

MODEL BRANCH BY-LAWS

1 These by-laws are for the better government of the branch and for the furtherance of the objects of the union. Where any of these by-laws may be or become inconsistent with the rules or the policy of the union as determined by conference or the National Executive Committee, they shall not apply.

2 These by-laws shall not be effective unless approved by the National Executive Committee.

3 Each member of the branch shall receive a copy of these by-laws.

4 [The branch is sub-divided into the following shops: - *describe*]

5 The branch committee shall comprise [*number*] members, who shall be elected annually, at the annual general meeting held normally in [*month*] each year.

6 The branch committee shall comprise a branch secretary and branch chair, and [*number*] committee members.

7 The committee shall [*comprise/co-opt - delete as appropriate*] equality, health and safety, recruitment, publicity, learning and [*such other representatives - preferably describe*] as will further the interests of the members of the branch.

8 The procedure and timetable for elections shall be as follows:
[*describe*]

9 [At the annual general meeting there may also be elected shop stewards for each shop the branch has been sub-divided into.]

10 The branch secretary shall normally conduct the correspondence of the branch and be responsible for the proper administration of its business.

11 The branch chair shall normally chair branch and branch committee meetings.

12 There shall be [*number at least three*] general meetings of members of the branch each year, including the annual general meeting.

13 The quorum for a general meeting shall be [*number*] members.

14 The branch committee shall meet [*monthly - or other periodicity*].

15 The quorum for a branch committee meeting shall be [*number*] members.

16 Where a branch meeting is, or will inevitably be, inquorate, it shall be competent for the branch committee to take action in relation to making nominations for election to the National Executive Committee, or [electing/appointing - *delete as appropriate*] delegates to conference or to the divisional [and subdivisinal] committee, and generally to consult and communicate with branch members over voting or balloting or other matters of interest or importance to them.

17 [Consultation and communication with branch and branch committee members may be by e-mail, teleconferencing or post, as described in rule 29(a), but where used to elect or re-elect the branch committee a report of the relevant date(s) and method(s) used shall be made and submitted to head office if required.]

18 Where no quorate branch committee meeting has been held in the previous two years, the branch secretary or chair or another branch officer shall inform head office accordingly, and for the time being no nominations for election to the National Executive Committee or at annual conference, or for election or appointment of delegates to conference or to the divisional [and subdivisinal] committee, shall be validly made in the name of the branch.

19 [The branch shall affiliate to the local trades council.]

20 The branch shall not hold funds in its name or in the name of the union other than as permitted under rule 28(c).