



Rules

Rule 1: Name

The name of the Council shall be **YORK & DISTRICT TRADES UNION COUNCIL**. The Council shall be registered annually with the TUC.

Rule 2: Objects

- a) The objects of the Council shall be:
- i. to provide services to affiliated branches on a wide range of industrial, social, and community issues;
 - ii. to promote the interests of all its affiliated organizations and to secure united actions 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;
 - iii. 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;
 - iv. to improve generally the economic and social conditions of working people, including seeking improvements to the social services, public education, housing and health;
 - v. to help promote suitable cultural, educational, social and sports facilities for all working people;
 - vi. to affiliate to and play an active part in the work of its appropriate County Association of Trades Union Councils
- b) In furtherance of these objects, the Council may co-operate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trades unions shall be applied directly or indirectly in the furtherance of political objects specified in Section 3(3) of the Trades Union Act, 1913.

Rule 3: Constitution

- a) The Council shall only consist of representatives of trades unions or branches of trades unions, whose places 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 organization desiring to affiliate shall be submitted to full Council for its approval or otherwise.

Rule 4: Representation

Organizations affiliated to the Council shall be allowed representation on the following basis:

- i. 1-50 members: 1 delegate
- ii. 51-200 members: 2 delegates
- iii. 201-500 members: 3 delegates
- iv. 501-750 members: 4 delegates



- v. 751-1000 members: 5 delegates
- vi. 1001-1250 members: 6 delegates
- vii. 1251-1500 members: 7 delegates
- viii. 1501 members or more: 8 delegates

Rule 5: Affiliation Fees

Each affiliated organization shall contribute an affiliation fee of **15 pence** per member per annum, payable annually.

Rule 6: Composition of Executive Committee

- a) The Executive Committee shall be elected at the Annual General Meeting (AGM) of the Council, and shall be composed of 4 members.¹
- b) In the event of the resignation or death of any member of the Executive Committee, the Council shall be entitled to elect a new representative.
- c) Officers would automatically be ex officio members of the EC.²

Rule 7: Nomination of Executive Committee

- a) Each affiliated branch shall have the right to nominate a candidate to represent it on the Executive Committee.
- b) All nominated candidates must be delegates to the Council. Nominations for the executive (including officers) shall be submitted by affiliated branches in writing to the Secretary at least **21 days** prior to the AGM.
- c) Only if insufficient nominations are received by the deadline will nominations be taken from the floor at the AGM.

Rule 8: Election of the Executive Committee

The Executive Committee shall be elected by (ballot) vote at the AGM of the Council. Those present may vote on behalf of an affiliated branch and each branch shall have a maximum of one vote, the necessary number of nominees securing the highest number of votes by show of hands, to be declared elected.

Rule 9: Meetings of the Executive Committee

- a) The Executive Committee shall conduct the detailed business and report to meetings of the Council.
- b) The Executive Committee shall have the responsibility for handling Council communications. This includes (but is not limited to) interviews with local press and media, letters into local newspapers and social media reports and updates. Overall responsibility for social media rests with the Secretary.
- c) Executive Meetings shall be held as required. A special meeting of the Executive Committee may be called in the event of urgent business arising as and when deemed necessary by the President and Secretary.

¹ Rule 6a) amended; 2010 AGM.

² Rule 6c) added; 2008 AGM.



Rule 10: Council Meetings

- a) The AGM of the Council shall take place in the month of **March** in each year, unless agreed by a delegate meeting to hold the AGM in another month.
- b) The Ordinary General Meeting of the Council shall take place on the **2nd Wednesday³** in each month,⁴ to commence at **7:30 pm** and shall not continue after **10:00 pm**,⁵ unless by special resolution of the Council. Delegates shall register on entry.
- c) A special meeting may be called at any time by the Executive Committee, or in the case of urgency, by the President and Secretary.
- d) No business shall be transacted at any delegate meeting of the Council at which fewer than 4 **delegates** are present.⁶

Rule 11: Officers

- a) The officers of the Council shall be President, Vice-President, Secretary, Treasurer, Campaigns Officer, Equality Officer, International Officer and Minute Secretary.
- b) The officers of the Council shall be elected at the AGM 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 12: Duties of Officers

President/Vice-President

The President shall preside at all meetings of the Council and Committees and see that the business at meetings and of the Council generally is conducted in a 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.

Secretary

The Secretary shall attend all meetings of the Council, Executive Committee and Subcommittees, and conduct the business of the Council in accordance with the rules. He/she shall issue to each delegate notice of Council Meetings 7 clear days prior to the meeting except in the case of emergency meetings, when the notice shall be left to the discretion of the President and Secretary. They shall prepare the Annual Report.

Treasurer

The Treasurer shall keep a true account of income and expenditure, and receive all moneys due to the Council. He/she shall keep account of all sums of money received from the Secretary 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 or the Executive Committee, and when necessary shall sign cheques for authorised payments. The Treasurer shall prepare the Balance Sheet, and submit a financial

³ Rule 10b) amended from 1st Thursday to 2nd Thursday; 2010 AGM. Amended from Thursday to Wednesday; 2013 AGM.

⁴ Rule 10b) amended, "with the exception of August" inserted; 2010 AGM. Removed; 2013 AGM.

⁵ Rule 10b) amended from "shall not continue after 9:30 pm" to "...10:00 pm"; 2013 AGM.

⁶ Rule 10d) amended; 2010 AGM. (NB. Where there are only three delegates, the meeting can be deemed to be an EC. No financial transactions shall be agreed other than those sanctioned at the AGM.)



**York and District Trades
Union Council
Founded 1890
Registered with the TUC**

**York
TUC**

statement whenever requested by the Executive Committee. All cheques must be signed by at least the Treasurer plus one of the following officers:

- i. Secretary
- ii. President
- iii. Vice-President

Campaigns Officer

The Campaigns Officer shall be responsible for maintaining a record of all active and concluded campaigns as agreed by the Council at meetings, making note of any relevant dates and deadlines in order to keep delegates and the public apprised. They will either liaise directly or through nominated officers/ delegates with local groups or organisations involved in each campaign in order to further said campaigns.

Equality Officer

The Equality Officer will have knowledge of and commitment to relevant issues, monitor the implementation of equality policies within the institution, and, where appropriate, encourage and support local negotiations on equality matters and monitor the volume and nature of local equality issues. They also ensure that affiliate unions' national annual meetings, and any other relevant events and opportunities for women, black, Asian or ethnic minority members, lesbian, gay, bisexual and transgender (LGBT) members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the Council maximises the opportunities for recruitment and organisation amongst all groups.

International Officer

This officer develops and leads on international solidarity activities including campaigns, twinning with sister unions and support for projects abroad. The role includes: co-ordinating the Council's work on international relations (especially in twinned cities or overseas operations of local multinational employers); receiving and distributing relevant information; encouraging delegates to be aware of the importance of international solidarity issues within the context of the overall work of the Council; liaising where appropriate with the TUC and other international structures and reporting the views of the Council on international activities; liaising with other Council officers concerning publicity and education on international issues; liaising with the solidarity organisations and campaigns that the Council is affiliated to; encouraging members of affiliated branches to take action and take part in international solidarity activities organised nationally or regionally; developing an international perspective among delegates, branches and other officers.

Minute Secretary

The Minute Secretary shall keep a correct record of the proceedings.

Rule 13: Auditors

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



**York and District Trades
Union Council
Founded 1890
Registered with the TUC**

**York
TUC**

Rule 14: 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, plus an allowance for hotel accommodation.

Rule 15: Industrial and Political Organizations

In no circumstances shall the Trades Union Council co-operate with or subscribe to the funds of any organization whose policies or activities are contrary to those of Congress. Nor shall the Trades Union Council co-operate with or subscribe to the funds of any political party other than the local Labour Party, with which the Council may co-operate providing that no part of the funds of the Council derived from the general funds of affiliated trades unions shall be applied directly or indirectly in the furtherance of the political objects specified in section 3(3) of the Trades Union Act 1913.

Note: "The Council has the right to refuse to issue credentials to, or to withdraw credentials from, a delegate who has disrupted work of the Trades Union Council."

Rule 16: Alteration of Rules

No alteration of rules shall take place except as decided at the AGM, and then only upon a vote of two-thirds of the delegates present voting in favour of the proposed alteration. Three months' notice shall be given to the Secretary of any proposed alteration of rule which it is desired shall be discussed at the AGM. Any proposed changes to these rules must be submitted to the Trades Union Council for approval.

Rule 17: Unauthorised Use of Name of the 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 Rule 17a). The Council shall inform the branch of the delegate concerned of the action being taken under this rule.
- c) At the hearing before the Council, the delegate concerned will have a full opportunity of presenting his/her case. After hearing all the evidence the Council, if finding the contravention of Rule 17a) is proved, shall have power to:
 - i. Exclude the delegate in question from 3 meetings of the Council, or
 - ii. Permanently withdraw the credentials of the delegate concerned. The branch of the delegate concerned shall be informed of the decision of the Council.



Standing Orders

- 1 Business shall be taken in the following order:
 - a. Minutes of Previous Meeting
 - b. Report of Executive Committee
 - c. Correspondence
 - d. Any motion the consideration of which was adjourned at the previous meeting.
 - e. Reports
 - f. Motions of which notices have been given.
- 2 Notice of motions shall be sent by affiliated branches to the Secretary in writing not less than 14 days before the Council meeting at which they are to be discussed. Such motions shall be placed upon the agenda in the order in which they are received by the Secretary.
- 3 The mover of any original motion, but not an amendment, shall have the right of reply, but no other delegate shall be allowed to speak more than once on the same question unless permission be given to explain, or on point of order addressed to the President, when the remarks made must be strictly confined to the explanation or point of order. Ten minutes shall be allowed for the mover of a motion, and five minutes for each succeeding speaker. The mover shall have five minutes to reply to the discussion, but he/she shall introduce no new matter into his/her reply. The motion shall be put immediately the mover has replied.
- 4 The time limits for speakers shall not apply in a special address to the Council.
- 5 If an amendment be carried it shall displace the motion and itself become the substantive motion, whereupon any amendment may be moved thereto. The President may demand that all motions and amendments should be handed up to him/her in writing.
- 6 When an amendment is made to an original motion, no second amendment shall be discussed until the first amendment is disposed of.
- 7 When the delegates consider a question has been sufficiently discussed the motion may be proposed "that the question be now put". If this proposition is carried the President shall give the mover of the original motion the opportunity to reply, after which the motion under discussion shall be immediately put to the vote.
- 8 The decision of the President on any point of order shall be final.
- 9 In any case of voting being equal, the President may give a casting vote.
- 10 No resolution passed by the Council shall be rescinded or amended at the same meeting at which it is passed. Notice of its rescindment or amendment must be given as provided in Standing Order No 2, but the resolution shall not be rescinded or amended unless by consent of two-thirds of the delegates present at the meeting when it is considered.
- 11 Any delegate desiring to address the Council must politely indicate intention to the President, and when any delegate is called to order he/she shall refrain from further discourse until the point is decided.⁷

⁷ Standing order 11 amended to remove reference to standing as per Equality Act 2010; 2013 AGM.



**York and District Trades
Union Council
Founded 1890
Registered with the TUC**

**York
TUC**

- 12 Any delegate may for stated purposes move the suspension of Standing Orders. The motion on being seconded shall be forthwith put to the meeting without debate or amendment, and if two-thirds of the delegates present vote in favour thereof, but not otherwise, the suspension moved shall immediately take effect.