



Aberdeen Universities Branch

Branch Rules

March 2014 (v1.2)

1. Branch Name

The branch shall be called the Aberdeen Universities Branch of UNISON.

2. Relationship to National Organisation

- 2.1. Branch Rules shall be in accordance with National Rules, decisions of the Annual Delegate Conference and the NEC.
- 2.2. Any member may have a copy of the current National and Branch Rule Books.
- 2.3. The Branch shall make an audited return of Branch income, expenditure, assets and liabilities, as prescribed by the NEC and in accordance with National Rules.

3. Aims of the Branch

The aims of the Branch shall be in accordance with the aims and values of UNISON as set out in the Rule Book.

4. Membership

- 4.1. Eligibility for membership shall be in accordance with the Rules of the Union.
- 4.2. Applications for membership take effect from the date at which either the Branch receives completed forms (or the Regional / National office), and the first contribution is made.
- 4.3. A meeting of the Branch or Branch Committee may decide not to support a membership application but such a decision must be consistent with the Rules and with Statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- 4.4. All members must comply with the branch and national Rules.
- 4.5. The NEC may terminate an individual's membership in accordance with the Rules.

5. Branch Structure

- 5.1. There will be an Annual General Meeting of the Branch to be held in the month of February/March. Each member of the Branch is entitled to attend.
- 5.2. Other General meetings may be called by the branch

Committee or in writing by 20 members of the branch or 5% of the membership, whichever is the greater.

- 5.3. The quorum for General Meetings of the Branch will be 15 or 2.5% whichever is the greater.
- 5.4. The Annual Meeting should approve a scheme of representation and Stewards' organisation for the Branch which should include at least one Steward per workplace.
- 5.5. The Branch will adopt a scheme of financial regulations as approved by the AGM, to be known as the branch Financial Rules.

6. Branch Officers

- 6.1. The branch shall elect the following Officers annually:
 - Chairperson
 - Secretary
 - Treasurer
 - Equality Officer
 - Health & Safety Officer
 - Education Coordinator
 - Communications Officer
 - International Officer
 - Young Members' Officer
 - Others, determined as necessary by the Annual Meeting for the effective operation of the Branch.
- 6.2. In order to ensure proportionality and fair representation amongst the Branch Officer positions the branch will allow job sharing between two or more members for each post.
- 6.3. The Branch Committee or any two members may nominate Branch Officers.
- 6.4. All nominations must be received at least four weeks before the AGM and be signed as accepted by the nominee.
- 6.5. If there is more than one candidate an election will be held.
- 6.6. The election will be conducted by ballot.
- 6.7. In the event of a ballot, official papers will be supplied and each member of the Branch will be entitled to one vote in respect of each post to be filled. If desired, a postal ballot will be held.
- 6.8. The branch may also have an Affiliated Political Fund Officer to be elected by and from APF members only.

7. Branch Committee

- 7.1. The committee will reflect occupational and employer groups (fair representation) and will be proportional in gender, reflecting the membership base.
- 7.2. Representation on the Branch Committee, as agreed with the AGM, will include:
 - Branch Officers
 - One representative of each self organised group
 - Stewards from each employer, workgroup/workplace
 - One representative of the Retired Members Section
 - One representative of the Young Members Section
 - Any other Branch members who hold office at Scottish or national level.
- 7.3. The quorum for the Branch Committee shall be 33% (one third) of the members of the Committee.
- 7.4. The Branch Committee will establish arrangements for representation of members.

8. Stewards' Committee

- 8.1. There shall be two Stewards' Committees:
 - University of Aberdeen Stewards' Committee
 - Robert Gordon University Stewards' Committee
- 8.2. Each Stewards' Committee is separately responsible for organising and undertaking all negotiation and representation of members' interests within their employer and any additional employers associated with the parent organisation (e.g. Student Associations).
- 8.3. Each Stewards' Committee shall elect a Convenor who shall arrange and co-ordinate steward and member meetings regularly throughout the year. Stewards' Committees should meet at least four times per year. The Convenor shall report on employer issues to the Branch Committee.

9. Conduct of Meetings

- 9.1. All meetings will be conducted in a fair and democratic manner. They will be accessible and welcoming to encourage participation.
- 9.2. All meetings will be advertised widely and with notice. An annual calendar of meetings will be agreed at the first Branch Committee following the AGM.

- 9.3. The Chairperson of any meeting will explain clearly the procedures to be used during the meeting.
- 9.4. The Branch will maintain such record of meetings, financial records, account books and other information necessary for the proper functioning of the Branch.

10. Media Communications

Only Officers(s) authorised by the Branch Committee shall make communication to the media on behalf of the Branch.

11. Affiliations

- 11.1. Affiliations to relevant Constituency Labour Parties will be decided by the APF membership.
- 11.2. A Branch General Meeting or a Branch Committee shall determine other affiliations.

12. Donations

Donations shall be agreed by a Branch General Meeting or Branch Committee in accordance with the Union's policies and objectives and subject to provisions of National Rule.

13. Finance

- 13.1. The Treasurer will advise the Branch on all financial matters, keep full records and receipts of income and expenditure in accordance with the branch financial rules.
- 13.2. The Treasurer will provide regular reports to the Branch Committee and an audited set of accounts to the Branch AGM.
- 13.3. Rates of expenses for all activities on behalf of the Branch will be drawn up by the Treasurer for the approval of the AGM and will be appended to the branch financial rules.

14. Amendments to Branch Rules

- 14.1. Amendments to Branch Rules are subject to the approval of a two-thirds majority of those voting at a quorate Branch General Meeting.
- 14.2. Branch Rules must then be submitted to the Scottish Committee in accordance with UNISON procedures.