



SC/164/NHS

NHS Greater Glasgow and Clyde Branch

BRANCH CONSTITUTION

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1. TITLE

- 1.1** The Branch shall be called SC/164/NHS NHS Greater Glasgow and Clyde Branch, referred to hereinafter as the “branch”.

2. SCOPE

- 2.1** The branch shall cover all Unite members within NHS Greater Glasgow and Clyde as identified in clause 3.1

3. REPRESENTATION

- 3.1** The Branch shall be formed from the Unite membership employed within NHS Greater Glasgow and Clyde excepting those members belonging to the national branches of the Hospital Physicists Association or the Society of Sexual Health Advisors. The Branch will also include those members that subsequently retire and choose to remain within the Branch.

3.2 Shop Stewards

The branch members shall elect Shop Stewards in such departments or facilities as required, to suit the operation of the Branch and the representation of members’ interests. Those elected as a Shop Steward shall be an “accountable representative” of the workforce in compliance with such a definition as set out in Rule 6 of the union rule book.

- 3.3** Shop Steward elections shall take place at least once every three years. Elections shall be by ballot or a show of hands.

3.4 Branch Shop Stewards’ Committee

The Shop Stewards shall form a Branch Shop Stewards’ Committee. The Shop Stewards’ Committee will: operate within Rule and adhere to any standing orders as approved by the Branch in consultation with the Committee; be responsible, on behalf of the Branch, for all industrial matters within NHS Greater Glasgow and Clyde, and for keeping the Branch

informed; and will elect its own officers, including the Convener of Shop Stewards, and the senior representatives of the Branch.

3.5 Other Workplace Representatives

The branch members may elect (in a similar fashion to shop stewards):

- Equality Representatives
- Safety Representatives
- Learning Representatives

Equality, Safety, and Learning Representatives shall be entitled to attend meetings of the Branch Shop Stewards' Committee in an *ex officio* capacity and as such shall not have a vote.

3.6 Branch Officials

The Branch Officials shall be elected every 3 years, by no later than the 30th June and the elected candidates will take office the following July for a period of 3 years. The election of Branch Officials shall be carried out via a ballot or show of hands if so decided.

Those elected as a Branch Official who are a paid employee of NHS Greater Glasgow and Clyde shall be an “accountable representative” of the workforce in compliance with such a definition as set out in Rule 6 of the union rule book.

3.7 Branch Chair

The Branch shall elect a Chairperson.

The Branch Chair shall preside over all meetings of the Branch and shall ensure that business is conducted in accordance with the rules and Branch standing orders.

If the Chair is absent from a Branch meeting, those present shall elect a substitute to take his/her place for that meeting.

The Chair shall be entitled to vote on all matters to be decided by the Branch but he/she shall not have a second or casting vote.

The Chair shall comply with Rule 17.11.

3.8 Branch Secretary

The Branch shall elect a Secretary.

The Branch Secretary shall be responsible for the general administration of the Branch including maintaining the Branch membership, financial and other records in the manner required by the Executive Council, taking and preserving Branch minutes and conducting all correspondence on behalf of the Branch.

On taking office the branch secretary shall provide an address where members can contact him or her. This information shall be posted on the Union's website.

The Branch Secretary/Treasurer shall give a detailed report of income and expenditure to each meeting of the Branch, and shall submit a quarterly return of Income and Expenditure to the Regional Administration. Failure to submit such returns may lead to withholding of remittances of Branch Income to the Branch.

The Branch Secretary shall comply with Rule 17.11.

3.9 Branch Treasurer

The Branch shall elect a Branch Treasurer.

The Branch Treasurer shall be responsible for dealing with financial transactions concerning the Branch, ensuring that all payments are made in accordance with the rules of the Union, receiving contributions from members who pay at the Branch and banking monies.

He/she shall provide the Branch secretary with a record of all financial transactions and shall ensure that they are accurately recorded in the Branch records and that all monies are dealt with in accordance with the rules and the instructions of the Executive Council.

The Branch Treasurer shall comply with Rule 17.12.

3.10 Other Branch Officers

The Branch may elect other Officers including the following:

- Equalities Officer
- Safety Officer
- Education Officer
- Political Officer

3.11 Branch Committee

The Branch Officers and the senior representatives of the Branch will form the Branch Committee. The Branch Committee will: operate within Rule and adhere to any standing orders as approved by the Branch in consultation with the Committee; and be responsible for facilitating the work of the Branch and the Branch Shop Stewards' Committee.

4. PURPOSE AND FUNCTIONS

- 4.1** The principal purpose of the Branch will be to operate in the interests of its members and to communicate and distribute all Unite correspondence to the broad membership.
- 4.2** The Branch shall be constituted with the purpose of providing a regular means of debating issues surrounding and affecting the workplace and the wider political and social landscape.
- 4.3** The Branch shall discuss matters with a view to reaching a consensus, following discussion with the respective membership.

4.4 Consequently, the Branch shall be a vehicle for ensuring that on-going consultations between the union and the employer(s) involve the broad union membership.

4.5 All debates within the Branch Meeting shall take place in an atmosphere of dignity and respect. Any member found to have breached this rule, shall be requested to leave the meeting until such time as they are prepared to act in an appropriate manner.

5. CONDUCT OF BUSINESS

5.1 Chairperson

The Chair shall preside over the meeting. All questions/clarifications etc shall be raised through the Chair.

The Chair shall ensure that the meeting follows that agenda set by the Branch Secretary.

The Chair shall ensure that the meeting is conducted in an atmosphere of dignity and respect.

5.2 Agenda Construction

The Branch members shall inform the Branch Secretary of any items which are to be included on the agenda.

The Branch Secretary shall ensure that the agenda is communicated to the members in good time.

The Agenda for the Branch shall include the following parts:

- **Announcements**
- **Organising/Recruitment**
- **Reports**
- **Items for the consideration of the Branch**
- **Motions**

- **AOCB**

5.3 Branch Fund Additional Levy (if any)

None

Any future determination to have such a fund shall be the subject of a Branch Resolution on the matter, which shall be taken at a Branch AGM meeting when the amendment should be an agenda item.

5.4 Minutes and Reports

The Branch Secretary shall record a Minute of the Meeting, which shall be considered by the Branch at the following meeting, at which time it shall be agreed, subject to any amendments.

Written reports whenever possible shall be provided, so as to assist the Branch Secretary in the Performance of his/her role.

5.5 Meetings

The Branch shall meet monthly on the first Thursday of each month in accordance with Rule 17.5. Special meetings of the Branch shall be arranged subject to the agreement of the Branch Officers. Branch meetings shall take place normally between the hours of 6 and 8.30 pm with a start time of 6.30 pm.

Notice of the date, time and venue for the Branch Meeting shall be communicated to members at least a fortnight prior to the meeting. This communication will be by means of the Web site of the Branch and by e-mail distribution via the shop stewards.

5.6 Annual General Meeting

The Branch shall call an Annual General Meeting (AGM) in June of each year in accordance with the union rules (17.5).

5.7 Branch Audit of Accounts

The Branch shall appoint two auditors, who shall not be Branch Officers. The Branch Audit shall take as determined by the Executive Council of the Union.

The Statement of Accounts for the year shall be communicated at the Branch AGM.

Fund Raising Activities

Any monies raised by the Branch other than by membership contributions shall be included in the Branch Funds and be subject to the rules of the Branch Funds.

Allowable Expenditure

No payments may be made from the Branch Fund which would conflict with the responsibilities of the Union under the relevant legislation from time to time regulating the activities of Trades Unions. Payments of a political nature must be made by application to the Regional Committee and may only be paid from the Political Fund of the Union.

Neither can Branch Funds be used for any purposes contrary to the Rules of the Union, nor for any purpose which may bring the Union into disrepute.

Payments that may be considered are as follows:

- Payment of Union contributions for members unable to pay through hardship or retirement
- Delegates expenses up to a maximum to be determined by the Branch where such payments are not recoverable from the Region
- Grants to contributors to the Branch Fund who are experiencing difficulties

Note: Maximum payments of grants should be specified in the Rules for the Fund.

- Donations arising from appeals authorised by the General Executive Council or the Regional Committee;
- Floral tributes in respect of hospitalisation or bereavement;
- Payments of honorarium to auditors or Branch Fund officials;
- Provision for organising and recruitment of new members;
- Provision of such items which may assist the operation of the branch, e.g. computer sundries and stationery;
- Computer equipment;
- Payments of rents for premises for branch meetings;
- Payment of postage;
- Affiliations to bodies such as Labour Research, Trades Council, or for publications from Croners.

Items listed above are not exhaustive, but wherever possible, items included should indicate maximum payments to make before referral to the full Branch is required.

Every Branch that has a Branch Fund (Additional Levy) must establish rules covering the disbursement of Branch Fund (Additional Levy) should the branch vote not to continue with the levy at a subsequent branch meeting. Such Rules will be the subject of discussion by the full Branch, and will take into account the level of income and any reserves held in the Branch Fund account.

Should the branch close or merge any funds or assets that are held on behalf of the branch will be returned to the Union and disbursed as per policy and in the case of Branch Fund (Additional levy) this will be disbursed under rule.

5.8 Quorum

The Quorum for the Branch Meeting shall be 5 members.

5.9 Facilities

Meetings of the Branch shall be held at such a place as determined by the Branch Officers. Members shall be advised of the meeting place through the

Branch Web site and regularly placed notices distributed by e-mail to the shop stewards.

5.10 Amendments to the Constitution

The Constitution may not be varied or modified except through agreement at a properly convened Annual General Meeting.

Any member desiring a variation or modification shall give notice of the reasons for the proposed variation or modification to the Branch Secretary, who will add the proposal to the agenda for the next AGM.

All such proposals shall be formally proposed and seconded prior to being put to the vote. Any proposal which fails to be seconded shall by default, fall as will any proposal which fails to secure the support of **50%+1** of those who participate and are eligible to vote.

Agreed 2 August 2012 by Unite SC/164/NHS NHS Greater Glasgow and Clyde Branch