

DRAFT NEU Suffolk Branch Rules

Adapted from Appendix G Model rules for Multi-Employer (publicly funded) Branches of NEU Rule Book (6/4/24) – changes highlighted in yellow

Adopted at AGM on 20th March 2025 - TBC

1 Title

The branch shall be called the Suffolk branch of the National Education Union.

2 Membership

Membership of the branch shall consist of all those standard and salaried work-based student members working within Suffolk community of publicly funded education establishments excepting FE colleges and any institution in an employer based branch.

3 Objects

The branch shall, within its jurisdiction:

3.1 Promote the objects of the union.

3.2 Individually and collectively, subject to accreditation requirements set down by the executive, conduct representative casework and negotiating duties with the employing authority on behalf of members and have the responsibility for communicating the general views and collective interests of members to the employer.

3.3 Make agreements with the employer in line with the views of the majority of members affected by the agreement.

3.4 Recruit new members and encourage all members to become involved in the life of the branch, local district and wider union.

3.5 Identify and support teams of workplace reps in every workplace.

3.6 Annually elect a secretary who shall be an officer of the Local District. The positions of Branch Secretary and District Secretary may be held by the same person as long as they meet the membership criteria set out in these rules.

3.7 Submit regular reports to the local districts.

3.8 When necessary, seek grant funding on a per member basis from the local district or seek grant funding directly from the executive.

3.9 Keep records, documents and books of accounts relating to the financial transactions of the branch as the local district or executive shall from time to time require for their auditing purposes.

3.10 Perform other such duties on behalf of the members as shall be laid down by their local district or the executive.

3.11 Secure direct representation on behalf of all the members of the union in the branch on all appropriate committees and bodies of the employers within the branch.

3.12 Secure direct representation on behalf of all members in the branch of those committees or bodies where negotiations of a collective nature are conducted.

3.13 Secure by way of appropriate procedures with the employers within the branch the right whereby the branch shall have the sole responsibility for communicating the general views and representing the collective interests of the union members in the branch unless this is better done by NEU workplace reps.

3.14 Have responsibility for negotiating on behalf of the members with the employers within the branch on all matters affecting the professional work and conditions of service of members in conjunction with workplace reps.

3.15 Have responsibility for negotiating with the employers within the branch those agreements necessitated as a result of or caused by an Act of Parliament or Statutory Instrument.

3.16 Have responsibility for negotiating on behalf of the members such agreements initiated by or at the behest of the national executive of the union.

3.17 Ensure that all members of the branch and officers of local district are kept informed of negotiations conducted on their behalf.

4 Officer and committee

4.1 The branch secretary shall be elected each year by the members of the branch. Other officers may be elected as necessary on an annual basis. The vice chairperson will be elected annually and will become chairperson the following year.

4.2 The secretary shall be an ex-officio voting member of the local district committee if they are not also the local district secretary.

5 Elections

5.1 Elections shall take place annually in the spring term and those elected shall take up office at the start of the academic year.

5.2 All branch members shall be given the opportunity to stand for election as Secretary, Vice Chairperson and any other officer and committee posts agreed by the branch.

5.3 Nominations shall be made in writing or by email and shall be proposed and seconded and endorsed by the nominee, and shall reach the Chairperson by the start of the spring term meeting which take place at least 14 calendar days before the Easter break.

5.4 Voting forms shall be issued to all members immediately after the spring term meeting if election is required with a closing date of not more than 14 calendar days.

5.5 The counting of votes shall be overseen by the chairperson who will not be standing for election.

6 Meetings

6.1 The branch will hold meetings at least every term and as and when required. The agenda of business for all general and committee meetings shall be determined by the committee but will include pay, conditions, collective agreements and other matters under discussion with the employer(s).

6.2 Notice of all committee and general meetings shall be sent to members by email, unless a member has indicated otherwise.

6.3 The quorum for all general meetings shall be **10** (~~insert number which shall be at least 10 but should reflect the size of the branch~~) members of the branch from at least three educational establishments. The quorum for committee meetings shall be 40% of committee members.

6.4 General meetings may be concurrent with meetings of the Local District. In this case only those members of the branch present can speak and vote on matters relating specifically to the branch.

7 Standing Orders

7.1 Meetings shall normally be chaired by the chairperson or another member elected by the meeting if the chairperson is absent.

7.2 The decision of the chair on any point shall be final.

7.3 Questions arising at meetings shall be decided by a majority of votes, the member chairing the meeting having an additional casting vote.

7.4 Votes shall be decided by a show of hands, unless at least 25% present request a secret ballot.

7.5 The order of business shall be as determined by the committee.

7.6 Procedures governing the conduct of a debate shall be the same as those currently specified in the standing orders governing debates at the annual conference.

8 Finance

8.1 The financial affairs of the branch shall be conducted in accordance with the finance regulations in the treasurers handbook.

8.2 The Branch Secretary shall provide the Local District Treasurer with a record of expenditure related to any grant or levy received from the Local District.

9 Workplace representatives

9.1 The branch working with the local district shall take all necessary steps to establish that there is at least one representative or preferably a team of representatives for each education establishment in its jurisdiction.

9.2 The procedure for the election of the workplace representative shall be in line with national advice.

9.3 The representative(s) shall be elected annually by all the members in the workplace at the first meeting of the academic year.

9.4 The branch secretary will notify the employer(s) of the names of its accredited representatives in each workplace.

10 Rule amendments

10.1 Proposed amendments must be agreed by a simple majority of members present and voting, at the first meeting of the academic year or a meeting specially convened for the purpose.

10.2 Rules initially adopted and any subsequent amendments must be approved by the Executive before taking effect