



Rules & Standing Orders of the Greater London Association of Trade Union Councils

Rules

1. The name of the Association, the Rules of which have been approved by the General Council of the Trades Union Congress, shall be the GREATER LONDON ASSOCIATION OF TRADE UNION COUNCILS. The Association shall be registered with the TUC.
2. The Objects of the Association shall be:
 1. To act as the representative body of the TUCs for Greater London (the 32 Boroughs formerly comprising the Greater London Council) in helping to publicise and administer TUC policy, including liaison on matters of joint concern with the SERTUC.
 2. To act as an electoral body for Trade Union Councils' representatives on the SERTUC and its sub-committees.
 3. To promote the effective working of trade union councils in Greater London and to co-ordinate their activities, particularly by making representations to the appropriate bodies about matters of common concern to trade union councils within Greater London.
 4. To take up and campaign on matters of concern to the trade union movement and particularly affiliated trade union councils and to afford solidarity to these as appropriate.
 5. To assist, in conjunction with the Trade Union Councils' Joint Consultative Committee, the development of trade union councils in Greater London by helping them to obtain affiliations on full membership from all trade union branches in their areas and by promoting the establishment of new Councils in particular local authority areas where none currently exist and to liaise with district and regional organisations of trade unions.
3. The Association shall consist only of duly elected representatives of affiliated trade union councils which are registered by the TUC.
4. **Delegates**
 1. Representation of trade union councils shall be based on affiliation fees paid to the Association as follows:

1. Up to 5,000 members:	2 representatives
2. 5,001 - 10,000 members:	3 representatives
3. 10,001 - 20,000 members:	4 representatives
4. Over 20,000 members:	5 representatives.
 2. Trade union councils shall notify the Association Secretary of the names and addresses of their delegates immediately after their Annual Meeting.
 3. Substitute delegates will be allowed subject to the Association Secretary being informed on trade union council headed notepaper, and signed by the trade union council Secretary.
5. **Meetings**

The Annual Meeting of the Association shall take place in February or March.

1. The Ordinary General Meetings of the Association shall take place on the second Saturday of every second month (with the exception as in 5.2(b) and the date of the AGM). Meetings shall be of no more than 2 hours duration (3 hours if a guest speaker is present) unless by special resolution of the Association. Delegates shall register on entry.
2. (a) The Executive can call up to 4 additional meeting a year to concentrate on one campaigning area which shall be open by invitation to other trade unionists and organisations. These to take place on a Saturday when there is no Ordinary General Meeting. The time and duration of the meeting shall be decided by the EC.
(bi) There will be no meeting of any kind in August except as under Rule 5.3
3. Special Meeting may be called at any time by the Executive Committee or in the case of urgency by the President and Secretary, or upon a written request of six affiliated trade union councils. In the latter case the object of the meeting must be clearly stated upon the requisition.
4. Notices to each delegate and trade union council Secretary shall be posted (or emailed) seven clear days before the date of the meeting, where practicable.
5. No business shall be transacted at any meeting of the Association at which fewer than ten delegates are present or less than 30% of affiliated trade union councils represented

6. The Executive Committee

1. The Executive Committee shall consist of up to seven members, plus the officers of the Association.
 2. No trade union council shall be entitled to more than one seat on the Executive Committee (excluding Association officers).
 3. The Executive Committee shall conduct the detailed business of the Association and report to the Association.
 4. Executive Committee meetings shall be held *monthly* (– *except August see 5.2(b)*). 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.
 5. The quorum of the Executive Committee shall be five: three officers and two members.
7. The Officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Assistant Secretary, Credentials Officer, Disability Officer, LGBT Officer, Race Relations Officer and Women's Officer, who shall be elected at the Annual Meeting to serve for one year and who shall be eligible for re-election. The Officers shall be *ex officio* members of the Executive Committee with full voting powers.
 8. Duties of Officers
 1. The President shall preside at all meetings of the Association and Committees and see that the business at meetings and of the Association 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 delegates present to preside. In the Association's Standing Orders the powers granted to the President shall be assumed by any person replacing the President as Chair of the Meeting.
 2. The Secretary shall attend all meetings of the Association, Executive and Sub-Committees, keep a correct record of the proceedings and conduct the business of the Association in accordance with the Rules; shall issue to each delegate notice of Association meetings and shall prepare the Annual Report. Should any delegate be absent from three meetings in succession, the Secretary shall notify the delegate's trade union council of the fact.
 3. The Treasurer shall keep a true account of income and expenditure; shall receive all moneys due to the Association; shall keep account of all sums of money received from the Secretary and bank them in the name of the Association; shall make such payments as may from time to time be authorized by the Association or the Executive Committee; and when necessary shall sign cheques for authorised payments. All cheques must be signed by at least two of the following officers: President, Vice-President, Secretary, Treasurer.

9. Upon retirement from office, officers shall hand over to their successors or to the Executive Committee all books, cask, keys, papers and other property of the Association.
10. The Association shall at its Annual Meeting elect 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 upon their findings to the Association. Auditors shall not be officers or members of the Executive Committee.
11. Nominations for Officers and the Executive Committee shall be submitted by trade union councils to the Secretary, with the consent of the nominee, by the closing date set by the Executive Committee, which in any case shall not be later than seven days prior to the Annual Meeting. All nominees must be delegates to the Association.
12. The Officers and Executive Committee shall be elected by ballot/vote at the Annual Meeting of the Association.
13. In the event of the resignation or death of any officer or member of the Executive Committee the vacancy shall be notified to the next ordinary meeting of the Association, when nominations shall be taken and a ballot/vote shall be held at the subsequent ordinary meeting.
14. Any member of the Executive Committee, including Officers, being absent from at least three consecutive Executive Committee meetings shall, unless a satisfactory reason for such absence has been sent to the Secretary, be deemed to have vacated office and the vacancy shall be filled as provided for in Rule 13.
15. The Association's representatives on the SERTUC shall be elected by ballot/vote at the appropriate meeting of the Association, the necessary number of nominees securing the highest number of votes to be declared elected. Candidates shall be nominated in the manner laid down for the nomination of Officers and the Executive Committee under Rule 11. The Greater London nominee for the SERTUC Executive Committee shall be dealt with in the same manner.
16. Each trade union council shall pay an affiliation fee of 30 pence per hundred members *per annum*, payable by the AGM, with a minimum fee of £20. Trade union councils not conforming to this rule will be debarred from voting and standing for election at the Annual Meeting of the Association.
17. Requirements upon affiliated trade union councils
 1. Every affiliated trade union council shall furnish the Association with a copy of its rules, annual balance sheet and Annual Report.
 2. Every affiliated trade union council shall send to the Association Secretary a copy of all minutes and other mailings.
18. The Association may form Sub-Committees to deal with specific subjects. These may consist of Association members, trade union council members and representatives from relevant bodies as approved by the Executive Committee. Sub-Committees shall be subject to the authority of the Executive Committee and the Association. The President and Secretary shall be the Chair and Secretary of all Sub-Committees unless they nominate substitutes.
19. In no circumstances shall the Association co-operate with or subscribe to the funds of any organisation whose policies or activities are contrary to those of Congress. The Association shall not co-operate with or subscribe to the funds of any political party other than the Labour Party, with which the Association may co-operate providing that no part of the funds of the Association derived from the general funds of affiliated trade unions shall be applied, directly or indirectly, in the furtherance of the political objects specified in Section 3(3) of the Trade Union Act 1913.
20. No alteration of Rule shall take place except as decided at the Annual Meeting or at a Meeting expressly convened for that purpose and then only upon a vote in favour of the proposed alteration of two thirds of the delegates present. Three months' notice shall be given to the Secretary of any proposed alteration of Rule which it is desired shall be discussed at the Annual Meeting or other specially convened Meeting. Any proposed change in these Rules must be notified to the TUC for approval.
21. In the event of the Association's annual registration by the TUC not being continued the officers shall hand over the funds and property of the Association to the TUC to be held in trust until such time as the Association is re-established and registered by the TUC. Failing such re-establishment the TUC shall have discretion to use the funds and property to benefit trade unionism.

Standing Orders

The following business shall be enacted at full GLATUC meetings:

Minutes of the last meeting
Matters arising
Introductions & apologies
Secretary's Report
Motions of which notice has been given
Reports
Correspondence.

1. The order of business shall be determined by the Executive and additional items may be added to the Agenda at its discretion. Priority at Meetings shall be given to the co-ordination and direction of work being carried out by the Association. Reports from Sub-Committees shall take precedence over all other Reports. All Reports shall be in writing, except by the President's permission.
2. Notice of Motions shall be sent by affiliated trade union councils to the Secretary in writing not less than seven days before the Association 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. Emergency Motions must be submitted to the Secretary prior to the start of the meeting. They shall be on the headed paper of, and signed by the Secretary of, the trade union council from which they originate (Motions from the recognised email address of that Secretary will suffice). No trade union council may place more than two Motions before any Meeting of the Association (excluding Emergency Motions).
3. The mover of any original Motion, but not an amendment, shall have the right to 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 a point of order addressed to the President, when the remarks made must be strictly confined to the explanation or point of order. The mover shall have the right to reply to the discussion but shall introduce no new matter into this reply. The Motion shall be put immediately the mover has replied.
4. Amendments to Motions.
5. If an amendment be carried it shall displace the Motion and itself become the substantive Motion, whereupon any amendment may be moved thereto. All Motions and amendments shall be presented in writing.
6. When an amendment is proposed to an original Motion, no second amendment shall be discussed until the first amendment is disposed of.
7. A delegate who has not spoken on a Motion and who considers that it has been discussed sufficiently may propose "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. Except at the President's discretion, no delegate shall speak in any agenda item for more than three minutes, except that movers of motions and reports are allowed five minutes, with three minutes to reply to the discussion and the Secretary is allowed ten minutes to present the Secretary's Report. Time limits shall not apply in a special address to the Association.
9. The decision of the President on any point of order shall be final. Six delegates may challenge the President's ruling, in which case they must obtain a two-thirds majority.
10. Except where provided for by Rule, voting shall be by show of hands.
11. In the case of voting being equal the President may give a casting vote.
12. No Resolution of the Association may be rescinded or amended at the same meeting at which it was passed. Notice of its rescindment or amendment must be given as provided for in Standing Order #2, but the Resolution shall not be rescinded or amended unless by the consent of two-thirds of the delegates present at the meeting when it is considered.

13. Any delegate desiring to address the Association shall indicate by show of hand to the President (or by any other method determined by the President), address the President when called on to speak and if called to order shall remain silent until the point is decided.
14. Any delegate may for stated purposes move the suspension of a Standing Order. The Motion on being seconded shall be forthwith put to the meeting without debate or amendment. If two-thirds of the delegates present vote in favour thereof, but not otherwise, the suspension moved shall take effect immediately.

For information –

(Additional objects set out by TUCJCC for Trade Union Councils)

- a) *Act as the voice of trades union branches in the local community and to support and work for the application of objectives that the TUC and Regional TUC may from time to time determine, as well as making more widely known, in its Area, national policies declared by the TUC;*
- b) *Follow the programme of work agreed by the annual conference and the TUCJCC*
- c) *Promote organising and recruitment drives to build union membership;*
- d) *Support union and community campaigns for dignity and respect in the workplace and beyond;*
- e) *Promote equality and diversity in all its activities*
- f) *Campaign in support of local or regional industrial action officially authorised by the union or unions concerned;*
- g) *Improve generally the economic and social conditions of working people;*
- h) *Help promote suitable cultural, educational, social and sports facilities for all working people;*
- i) *Where a County Association of Trades Union Councils exists, each trades union council must affiliate to and play an active part in the work of the appropriate CATUC.)*
- j) *Each Trades Union Council in England and Wales is also required to register with the General*
- k) *In no circumstances shall the Council cooperate with or subscribe to the funds of fascist*
- l) *parties or any subsidiary organisation of these parties; any organisations whose policies or activities are contrary to those of the Trades Union Congress; or subscribe to the funds of any industrial organisation which has been proscribed by the General Council. Nor shall the Council subscribe to the funds of any political party. The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade unions shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992.*
- m) *Play a leading role in antifascists/racist activity*
- n) *Play a leading role in developing awareness in green and climate change issues in their locality.*