

Barnsley District National Education Union Rules

1. Membership

- 1.1 Membership of Local Districts shall consist of all those members of the Union working or living within its jurisdiction, irrespective of their employer or bargaining unit, including Associate, Retired and Student members. Unless the Executive decides otherwise:
- i. standard members will be allocated to the Local District in which they work;
 - ii. associate and Retired members will normally be allocated to the Local District in which they live but may opt to remain a member of the last Local District of which they were a member prior to becoming an Associate or Retired member;
 - iii. work-based Student members will normally be allocated to the Local District where their host education establishment is based, or otherwise to the Local District where their training institution is based.
- 1.2 Membership of the Local District shall be in accordance with the Main Rules of the Union in respect of local district areas, set out in Appendix X.
- 1.3 Any members suspended or removed from membership of the Union shall automatically be suspended or removed from membership of the Local District.
- 1.4 Any member of the Executive or Branch Secretary who is suspended or removed from such office shall cease to hold any post within the Local District or on its Committee which is ex-officio as a result of holding such office.

2. Objects

- 2.1 Every Local District, within its jurisdiction, shall:
- a. promote the objects of the union and represent members' interests both internally and externally;
 - b. recruit new members and encourage all members to get involved in the life of the union;
 - c. foster members' professional development;
 - d. identify and support teams of workplace reps in every education workplace;

Barnsley District National Education Union Rules

- e. establish and maintain local networks for equality strands, trainees and newly qualified teachers, young members, leadership, union learning, health and safety and national sections.

3. Powers and Duties

- 3.1 The powers of the Local District shall be as laid down in this document and in the Main Rules and Standing Orders of the union, and any other protocols and regulations approved by the Executive.
- 3.2 The Local District, its Officers, its Committee and persons representing the Local District shall take all due care to avoid any action or omission that may expose the Local District or the union or their respective Officers, Committees or members to liability for any legal, financial or reputational detriment.
- 3.3 The Local District, at a properly constituted and quorate general meeting, shall:
 - 3.3.1 nominate representatives to the Union's Executive;
 - 3.3.2 nominate candidates for elected roles as national officers and/or general secretary and/or deputy general secretary within the Union;
 - 3.3.3 elect Local District members of and submit motions, amendments and prioritisation thereof to annual conference, subject to the provisions of rule x.
- 3.4 The Local District, at a properly constituted and quorate Annual General Meeting that shall take place no later in the academic year than 31 May, shall:
 - 3.4.1 elect Officers and a Committee, elect either two Lay Auditors or appoint a Professional Auditor
 - 3.4.2 subject to provisions set out by Executive in relevant model rules (see Appendix ?), nominate and elect officers of any branch with members within its jurisdiction, so long as those officers are elected by and from such branch members only.
- 3.5 The Local District shall keep records, documents and books of accounts relating to the financial transactions of the Local District as the Executive shall from time to time decide and annually at December 31 or at such other dates as shall be required by the Executive, shall prepare and submit to the General Secretary, a Statement of Account in the form and manner required by the Executive, and in compliance with the requirements of the Certification Officer for Trade Unions and Employers' Associations. The Auditor(s) of every Local District shall carry out their duties in accordance with the requirements of the Auditors appointed by the Executive of the Union.

Barnsley District National Education Union Rules

- 3.6 If they see fit, this Local District may establish sub-District networks to more effectively engage and involve members and may seek Executive approval to establish such constituent bodies as stand-alone Local Districts.
- 3.7 As per Main Rule 8.1.6 no Local District may employ new staff nor purchase real property without the express approval of the Executive.
- 3.8 Subject to the provisions of Main Rule 8.2.2vii(c) the Local District may set a local subscription fee from all members, between 5% and 15% [5% and 20% from January 2021] of the national subscription as set under the Main Rules of the Union.
- 3.9 The Local District may perform other such duties on behalf of the members within the parameters of the objects and policies of the union.

4. Officers and Committee

- 4.1 The management of the Local District shall be vested in the Officers and Committee.
- 4.2 The elected Officers of the Local District shall be: Secretary, President, Vice President, Past President, Treasurer, Secretarial Support, BTUC Co-ordinator and officers for Equalities, Young Teachers, Membership & Recruitment (2 posts), Blog & Website, Health & Safety, Independent Sector, Post-16 and Support Staff Section. (16 in total) Any of these roles may be undertaken as a job share.
- 4.3 The Local District Committee shall consist of the Officers of the Local District, plus 8 Committee members elected by and from the members of the Local District in accordance with Model Rule 5. There may be a variety of lead officer roles, eg for, and from, the workplace or equality sections, new professionals, organising, leadership, campaigns plus committee members not elected to a specific responsibility.
- 4.4 Branch Secretaries shall be ex-officio voting members of the Committee unless they are not members of the Local District in which case they shall be ex-officio non-voting members of the Committee, so long as their branch has members within such Local District.
- 4.5 All casual vacancies in the Officers or Committee occurring during the year shall be filled by the Committee until the next Annual General Meeting.
- 4.6 At least 75% of the Local District Officers and Committee shall be standard members. Upon request, the Executive may waive this requirement.

Barnsley District National Education Union Rules

5. Elections

- 5.1 Nominations for the Secretary, Vice President and Treasurer, other officers and Committee members set out in Rule 4 shall be made in writing or email, signed or otherwise confirmed via email by the proposer and seconder and endorsed by the nominee, and shall reach the Local District Secretary at least 28 days before the date of the Annual General Meeting.
- 5.2 Voting forms shall be issued to all members not less than 14 days before the date of the AGM.
- 5.3 Voting forms shall be submitted to the President or other nominated Returning Officer (not standing for election) so as to reach her/him no less than 3 days before the AGM.
- 5.4 The counting of votes shall be overseen by Scrutineers elected at the previous AGM (who may not be candidates in the elections). The results of the elections shall be declared at the AGM. An election conducted as above shall not be rendered invalid by the failure of any member to receive or to return a voting form.
- 5.5 Officers and Committee as listed in Model Rule 4 shall be subject to annual election, except that the person elected as Vice President each year shall serve a three year term, becoming President and then Past-President in the two subsequent years.
- 5.6 All conference representatives as per the entitlement listed in accord with Main Rule/Appendix X shall be elected in the Local District in accordance with the provisions set out in the preceding Model Rules 5.1-5.4.

6. Meetings

- 6.1 The Annual General Meeting of the Local District shall be held no later in the academic year than 31 May. Notice confirming the date of the AGM and including associated notice of nominations for elected Officers and at-large Committee shall be sent to all members at least two months before the date of the AGM.
- 6.2 At least three ordinary general meetings of the Local District shall be held during the year and such additional general meetings as the Committee may deem necessary. Wherever possible, dates of all such ordinary meetings and the AGM shall be published and circulated to members at the start of the academic year.
- 6.3 The schedule of Committee meetings shall be determined by the Officers, except that it shall meet at least as frequently as ordinary general meetings are held.

Barnsley District National Education Union Rules

- 6.4 The agenda of business for all general and committee meetings shall be determined by the Committee, subject to the Standing Orders set out in Model Rule 7. The Branch Secretary/Delegate shall submit items of Branch-specific business on such agenda.
- 6.5 The order of business at the AGM must include:
- i. Minutes of the last AGM
 - ii. Reports and Statement of Account
 - iii. Declaration of the results of the election of the Officers and Committee.
- 6.6 At least 7 days before the date of any general meeting final notice stating the time and place of the meeting shall be sent to all members of the Local District, together with the Agenda of the business as agreed by the Committee, including any proposed alterations to these Model Rules or the local subscription fee.
- 6.7 Notice of all general meetings must be sent to all members and all workplaces by the most effective means.
- 6.8 The quorum for all general meetings shall be 12 members from no fewer than 3 education establishments. The quorum for Committee meetings shall be 40% of Committee members (10).
- 6.9 A Special General Meeting may be called at any time by the Secretary on the instructions of the Committee or within twenty-one days of the receipt of a written requisition stating the purpose for which the meeting is called and signed by not less than (insert number no less than the quorum in 6.8 above) members. No business other than that stated by the Committee, or in the requisition, shall be transacted at a Special General Meeting.

7. Standing Orders

- 7.1 Meetings shall normally be chaired by the President, and in their absence by the Vice President or Past President. In the absence of all three the meeting shall elect a member to chair the meeting.
- 7.2 Questions arising at meetings shall be decided by a simple majority.
- 7.3 Votes shall be decided by a show of hands, unless at least 25% present request a secret ballot.
- 7.4 The decision of the Chairperson on any point shall be final. If any decision be challenged it must be done at the next meeting, due notice having been given at the time the decision was called into question.

Barnsley District National Education Union Rules

- 7.5 If a meeting is inquorate then no decision can be made.
- 7.6 All motions for consideration at a meeting must be received by the Secretary at least 10 days before the meeting, with the names of a mover and seconder attached, so that they can be included in the final notice of the meeting. The order of business shall be as determined by the Committee, except that business deferred from a previous meeting shall take precedence over all other.
- 7.7 Procedures governing the conduct of a debate, unless otherwise stated in these Model Rules, shall be the same as those currently specified in the Standing Orders governing debates at the annual conference of the Union.
- 7.8 Standing orders may be suspended subject to agreement of at least two thirds of those present.

8. Finance

- 8.1 The financial affairs of the Local District shall be conducted in accordance with the Finance Regulations within the Treasurer's handbook.
- 8.2 Changes to the Finance Regulations are to be approved by the Executive.
- 8.3 The Local District's financial year shall end on 31 December and at that date or such other dates as shall be required by the Executive of the Union, the Local District shall prepare and submit to the General Secretary a Statement of Account of the Local District in the form and manner required by the Executive and in compliance with the requirements of the Certification Officer for Trade Unions and Employers' Associations.
- 8.4 The accounts of the Local District shall be audited on behalf of the members of the Local District either by two lay Auditors who shall be appointed annually at General Meeting and who shall not be Officers or members of the Committee, or by a Professional Auditor appointed by the Local District. The Auditor(s) shall be required to carry out their duties in accordance with the requirement of the Auditors appointed by the Executive of the Union under Main Rule X.
- 8.5 The statement of Account prepared and audited under Model Rules 8.3 and 8.4 shall be presented to the Annual General Meeting of the Local District.
- 8.6 All banks, building societies and/ or other accounts should be in the name of the Local District and withdrawals from the account shall require the signatures of or authorisation of an electronic payment by at least two Officers of the Local District. A signatory should not sign their own cheque or authorise their own electronic payment unless a second who is not

Barnsley District National Education Union Rules

connected (as a spouse or civil partner; a relative, or relative of a spouse or civil partner) to the first signatory also signs or authorises the payment.

9. Workplace Representatives

- 9.1 The Local District working with relevant Branch Secretaries/Delegates shall take such steps as may be necessary to establish that for each education establishment or unattached unit in its jurisdiction, there is at least one accredited Union representative elected annually by members in their establishment and ideally a team of accredited Union representatives including union learning reps and health and safety.

10. Rule Amendments

- 10.1 Amendments to these Model Rules shall only be agreed at the Annual General Meeting.
- 10.2 Details of proposed amendments must be submitted to the Secretary at least 28 days ahead of the AGM and must subsequently be included in the final notice provided to members as per Model Rule 6.6.
- 10.3 Proposed amendments must be agreed by a simple majority of members present and voting at the AGM and must subsequently be approved by the Executive before taking effect.

Barnsley District National Education Union Rules

Protocols agreed by the committee

1. The agenda items of Committee meetings shall include;

- Apologies for absence.
- Minutes of previous meeting
- Matters arising (if not on agenda)
- Correspondence
- School issues (including Academies)
- Campaigns
- Secretary's report
- Other reports:
 - Treasurer
 - Membership & Recruitment
 - Blog & website
 - National Executive
 - BTUC
 - Other
- AOB

2. The order of the business at the AGM shall include;

- a) Minutes of the last AGM.
- b) Matters Arising
- c) Financial Reports and Statement of Accounts
- d) Officers reports
- e) Election of auditors and scrutineers.
- f) Installation of President.
- g) Declaration of the results of the elections for Officers and members of the Committee.
- h) Incoming President's address.
- i) Motions of which proper notice has been given including any rule changes

3. Invitation of outside speakers to Committee, General or Special Meetings of the Division.

On occasions guest speakers may be invited to attend & speak at NEU meetings. When this happens a previous Union meeting should normally have agreed this. However in other situations a speaker may be invited with the agreement of at least three local Officers including the Secretary and President. If either the Secretary or President are unavailable then the agreement of another Officer/s must be sought.

Barnsley District National Education Union Rules

4. Barnsley NEU District banner

The Barnsley NEU District banner shall only be displayed on occasions and events or in support of causes following prior approval and decision of the Committee or following a decision taken at a General Meeting. If an occasion arises at short notice initially the President, Secretary and at least two other Officers should all agree the application before permission is given. In the event that the President and/or Secretary are unavailable then permission and approval from two other Officers must be sought. All decisions taken in these ways should be reported to the next Committee meeting for ratification.

5. Barnsley NEU Blog

The officer responsible for web activities will ensure the password and access details are to be made available to the Barnsley NEU Secretary. These two Officers will determine which, if any other members will be given access to the running the Blog. The editor will, with the President and Secretary, form an editorial board to oversee the newsletter articles immediately prior to publication.

If there is any dispute about content of the Blog the District Secretary will have final control over content and use until a Committee meeting of the Association makes a ruling on any issues.

The Blog is the property of the Barnsley NEU District and anyone with access to the Blog will give up all rights to the District Secretary if requested to do so by the Secretary.

6. Expenses - Carers Allowance

Barnsley NEU District will use the categories below to form the basis for eligibility for a carers allowance claim. Such claims will be paid by the District to members to allow them to attend NEU sponsored, organised or supported local, regional, national meetings, conferences, courses or training approved by the Committee.

- i) Carers of children 0-14 years of age.
- ii) Carers of the elderly who are at or over the current state retirement age
- iii) Carers of disabled relatives
- iv) Carers of the infirm/those with a significant ill health condition(s)

The rate of allowance will be £10 per hour up to a maximum of 6 hours in any 24-hour period

The Treasurer will produce a suitable claim form available to any member wishing to submit a claim which shall be made to the Treasurer

The rate will be subject to annual revision with any changes to be approved by the Committee at its November meeting to come into effect on 1st January the following year.

Barnsley District National Education Union Rules

7. Expenses, Honoraria and National Benevolent Fund

The following policy for the reimbursement of costs and expenses incurred by Officers, Committee or other members will be subject to the Treasurer's recommendation and approval by the Committee in November each year for implementation from 1st January the following year except for the vehicle mileage rate.

- a) The motor vehicle mileage allowance will be revised annually (April) in line with the NJC mid band rate. Any journeys made by public transport or taxi will be reimbursed at the actual amount subject to the presentation of an appropriate invoice/ticket.
- b) Expenses for delegates to Annual Conference and other Union Conferences will include (where necessary) accommodation, (BB & evening meal,) the return standard rail fare per delegate plus a subsistence allowance at the rate recommended in the Annual Report to Conference for NEU National Executive members. (Expenses rate per day + Bed & Breakfast & 2nd class rail fare.)
- c) Honoraria payments shall be as set by the Treasurer and agreed by the Committee for all Officers except President, Vice President and Past President. Only one honorarium per individual will be made.
- d) Donation, if agreed by the Committee, to The National Benevolent Fund at 50% of the current honoraria
- e) The Barnsley NEU Office expenses, payable to the Secretary in consideration of any homeworking, will be recommended by the Treasurer annually each November, agreed by the Committee for implementation on 1st January in the following year and paid per calendar month. The Union will pay for the telephone, Internet and ancillary costs for the Secretary plus any communication or other ancillary costs incurred by other Officers/ members. Postage costs will be reimbursed with 2nd class being used wherever appropriate.
- f) The purchase of equipment for use by Union by Officers will be subject to approval by the Committee. The Treasurer will keep a list of Union equipment provided for members who will return any items less than 5 years old should they no longer be local District Officers during this time. Members will be responsible for the disposal of any Union equipment agreed by the Committee to be obsolete or beyond reasonable repair or refurbishment cost.
- g) The Treasurer will provide an appropriate claim form for members to submit any expenses claims.

Barnsley District National Education Union Rules

8. Guidance on Barnsley NEU District Officers areas of responsibility.

President.

To be an official representative of the District and to preside over and act as Chairperson at all District meetings ensuring that the rules and standing orders are applied.

Vice President.

To substitute for the President as necessary.

Past President

To chair District meetings in the absence of the President or Vice President

Secretary.

To act as the senior local representative of the Barnsley NEU. To organise the meetings of the District and execute the decisions thereof. To co-ordinate the presentation of the District's policy in negotiations and consultations with appropriate, individuals, organisations or Bodies.

To publicise the policy of the District in the media as is beneficial to the execution of that policy. To co-ordinate and encourage School/Workplace Reps training

Treasurer

To expedite and be responsible for the financial business of the District and produce annual accounts in accordance with the rules. To have responsibility for production of an approved expenses form and pro-forma for members to sign when they receive Union equipment. To have responsibility for the payment of expenses of members and any invoices that require settling. To propose, subject to Committee approval, the level of the local membership fee, Annual Conference and other expenses and honoraria.

Secretarial Support

To provide minutes of all District meetings and pass these on to the Secretary. To keep a record of attendance for all District meetings. To compile and circulate all meeting agendas under the direction of the Secretary and provide support to the Secretary as required.

Health and Safety Adviser

To co-ordinate the work of the H&S Reps and to organise training both on and off site. To make representations to the authority as necessary on H&S matters and to present the NEU policy to the authority.

Blog & Website Editor

To produce a newsletter as appropriate, for circulation to members to ensure that members are fully informed on local issues and policy. To maintain an up to date local website/blog as an informative medium for members.

Membership Secretary

To oversee membership records and provide regular reports on membership figures and trends to the Secretary and Committee; to liaise with the Secretary, Recruitment Officer and Treasurer in particular on membership matters when necessary. To assist in the co-

Barnsley District National Education Union Rules

ordination of any specific local campaigns, initiatives or activities to support membership retention as agreed by the Officers or Committee.

Equalities Officer

To ensure that the Union does all in its power to give equal opportunities to all members to participate in its activities and to co-ordinate Union policies to promote equal opportunities in employment and promotion within the education service. To critically examine materials and curriculum in schools/workplaces to further the advance of equal opportunities.

Recruitment Officer;

To have the responsibility, working with other Officers, in particular, the Secretary and Membership Secretary, for the recruitment of new and retention of existing members. To provide each new member with a welcome letter and other appropriate materials. To assist in the co-ordination of any specific local campaigns, initiatives or activities to support membership recruitment and retention as agreed by the Officers or Committee.

TUC Co-ordinator

To act as a Union representative at local Trades Council meetings and report on a regular basis such business to the Committee. To maintain the profile of the NEU in local Barnsley TUC matters and present motions as agreed by the Management Committee.

Young Teachers officer

To liaise with and support the Secretary in promoting the membership, interests, views and involvement of Young Teachers within the Union. To assist with the coordination of any meetings, events, (Conferences) campaigns or training specifically involving or directed towards Young Teachers. To report to the Committee on such activities.

Support Staff Officer

To be agreed

Independent Section

To be agreed

Post 16

To be agreed