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UNIVERSITY OF BRISTOL

**UCU
Local Association
Rules**

October 2007

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.

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.

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 Hon 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

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

The Officers of the Local Association shall be:

- * The President
- * The Vice-President
- * The Hon Secretary
- * The Hon Treasurer

The Officers shall be elected annually just before the Annual General Meeting by procedure laid down in Local Association Rule 17.

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 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 other Officer of the Committee shall perform these duties.

9 Hon Secretary

The duties of the Hon 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 Hon Secretary another Officer shall perform these duties.

10 Hon Treasurer

The Hon Treasurer shall have custody of the funds of the Local Association and authority to make payments from them as the need arises. The Hon 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 Committee

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.

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.

All those elected shall take office on 1st August following their election.

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.

Any member of the Committee (including the Officers) may be removed from office by resolution at a General Meeting of the Local Association provided that (a) the terms of any such proposed resolution shall be notified to the Hon Secretary not less than fourteen days before the General Meeting, and the proposal for such resolution supported in writing by not less than twenty-five members of the Local Association, (b) the proposed resolution shall be despatched by the Hon Secretary to each member of the Local Association not less than seven days before the said General Meeting at which the proposal is to be considered. Any General Meeting, which shall have removed a member or members of the Committee in accordance with the above, shall have power to replace any such member or members until such time as the normal election of Officers and other members of the Committee next occur.

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.

12 Representatives on other bodies

- (a) Joint Negotiating Committee. The representatives of the Local Association on the Joint Negotiating Committee shall be the President and five members elected under Local Rule 17 of whom one shall be designated Joint Secretary.
- (b) Congress delegates and representatives on other bodies shall be elected under Local Rule 17.

13 Annual General Meeting

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

Twenty-five members of the Local Association shall constitute a quorum for the transaction of the business of the Annual General Meeting. The Annual General Meeting shall appoint an Auditor or Auditors.

14 Extra-ordinary General Meeting

An Extra-ordinary General Meeting of the Local Association may be called at any time, provided that notification of such a meeting, signed by the President or at least twenty-five members of the Local Association and signifying the date of the meeting and the topic or topics to be discussed, shall have been handed in writing to the Hon Secretary at least five days before the date on which such an Extraordinary General Meeting will be held. Three days notice of the meeting shall be given to members. The quorum for such a meeting shall be twenty-five members.

15 General Meeting

There shall normally be at least one General Meeting of the Local Association each term. Twenty-eight 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 Hon Secretary fourteen days before the date of the meeting, and the Hon Secretary/Office Manager shall circulate the agenda at least seven days before the meeting. The quorum for a General Meeting shall be twenty-five members.

16 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.

17 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.
2. Vacancies shall be announced and nominations invited 35 days before the 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 Hon Secretary/Office Manager not less than 21 days before the General Meeting or by the Committee.
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 despatched 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 Hon 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 Hon Secretary/Office Manager 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 Hon 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.

18 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 Hon Treasurer or its local auditors.

19 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 Hon Secretary to the members of the Local Association and to the General Secretary of the University and College Union.

20 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 Hon 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 Hon 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 Hon Secretary shall notify members of the result of the ballot.

21 Ratification of agreements

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

22 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.

23 Amendment of Rules

These Rules of the Local Association may be amended by resolution of any General Meeting of the Local Association. Proposed amendments to these Rules shall be handed in writing to the Hon Secretary fourteen days before the meeting and shall be circulated by the Hon

Secretary/Office Manager 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.

Date these rules approved.....24th October 2007.....