



**Central Sussex Hospitals Branch**

## Branch Rules

(as amended at 2010 ABM)

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UNISON Central Sussex Hospitals Branch  
Room 211, Beechmont, Princess Royal Hospital, Haywards Heath, West Sussex, RH16 4EX

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## 1 Status

1.1 These Rules have been drawn up in the light of the National Rules and the Code of Good Branch Practice. Nothing in these Rules shall permit the branch, its officers or any member of it to act contrary to the National Rules. Any member may have a copy of the Branch Rules, National Rules and Code of Good Branch Practice.

1.2 These Rules (but not the Appendices) can only be changed at a branch meeting where the details of the change were set out in the notice calling the meeting and where two thirds of those present and voting at the meeting vote in favour of the change.

## 2 Title

2.1 The organisation shall be called the "Central Sussex Hospitals" branch of UNISON and is referred to below as "the branch". Its national branch code shall be 20109.

## 3 Aims and Objectives

3.1 The aims and objects of the branch are to implement the aims and objects of the national union as set out in the National Rules and to undertake any other activity for the benefit of members that is not specifically prohibited by the National Rules.

3.2 In particular the branch is committed to the principles of equal opportunity and self-organisation, and to achieving proportionality and fair representation. To this end the Branch Committee shall carry out an annual audit of the branch membership as a whole, and compare it to the composition of the Branch Committee. If this process identifies a group or groups of members who are under-represented, the Committee shall take such steps as appear likely to increase the involvement of members from those groups.

## 4 Membership

4.1 The branch will be primarily based upon the staff of Brighton and Sussex University Hospitals NHS Trust and all such employees are eligible to apply for membership. The branch may also accept into membership such other individuals as the Branch Committee think appropriate, in accordance with National Rule C1.

4.2 A candidate for membership shall complete and sign a prescribed application form. They shall also give an undertaking that they will comply with the National and Local Rules and do nothing harmful to UNISON or its members.

[If it is alleged that a member has breached this undertaking, National Rule I shall apply]

4.3 Applications for membership take effect from the date at which completed forms are received by the Branch or at Regional/National level and the first contribution is made.

4.4 Applications for membership may be approved by the branch officers appointed by and acting on behalf of the branch. Applications for membership may only be rejected by the Branch Committee or a Branch Meeting and such a decision must be consistent with the national rules and with statute. Such a decision will be explained to the individual in writing together with their rights of appeal.

[If an application is rejected National Rules C5.5 and C5.6 apply]

4.5 A member shall cease to be a member of the branch if they:

- no longer come within the definition of eligibility set out in Rule 4.1; or
- send a letter of resignation to the Branch Secretary; or
- cancel the deduction of their subscription from their salary without the agreement of the Branch Committee; or
- owe more than three months subscriptions.

## 5 Benefits

5.1 Members shall be entitled to the benefits set out in Schedule B to the National Rules, together with any local benefits organised or provided by the branch or region.

[The current local provision is set out in Appendix 1.]

## 6 Subscriptions

6.1 All members shall pay a subscription as set out in Schedule A of the National Rules.

6.2 All subscriptions shall be deducted direct from the member's salary, or by such other means as the Branch Committee may agree in each case.

## 7 Branch Meetings

7.1 The Annual Branch Meeting shall normally take place in February or March of each year. It shall receive a report from the Branch Committee, receive and approve the audited accounts of the branch, ratify the stewards and representatives elected as set out in Rules 9, 10 and 11, elect the branch officers as set out in Rule 12, elect the branch delegates as set out in Rule 15, and discuss any other appropriate business.

7.2 Branch Meetings shall be held as necessary during the year.

7.3 A Branch Meeting may be called at any time by the Branch Committee. One shall be called within 14 days of the receipt by the Branch Secretary of a written requisition signed by 15 members of the branch, stating the business to be discussed.

7.4 The Branch Secretary shall send out a notice of each Branch Meeting to every member at least 7 days before the meeting.

7.5 The quorum for a Branch Meeting shall be 15 members.

7.6 All meetings will be conducted in a fair and democratic manner.

## 8 Other Meetings

8.1 All stewards are encouraged to hold regular meetings of members within their constituencies. Other groups of members should be called together around specific issues when this will help spread ideas and information and increase participation and involvement. The timing and location of these meetings will depend upon the group of members concerned.

8.2 The Branch Committee shall encourage and facilitate meetings of women members, black members, disabled members and lesbian and gay members in order that they may discuss issues of concern to them and participate in the activities of the self-organised structures at regional and national level (see also Rule 16 and Appendix 5).

8.3 The Affiliated Political Fund Officer shall organise meetings of the members of the branch who pay into the Affiliated Political Fund in order that they may discuss issues specific to the Labour Party and participate in the activities of the Affiliated Political Fund at regional and national level (see also Rule 17 and Appendix 6).

## 9 Branch Stewards

9.1 The Branch Committee shall divide the branch into constituencies that will best enable the representation of all groups of members. The Branch Committee may create categories within each constituency in order to aid proportionality and fair representation.

[The current constituencies and categories are set out in Appendix 2.]

9.2 Stewards shall be elected by and from each constituency by a procedure determined by the Branch Committee. The procedure shall also make provision for filling casual vacancies.

[The current election procedure is set out in Appendix 3.]

9.3 All stewards posts may be filled by two or more members sharing the post.

9.4 The role of a steward is as set out in Section 3 of the Code of Good Branch Practice.

## 10 Workplace Contacts

10.1 The branch shall try to have at least one named contact in each workplace where there is no steward. Other contacts may be appointed where it would help branch organisation and communication. Contacts will be appointed by the Branch Committee.

10.2 The role of a contact is to distribute information in their workplace and to assist members in their workplace get in touch with the appropriate steward or branch officer.

## 11 Health and Safety

11.1 The branch committee shall appoint such Health and Safety Representatives as it thinks appropriate. Health and Safety Representatives may also be Branch Stewards or Workplace Contacts but do not need to be.

11.2 The branch representatives on the Trust Health and Safety Committee shall be the Branch Health & Safety Officer and 2 other Health and Safety Representatives.

## 12 Lifelong Learning Advisors / Learning Representatives

12.1 Each constituency will be entitled to elect one or more Lifelong learning Advisors / Learning representatives annually. Lifelong learning Advisors / Learning representatives may also be Branch Stewards or Workplace Contacts but do not need to be.

### 13 Consultation Committees

13.1 The delegates to the Trust Council shall be the Secretary and the Chairperson. The substitute shall be the Vice-Chairperson.

### 14 Branch Officers

14.1 The branch shall elect the following officers by a procedure determined by the Branch Committee:

- Chairperson;
- Vice Chairperson;
- Secretary;
- Treasurer;
- Equality Officer;
- Health & Safety Officer;
- Education Co-ordinator;
- Lifelong Learning Co-ordinator;
- Membership Officer;
- Nursing Officer;
- Communications Officer;
- Welfare Officer;
- International Officer;
- Young Members Officer;
- Black Members Officer;
- LGBT Members Officer;
- Disabled Members Officer;
- Retired Members Officer;
- Two Auditors;
- APF Officer

The procedure shall also make provision for filling casual vacancies.

[The current election procedure is set out in Appendix 3.]

14.2 The role of the various officers shall be as set out in Section 9 of the Code of Good Branch Practice or as their title suggests. Specific responsibilities may be allocated to officers by the Branch Committee. All branch officer posts can be filled by two or more members sharing the job.

14.3 In addition to the elected branch officers, the Branch Committee may co-opt additional members for special purposes, but such members shall not thereby have the right to vote at Branch Committee meetings.

### 15 Branch Committee

15.1 The Branch Committee shall consist of all the representatives elected under Rules 9, and 11 together with all the officers elected under Rule 14 except the auditors. Representatives elected under Rules 10 and 12 may be invited to attend committee

meetings in the absence of a nominated Steward or Health and Safety Rep for a constituency.

Each self organised group shall also be entitled to elect a representative to the Branch Committee.

15.2 The Branch Committee shall be responsible for running the branch within the policies laid down by Branch Meetings.

15.3 The Branch Committee shall aim to meet monthly and as a minimum will meet at least 8 times each year. It shall report on its activities to the Annual Branch Meeting.

15.4 The Branch Secretary shall send out the agenda to all members of the Branch Committee at least 7 days before the meeting.

15.5 The quorum of the Branch Committee shall be 5.

## 16 Election of Branch Delegates to National Conference, Health Care Conference, Regional Council, Regional Health Care Committee and Trades Council(s)

16.1 The branch delegates to these bodies shall be elected from the Branch Committee in accordance with a procedure determined by the Branch Committee. The procedure shall also make provision for filling casual vacancies.

[The current election procedure is set out in Appendix 3.]

16.2 The branch shall comply with any restrictions imposed by the body involved to achieve proportionality and fair representation. In the absence of any imposed restrictions it shall endeavour to achieve proportionality and fair representation in its delegation.

[The current branch entitlement to delegates and the restrictions upon them are set out in Appendix 4.]

16.3 All delegates shall be accountable to the Branch Committee.

## 17 Self-organisation

17.1 In order to ensure that the Branch meets its responsibilities for activities and finances, self-organised groups will develop their structures in close consultation with the Branch Committee.

17.2 The branch will support the participation of representatives of the branch self-organised groups in the regional and national self-organised structures. The election of delegates to these structures, the nomination of individuals to positions within these structures and the determination of policy in relation to discussions within them shall be for the appropriate branch self-organised group alone, except that such policies may not contradict overall branch policy. The branch may not adopt a policy on any issue which is purely internal to the self-organised structures.

[The current regional and national structures are set out in Appendix 5.]

## 18 Affiliated Political Fund (APF) Activities

18.1 Affiliated Political Fund levy payers will determine their structures in accordance with the national Affiliated Political Fund rules. The APF Officer will, however, provide regular reports to the Branch and consult the Branch Committee on any issues which may have an impact on branch activities or finances.

18.2 The branch will support the participation of representatives of the branch affiliated levy payers in the local, regional and national structures of the Affiliated Political Fund and the Labour Party. The election of delegates to these structures, the nomination of individuals to positions within these structures and the determination of policy in relation to discussions within them shall be for the branch affiliated levy payers alone, except that such policies may not contradict overall branch policy. The branch may not adopt a policy on any issue which is purely internal to the Affiliated Political Fund or the Labour Party.

[The current local, regional and national structures are set out in Appendix 6.]

[Nb while the branch can financially support the internal organisational costs of the branch affiliated levy payers, all costs arising from external campaigns, donations or affiliations must only be paid out of the Affiliated Political Fund itself.]

## 19 Administration and Finance

19.1 The administrative and financial year of the branch shall be from 1 January to 31 December.

19.2 The Branch shall keep a Bank or Building Society account in the name of the Branch.

19.3 The Branch will maintain records of meetings, financial records, books of accounts and other appropriate records to enable the Branch to function.

19.4 No money shall be paid out or property disposed of or financial commitment made without a specific or general authorisation of the Branch Committee or a Branch Meeting.

19.5 The Treasurer shall provide audited accounts to the Annual Branch Meeting each year. The Branch shall make an audited annual return of branch income, expenditure, assets and liabilities as prescribed by the National Executive Council (NEC) and in accordance with national rules.

## 20 Expenses of Branch Representatives

20.1 No officer, representative or delegate should find themselves out of pocket as a result of undertaking work on behalf of the branch. The Branch Committee shall draw up and annually review a scheme for the reimbursement of expenses incurred while working on behalf of the branch in accordance with national guidance (Honoraria Payments and Expenses – 18785 / Dec 09).

[The current scheme is set out in Appendix 7]

## 21 Honoraria

21.1 Honoraria are one-off payments made to elected members of branch committees (including branch auditors) to recognise their voluntary work for the branch. There is no obligation on the branch to pay honoraria as they are entirely discretionary and there is no contract of employment – written, oral or implied.

21.2 Any honorarium paid to a Branch officer will only be made in accordance with the Scheme for Branch Officers Honoraria Payments 2009.

21.3 The total value of proposed honorarium submitted to the annual branch meeting will not exceed 25% of income figure identified in the branch annual return for the previous year.



## **APPENDIX 1 - LOCAL BENEFITS**

### **Welfare**

If any member is off ill for six weeks or goes into hospital, the branch will send them a voucher. This always depends on colleagues informing the Welfare Officer of the name, address and preference of the member concerned.

The branch will also send a wreath/donation if a member dies.

## **APPENDIX 2 - STEWARDS CONSTITUENCIES**

The number of stewards in each constituency is determined annually prior to the election of stewards. The Branch Committee may amend the number of stewards if necessary during the Branch year.

## **APPENDIX 3 - BRANCH ELECTION PROCEDURES**

### **1 General**

1.1 The Branch Committee shall set a date for the Annual Branch Meeting (ABM) in sufficient time to allow these procedures to operate. If the various parts of an "aggregate" ABM are not all on the same day, the date of the ABM for the purpose of these procedures shall be the date of the first of the parts.

1.2 Where a closing date is a number of working days before the ABM, this does not include the day of the ABM. For example, noon two working days before a Wednesday ABM is noon on Monday; if the ABM is on a Monday, the close is noon the previous Thursday.

1.3 The electoral unit for stewards is the constituency. Candidates do not need to be in that constituency and the electorate is the entire constituency.

1.4 The electoral unit for branch officers is the individual post (except that the two Auditors shall be elected in a single unit). All candidates must be branch members and the electorate is all branch members present at the ABM.

1.5 The electoral unit for delegates to the bodies set out in Rule 14 shall be each delegation as a whole. All candidates must be members of the in-coming Branch Committee and the electorate is all branch members present at the ABM.

1.6 Unless otherwise specified, any sharer or substitute places shall be filled by the unsuccessful candidate(s) receiving the highest number of votes in the election for that electoral unit.

1.7 A category within an electoral unit is a division within that unit based on a particular group of members (eg women, manual workers). It will be used to ensure that the composition of a body being elected reflects at least partially the composition of the electorate. A category can be absolute in which case, if there are insufficient candidates

within that category, one or more vacancies will be left unfilled; or preferential in which case, if there are insufficient candidates within that category, other candidates can fill the remaining vacancies.

## **2 Election of Stewards**

2.1 At least 28 days before the ABM the Secretary shall write to all members. The letter or email shall explain:

- the role and importance of stewards,
- which constituency members are in,
- how many stewards they are entitled to for the following year,
- any categories within that entitlement,
- who their current stewards are.

A nomination form shall be attached.

2.2 Completed nomination forms must be returned to the Secretary by noon 14 days before the ABM.

2.3 At the close of nominations the Vice-Chairperson will determine the number of valid nominations for each constituency. If the number of valid nominations for any category within a constituency is less than or equal to the entitlement for that category, those nominated will be declared elected.

If the number of valid nominations exceeds the entitlement in any category, the Secretary will organise an election for that constituency as set out in section 5 below. The ballot papers will be despatched within three working days of the close of nominations and the closing date for their return will be noon two working days before the ABM.

2.4 The names of the stewards elected for each constituency will be reported to the ABM. If any vacancies remain unfilled they will be treated as "empty posts" (see paragraph 2.8).

2.5 If a steward's position falls vacant during the year the Secretary will, as soon as reasonably practicable, write to all members in the appropriate constituency. The letter shall set out any restrictions on candidates, include a nomination form and set out the closing date for nominations, which shall be at noon no less than 14 days after the date of despatch.

2.6 If at the closing date there is only one valid nomination he/she will be declared elected. If there is more than one valid nomination the Secretary will organise an election for that constituency as set out in section 5 below. The ballot papers will be despatched within 7 days and the closing date for their return will be noon 21 days after the closing date for nominations.

2.7 The name of the new steward will be reported to the Branch Committee. If there were no nominations the post will be treated as an "empty post" (see paragraph 2.8).

2.8 Once a steward's post has become an "empty post" and until the call for nominations is made in 2.1 above, the Branch Committee can co-opt any member in the appropriate constituency and category to fill the vacancy. The person co-opted shall become a full member of the Branch Committee.

### 3 Election of Branch Officers

3.1 At least 28 days before the ABM the Secretary shall write to all members. The letter or email shall explain:

- the role and importance of branch officers,
- a complete list of the branch officer posts,
- any restrictions on any of the posts including the fact that only APF members may elect the APF Officer and that where a self organized group is active within the branch, officers associated with that group elect to that post, and the ABM ratifies that election – this is the case for Disabled Members Officer, Retired Members Officer, Black Members Officer, LGBT Members Officer and Young Members Officer,
- who the current branch officers are.

A nomination form shall be attached.

3.2 Completed nomination forms must be returned to the Secretary by noon 14 days before the ABM.

3.3 At the close of nominations the Secretary will determine the number of valid nominations for each post. If there is only one valid nomination (or two in the case of the Auditors), the person(s) nominated will be declared elected and their name(s) reported to the ABM. If there is more than one valid nomination (or two in the case of the Auditors), the Secretary will arrange for an election to be held for that post at the ABM as set out in section 5 below.

3.4 If there are insufficient valid nominations for any post, nominations will be sought for that post at the ABM and an immediate election held if more members are nominated than there are vacancies. If any posts still remain unfilled they will be treated as "empty posts" (see paragraph 3.9).

3.5 If the post of Chairperson, Secretary or Treasurer falls vacant during the year the Secretary (or in the case of the Secretary, the Chairperson) will, as soon as reasonably practicable, write to all members. The letter shall set out any restrictions on candidates, include a nomination form and set out the closing date for nominations, which shall be at noon no less than 14 days after the date of despatch.

3.6 If at the closing date there is only one valid nomination he/she will be declared elected. If there is more than one valid nomination the Secretary (or Chairperson) will organise an election as set out in section 5 below. The ballot papers will be despatched within 7 days and the closing date for their return will be noon 21 days after the closing date for nominations.

3.7 The name of the new officer will be reported to the next meeting of the Branch Committee. If there are no nominations the post will be treated as an "empty post" (see paragraph 3.9).

3.8 If a post other than those listed in 3.5 falls vacant during the year it shall be treated as an "empty post" (see paragraph 3.9).

3.9 Once a branch officer post has become an "empty post" and until the call for nominations is made in 3.1 above, the Branch Committee can co-opt any member who

complies with any restrictions that apply to that post to fill the vacancy. The person co-opted shall become a full member of the Branch Committee.

#### **4 Election of Branch Delegates**

4.1 The Secretary shall write to all members of the Branch Committee at least one week before a Branch Committee at which the election will take place. The letter or email will set out:

- the role and importance of the various bodies to which delegates
- the number of delegates the branch is entitled to,
- any categories within those delegations,
- who the existing/last years delegates are.

A nomination form shall be attached.

4.2 Completed nomination forms must be returned to the Secretary by noon two working days before the Branch Committee.

4.3 At the close of nominations the Secretary will determine the number of valid nominations for each body. In each case if the number of valid nominations in any category is less than or equal to the entitlement for that category, those nominated will be declared elected. If the number of valid nominations exceeds the entitlement in any category, the Secretary will arrange for an election to be held at the Branch Committee as set out in section 5 below.

4.4 If there are insufficient valid nominations for any body, nominations will be sought for that body at the next Branch Committee and an immediate election held if more members are nominated than the number of remaining vacancies. If any vacancies still remain unfilled they will be treated as "empty posts" (see paragraph 4.6).

4.5 If any delegate post falls vacant during the year it shall be treated as an "empty post" (see paragraph 4.6).

4.6 Once a delegate post has become an "empty post" and until the call for nominations is made in 4.1 above, the Branch Committee can elect any member who complies with any restrictions that apply to that delegation to fill the vacancy.

#### **5 Elections**

5.1 Voting will be within each electoral unit.

5.2 If the electoral unit includes categories and the number of candidates eligible to be elected in any category is less than or equal to the number of vacancies in that category, those candidates shall be declared elected. If the category was absolute, any further vacancies in that category shall not be filled in this election. The remaining candidates shall then compete for the remaining vacancies.

5.3 The ballot papers in any election shall include:

- the UNISON imprint,
- the number of vacancies remaining to be filled,
- any restrictions or categories within the electoral unit,

- the name, Work area / Department and work telephone number and email address of each candidate,
- (in the case of a postal ballot) a unique serial number,
- election address

5.4 Members may vote for any number of candidates not exceeding the number of vacancies remaining to be filled and will do so by placing a cross against the candidate(s) of their choice.

5.5 If the electoral unit has no categories (or there are only vacancies remaining in one category), the candidate(s) with the highest number of votes shall be declared elected.

5.6 If the electoral unit has more than one category with vacancies to be filled, the candidates shall be ranked in order of votes received. For each category in turn, the candidate(s) in that category who received the highest number of votes will be declared elected until the requirements for that category have been met. Any remaining vacancy(ies) shall be filled by the remaining candidate(s) who received the highest number of votes.

## **APPENDIX 4 - BRANCH ENTITLEMENT TO EXTERNAL DELEGATES**

### **National Delegate Conference**

The branch is entitled to one delegate and a sharer for a membership of up to 1000. It is expected that the sharer's place would be used to allow for proportionality and/or fair representation. The branch can also apply for any number of visitor's tickets either for a day or for the full week.

### **Healthcare Conference**

The branch is entitled to one delegate per 1000 members. There are no nationally determined requirements to achieve proportionality or fair representation, but it is expected that branches will take these factors into account when determining their delegation.

### **Regional Council**

The branch is entitled to one general delegate.

### **Regional Healthcare Committee**

The branch is entitled to one delegate.

## **APPENDIX 5 - REGIONAL AND NATIONAL STRUCTURES OF THE SELF-ORGANISED GROUPS**

### **Black Members' Group**

The branch can send as many black members as it wishes to the Annual Regional Black Members Conference.

The branch can send black members to the National Black Members Conference.

### **Disabled Members' Group**

The branch can send as many disabled members as it wishes to the meetings of the Regional Disabled Members Group.

The branch can send as many disabled members as it wishes to the National Disabled Members Conference.

### **LGBT Group**

The branch is entitled to send as many LGBT members as it wishes to the meetings of the Regional LGBT Group.

The branch can send as many LGBT members as it wishes to the National LGBT Conference.

### **Womens' Group**

The branch is entitled to send as many delegates as it wishes to the Regional Women's Conference.

Delegates to the National Women's Conference are elected from grouped branches.

## **APPENDIX 6 - AFFILIATED POLITICAL FUND**

The Branch currently does have members who contribute to the APF, but the numbers of such members are unknown. Revision to this appendix will be made when the branch receives the RMS software.

## **APPENDIX 7 - BRANCH EXPENSES**

Claims must be made on the branch expenses form which is available from the Treasurer or the branch website. All forms must be signed by the claimant. The following expenses may be claimed:

### **Travel**

All bus fares, coach fares, second class train fares and tube fares will be reimbursed. Where there is a good reason taxi fares will be reimbursed on production of a receipt. Where the use of a car would be cheaper, significantly quicker or more convenient an allowance of 35p per mile will be paid and reasonable parking expenses will be reimbursed on production of a receipt. Where more than one person intends to travel by car to the same place a supplement of 7p per mile per additional person carried can be claimed, but a mileage allowance will only be paid to one person unless there is a good reason for travelling separately. Where the individual would prefer to fly, this should be discussed with the Treasurer before any booking is made.

## **Subsistence**

Where accommodation and/or meals are included in an overall package (eg regional residential training courses) this will be paid directly by the Treasurer and the relevant allowances may not be claimed again. Where the individual is responsible for their own expenses they may claim the actual cost of overnight accommodation on production of a receipt and up to a maximum of £75 per night. If it is not possible to obtain reasonable accommodation within these limits, this should be discussed with the Treasurer before any booking is made. Individuals may also claim subsistence allowance of up to £27.50 per day.

## **Childcare (and other caring responsibilities):**

The branch is committed to doing all that it can to enable every member to participate fully in the activities of the union regardless of childcare or other caring responsibilities. Where childcare facilities are provided by the organisers of the event being attended, it is expected that these will normally be used. Where such facilities are not provided or are unsuitable for some reason the detailed circumstances and needs of the individual should be discussed with the Treasurer so that the most suitable and cost-effective solution can be determined. While it is not expected that partners will automatically be responsible for providing care while an individual is taking part in union activities, partners will not be paid by the branch if they do take on these responsibilities.

## **Facilitators:**

Where the use of a facilitator or some other special provision would enable or assist an individual to participate in the activities of the union, the detailed circumstances and needs of the individual should be discussed with the Treasurer so that the most suitable and cost-effective solution can be determined.

## **Make-up of pay:**

Every effort must be made to negotiate time off with pay before pay will be made up. Any make up of pay will require evidence of loss (from pay-slips, etc) and will not cover non-contractual overtime.

## **Other expenses:**

Individuals may also claim reimbursement for any other expense incurred on behalf of the branch. These include items purchased on behalf of the branch, telephone calls made from home, and postage. However it should be noted that the facilities agreement entitles all stewards and branch officers to free access to the Trust's telephone and mail systems for external as well as internal use and this should be used wherever possible. Any other expenditure that falls outside the provisions of this scheme and which an individual feels it would be reasonable for the branch to reimburse should be discussed with the Treasurer before the expenditure is incurred.

## **Claiming in advance:**

Most individuals will complete a claim form after incurring expenditure. They will therefore know exactly what they spent and what they are claiming. If for whatever reason they wish

to receive the money beforehand, they are entitled to do so. In this case they must claim an estimate of their likely expenditure and indicate that they want the money in advance. On their return they must complete a second claim form setting out the full claim based on their actual entitlement, attaching receipts and refunding any overpayment. The Treasurer will send a second cheque for any balance outstanding.

## **APPENDIX 8 - DESELECTION**

### **Stewards and Representatives**

If 20% of the members in a constituency request in writing to the Branch Secretary that the Branch should deselect a steward or representative, the Branch Secretary will write to the steward / representative to ascertain if they wish to continue in their role for that constituency. If the steward / representative wishes to remain in post the Branch Secretary will hold a ballot of all members in that constituency to determine if the members wish the individual to continue in post. The same timescales as for the election process will apply and the result will be reported to the next Branch Committee.

### **Branch Officers**

If 20 members of the Branch request in writing to the Branch Secretary that the Branch should deselect an officer, the Branch Secretary will write to the officer to ascertain if they wish to continue as an officer. If the officer wishes to remain in post the Branch Secretary will convene a Branch Meeting within 14 days of the receipt of the request from the 20 members. At the Branch Meeting there will be a debate and vote on the motion to deselect the officer.

### **Branch Secretary**

In the event of the request being for the Branch Secretary to be deselected then the request will be to the Branch Chairperson who will write to the Branch Secretary to ascertain if they wish to continue in post. If the Branch Secretary wishes to remain in post the Chairperson will convene a Branch Meeting within 14 days of the receipt of the request from the 20 members. At the Branch Meeting there will be a debate and vote on the motion to deselect the Branch Secretary.