



Clackmannanshire Branch

Constitution & Rules

1. Branch Name:

The organisation shall be called “Clackmannanshire UNISON Branch”.

2. Acceptance of Constitution:

- a) The Branch accepts the Constitution and Rules of UNISON and of the Scottish Council together with any subsequent alterations or additions thereto, to the intent that the Constitution and Rules of the Branch will always be consistent with those of UNISON and of the Scottish Council.
- b) Any member may have a copy of the UNISON Rule Book, the rules of the Welfare Fund and any Regulations made by the Scottish Council if she/he requests.

3. Aims of the Branch:

- a) The aims of the branch shall be in accordance with the aims and values of UNISON as set out in the Rule Book.
- b) To organise within the Branch all eligible employees and to engage in bona fide Trade Union activities on their behalf.
- c) To make representation to the Scottish Council of UNISON on any matters relevant to UNISON.
- d) To make representation to the Local Government Forum of UNISON on any matters relevant to salaries and terms and conditions.
- e) To submit motions through the structures of UNISON’s Scottish Council or otherwise for the consideration of the national executive or a conference of UNISON.

4. Membership:

Membership shall be in accordance with UNISON National Rule C.



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5. Proportionality and Fair Representation:

The Branch endorses the commitments set out in the Rule Book and the Code of Good Branch Practice to achieve proportionality and fair representation.

6. Administrative & Financial Year:

The administrative and financial year of the Branch shall be the period commencing on the first day of January and ending on 31 December in the same year.

7. Conduct of Members:

UNISON Rule I will apply for conduct of members and disciplinary action for members of Clackmannanshire UNISON.

8. Branch Structure:

a) There will be an Annual General Meeting of the Branch to elect branch officers and members of the branch committee. This will be held between 1 January and 31 March. Notice shall be issued not less than 28 days in advance of the meeting and shall contain the time, date and place of the meeting and notification of the timescales for submission of motions and nominations. **The branch shall have the authority to hold both in-person AGM's alongside virtual meetings if required.**

- b) The annual General Meeting of the Branch shall conduct the following business:
1. Apologies for absence
 2. Minutes of Previous A.G.M. and consideration of matters arising
 3. Appoint scrutineer for meeting and returning officer for election if needed
 4. Annual reports from Branch Officers
 5. Financial Statement from previous years accounts
 6. Appointment of Auditors
 7. Election of Branch Officers and Stewards
 8. Motions for which notice has been given
 9. Any other competent business

c) The quorum for the Annual General Meeting shall be 25.



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- d) Other General Meetings may be called by the Branch Committee or, by 20 members of the branch or 5% of the membership, whichever is the greater. Such meetings to be held within 21 days of the receipt by the Branch Secretary of a requisition in writing signed by the required number of members and stating fully the reason for such a meeting. The branch shall have the authority to hold both in-person and/or virtual meetings if required

9. Branch Officers:

- a) The Branch shall elect the following offices annually:-
1. Branch Secretary
 2. Assistant Branch Secretary
 3. Chairperson
 4. Vice Chairperson
 5. Treasurer
 6. Communications Officer
 7. Education Officer
 8. Service and Conditions Officer
 9. International Officer
 10. Welfare Officer
 11. Equality Officer
 12. Young Members Officer
 13. Health & Safety Officer
 14. Labour Link Officer *
 15. Retired Members Officer *
- * The exceptions to this rule are the Labour Link Officer who is elected by the branch members who contribute to the APF fund and the Retired Members Officer who is elected by the retired members of the branch.
- b) The duties of the elected officers shall be as set out in the Code of Good Branch Practice.
- c) Nomination for election to each of the offices in Rule G shall be made by any two members of the branch as defined in the UNISON rules.
- d) Nominations must be received in writing by the Branch Secretary, in accordance with the timetable set out in the Preliminary Notice; any nominations received thereafter shall be null and void.
- e) At the A.G.M. any vacancies in the Branch can be nominated and elected from the floor.
- f) Where no nominations have been received a retired member or unemployed member shall be eligible to hold office in the Branch, except as Chairperson or Branch Secretary, provided that not more than two offices, including that of the



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retired members secretary, are held by retired members, and similarly, not more than two posts including that of unemployed members secretary are held by unemployed members.

- g) A candidate nominated for election may withdraw his/her candidate by notifying the fact in writing to the Branch Secretary not later than 7 days from receipt of nomination by the Branch Secretary.
- h) If there is more than one candidate a vote will be held in accordance with the UNISON Rule Book.
- i) In the event of a vacancy occurring in any of the offices referred to in Rule G, the Branch Executive Committee shall appoint a suitable person to fill the vacancy.

10. Branch Executive Committee:

- a) The Branch Executive Committee shall consist of the Branch Officers listed in Rule G.
- b) The Branch Executive Committee shall administer Branch Business in accordance with UNISON Rules and guidance.
- c) The quorum for the Branch Executive Committee will be 33% (one third) of the members of the Committee.
- d) The Branch Executive Committee shall ensure that sections within the Branch are appropriately and equitable resourced to ensure the effective participation of members, recruitment and organisation, representation, and collective bargaining and campaigning on behalf of members.
- e) The branch executive committee shall meet monthly. The branch shall have the authority to hold both in-person and/or virtual committee meetings.

11. Branch Representation at Meetings:

- a) The branch at its annual meeting shall elect its representatives to the Scottish Council, Scottish Local Government Committee and to National Delegate Conference. Whenever practicable the branch shall be fully represented at meetings of the Scottish Council, Scottish Local Government Conference and at National Delegate Conference. In the event of an appointed representative being unable to attend a substitute may be appointed. A retired member shall not be eligible to represent the branch at a Scottish Council or at Conference.



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- b. The retiring Branch Secretary, Chairperson or Treasurer of the branch shall be ex-officio members of the Executive Committee for one year and shall have full voting rights. Unless the branch shall otherwise decide.
- c. Representation of Shop Stewards on the Executive Committee shall be on the following basis:-

That any department with 20 or more UNISON members at 30th September, will be entitled to have 2 shop stewards. Departments with less than 20 UNISON members will be entitled to 1 shop steward.

Each Department shall at least 15 days prior to the annual general meeting forward to the Branch Secretary the names of the representatives appointed. In the event of any department failing to make such an appointment, representatives for that department may be appointed at the annual meeting. Any vacancy arising during the year shall be filled from the department where the vacancy occurs, or, in default, by the Executive Committee.

12. Conduct of Meetings:

- a) All meetings will be conducted in a fair and democratic manner.
- b) The Branch will maintain records of all meetings and other appropriate records to enable the branch to function.

13. Expenses of Representatives:

These shall be paid in accordance with the Branch Financial Regulations.

14. Annual Report and Statement of Accounts:

The annual report and a duly audited statement of accounts shall be submitted to the annual general meeting and a copy of each shall be submitted to UNISON Headquarters.

15. Branch Funds:

The Branch Funds shall be administered by the Branch Treasurer in accordance with the Branch Financial Regulations.



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16. Press Communication:

Communications to the media on behalf of the Branch shall be made only by officer(s) authorised by the Branch Executive Committee.

17. Affiliation to other Organisations:

- a) The Branch may affiliate to the appropriate Trades Council on a non political basis and other appropriate bodies.
- b) The Branch will facilitate the participation in an Affiliates Political Fund structure as appropriate.

18. Finance:

The Branch shall keep a bank/building society account in the name of the Branch and will maintain a financial record of all assets and transactions in accordance with UNISON guidelines.

19. Honoraria:

Any honorarium paid to a Branch Officer will only be made in accordance with the Scheme for Honoraria Payments in Branches contained in the Branch Finances Handbook.

20. Approval/Alteration to Branch Rules:

- a) Branch Rules must be agreed by two thirds of members present and voting at a quorate Branch meeting.
- b) Branch rules must be approved in accordance with UNISON's procedures.
- c) Any changes to branch rules must be agreed and approved in the same way.



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