under Local Rule 17. **These three representatives will be approved by the Executive Committee.**
- (b) Congress delegates and representatives on other bodies shall be elected under Local Rule 17. Congress representative will be elected annually from members of the Local Association at the Annual General Meeting

Where an elected representative is unable to attend a particular

Congress, a substitute may be elected by a General Meeting. If this is not possible, a substitute may be elected by the Committee. Names of the representatives will be notified to the General Secretary in accordance with published procedures.

17 Annual General Meeting

There will be at least three general meetings of the Local Association each year, of which one will be designated the Annual General Meeting of the Local Association.

The Annual General Meeting of the Local Association shall take place during the summer term each year. **Forty-eight** days' notice of the date of the meeting shall be given to members. The Secretary shall be responsible for the circulation of the agenda at least **fourteen** days before the meeting.

Twenty-five members of the Local Association, **or one twentieth of the membership, whichever is least**, shall constitute a quorum for the transaction of the business of the Annual General Meeting. **In any case, the quorum must be greater than the total size of the committee.**

The Annual General Meeting shall appoint an Auditor or Auditors.

18 Extra-ordinary General Meeting

An Extra-ordinary General Meeting of the Local Association **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 ten working 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 five working days before the day on which the meeting is to be held.**

19 General Meeting

There shall normally be at least one General Meeting of the Local Association each

term. **Fourteen** days' notice of the holding of this meeting shall be given to members.

Notice of any motion, including any motion or proposed motion for submission to the Congress of the University and College Union, or any matter for discussion shall be sent to the Secretary fourteen days before the date of the meeting, and the Secretary shall circulate the agenda at least seven days before the meeting. The quorum for a General Meeting shall be twenty-five members.

Where an issue is urgent and an emergency general meeting may be 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 three working days before the day on which the meeting is to be

20 Resolutions of the Local Association

A resolution of the Local Association is a motion that has been approved by a quorate general meeting by a simple majority of those present and voting or by a ballot of the members of the Local Association.

Emergency motions to Congress, or motions which have not been put either to a quorate General Meeting or to a ballot of the members of the Local Association, but which are urgent, or timely, must be agreed by a majority of the Local Association's Congress representatives. **Emergency motions to Congress must be submitted in accordance with the Standing Orders of Congress.**

21 Election of Officers, Committee, and Representatives on Other Bodies

Elections when contested shall be held following this procedure:

1. The Returning Officer shall be approved by, but not be a member of, the Committee and shall be responsible for ensuring that the procedures are correctly followed. **She or he shall not be a candidate for membership of the Committee.**
2. Vacancies shall be announced and nominations invited at least **twenty-eight** days before the **Annual** General Meeting at which the result will be announced.

3. Nominations shall be made with the consent of the nominees who shall be members of the Local Association.
4. Nominations shall be made either by two members of the Local Association in writing to be received by the Secretary not less than twenty-one days before the General Meeting or by the Committee.
A member may not normally be declared elected to more than one officer or ordinary position of committee membership to comply with model rules.
5. Ballot papers shall be distributed from the UCU Office not less than 7 days before the conclusion of the ballot.
6. The ballot material **dispatched** to members shall comprise:
 - a) a ballot form listing the candidates for election
 - b) the name of the Returning Officer
 - c) the address at which the Returning Officer will receive ballot forms and the means by which they are to be delivered there
 - d) the date and time by which they are to reach the address
 - e) such other material as the Secretary may approve.
7. The conclusion of the ballot shall be not less than twenty-four hours and not more than seventy-two hours before the start of the Annual General Meeting.
8. The result of any election shall be determined under the system of the Single Transferable Vote. The count shall be fairly and accurately conducted by the Returning Officer, who shall, subject to the Rules, decide which ballot papers are valid.
9. At the conclusion of the count, the Returning Officer shall pass to the Secretary the result sheet showing which candidates should be declared elected in accordance with the Rules. All other documents shall remain in the possession of the Returning Officer for twelve weeks, after which they shall be destroyed. The result of the election shall be notified in writing by the Secretary to the members of the Local Association and to the General Secretary of the University and College Union.

10. If no valid nomination is received or if a position becomes vacant, the Committee shall be empowered to fill the vacancy temporarily from members of the Local Association until the procedure for election as laid down in this Rule can be carried out. The member so elected shall retire at the time the member replaced would have retired.

22 Quorum arrangements for formal business

Where an Annual 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 Trades Union Congress, because the meeting was not quorate, the arrangements set out below will apply.

Formal business is

- (a) the adoption of audited Local Association accounts;
- (b) determination of the Local Association budget, including the setting of the local subscription;
- (c) confirmation of any financial or membership data required by the Association in order to comply with its rules, or to make returns to the Certification Officer or any other body designated by legislation, or to the Trades Union Congress;
- (d) determination in local rules of the manner in which the Local Association's funds will be held;
- (e) the appointment of the Local Association Officers and auditors;
- (f) any matter which the General Secretary has notified the Local Association to be required by legislation.

Where a quorum has not been achieved for the purpose of conducting such business, notice of a further meeting will be circulated to members to take place no later than 14 days from the date of the inquorate meeting. The agenda of the further meeting will be restricted to this incomplete, formal business. The meeting will be quorate if three members are in attendance, except that in respect of items (a) and (b) above, these three will not for purposes of the quorum include the Local Association's Treasurer or its local auditors.

23 Other ballots

A decision to hold a ballot of all the members of the Local Association shall be taken by a General Meeting of the Local Association or by the Committee. The procedure for conducting the ballot shall be the same as that laid down in Local Rule 20. The result of the ballot shall be notified by the Secretary to the members of the Local Association and to the General Secretary of the University and College Union.

24 Conduct of Ballots

1. The Returning Officer shall be approved by, but not be a member of, the local committee and shall be responsible for ensuring that the procedures are correctly followed.
2. Ballot papers shall be distributed from the UCU Office not less than seven days before the conclusion of the ballot.
3. The ballot material dispatched to members shall comprise:
 - i. a ballot form stating the question to be determined
 - ii. the name of the Returning Officer
 - iii. the address at which the Returning Officer will receive ballot forms and the means of delivering them there
 - iv. the date and time they are to reach the address
 - v. such other material as the Secretary may approve.
4. The count shall be fairly and accurately conducted by the Returning Officer, who shall, subject to the rules, decide which ballot papers are valid,
5. At the conclusion of the count, the Returning Officer shall pass to the Secretary/Office Manager the result sheet showing the number of votes cast for each option on the ballot form. All other documents shall remain in the possession of the Returning Officer for twelve weeks, after which time they shall be destroyed.
6. The Secretary shall notify members of the result of the ballot.

25 **Ratification of agreements**

A designated national UCU Officer, in accordance with regional or national ratification procedures, where these exist, must ratify any draft agreements.

26 **Rules**

No Rule or Rules of the Local Association shall at any time be in conflict with a Rule or Rules of the University and College Union currently in force. Changes in the Rules of the University and College Union shall, where applicable, automatically constitute changes in the Rules of the Local Association.

27 **Amendment of Rules**

These Rules of the Local Association may be amended by resolution of any **quorate** General Meeting of the Local Association. Proposed amendments to these Rules shall be handed in writing to the Secretary fourteen days before the meeting and shall be circulated by the Secretary to all members of the Local Association at least seven days before the meeting at which they are to be considered. Amendments to these Rules must be carried by a majority of at least two-thirds of the members present and voting at the General Meeting at which they are considered.

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

28 **Site Organisation**

Where members of a Local Association are employed on more than one site, the Branch/LA 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/LA. Any such arrangements and functions must be consistent with the overriding responsibilities of the Branch/LA and its officers as set out in these rules.

29 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/LA 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/LA, all other communications may be by email.

Date these rules approved.....9th November 2016.....

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