

RULES FOR THE TELECOMS BRANCH OF PROSPECT.

NAME

1. The name of the branch, referred to in these Rules as "the Branch", shall be the Telecoms Branch of Prospect.

OBJECTS

2. The objects of the Branch shall be those laid down in Rule 1.2 in the Rules of Prospect (the union) as far as they are appropriate to the Branch, and in furtherance of those objects the Branch shall take steps to obtain representation on any appropriate body.

MEMBERSHIP

3. (a) any member of Prospect working in Telecoms and not covered by other branch arrangements shall be eligible for membership of the Branch.
(b) all members shall have equal rights within the Branch.
(c) any member of the Branch shall be supplied with a copy of these Rules on request.

BRANCH POLICY

4. The policy of the Branch shall be that agreed at each General Meeting and shall be given effect by the Branch Executive Committee, provided that no policy shall be implemented which is in conflict with the Rules of the Union or with any national policy of the union determined in accordance with those Rules.

ANNUAL GENERAL MEETING

5. The Annual General Meeting, at which 5 per cent of the members shall constitute a quorum, shall be held in the month of March each year.

6. Notice of an Annual General Meeting shall be circulated to members not less than six weeks before the date of such meeting, but non-receipt of a notice by a member shall not invalidate the proceedings of the meeting.

7. The Annual General Meeting shall, among other things, consider the annual report of the branch committee, elect the officers and committee as provided in the rules and consider motions (including amendments to rules).

8. The notice of the Annual General Meeting shall:

- (a) give the date, time and venue for the meeting;
(b) call for nominations for officers and non-office members of the Branch Executive Committee and state the closing date for receipt of such nominations by the secretary.
(c) call for motions for consideration and state the closing date for receipt of such motions by the secretary; and,

9. Not less than two weeks before the date of the Annual General Meeting an agenda shall be sent to all members. The agenda shall detail the order and proposed timing of business and shall give:

- (a) a list of any nominations for officers and non-office members of the Branch Executive Committee submitted by the closing date;
(b) any motion submitted by the closing date;
(c) the annual report of the Branch Executive Committee.

10. All members attending the Annual General Meeting shall have a vote. This includes the Branch Executive Committee and its officers. The Annual General Meeting shall:

- (a) receive the report of the Branch for the past year;
- (b) elect Branch officers and a Branch Executive Committee as defined in Rules 12 and 13;
- (c) consider motions put forward by the Branch Executive Committee or members;
- (d) consider emergency motions submitted by a defined time on the morning of the Annual General Meeting.

SPECIAL GENERAL MEETINGS

11. (a) Special General Meetings may be convened at any time by the Branch Executive Committee, or shall be convened at the written request of not less than 10 members. 5 percent of members present and voting at such meetings shall constitute a quorum.

(b) A Special General Meeting shall be held no later than 4 weeks from the receipt of the request for such a meeting being received.

(c) The agenda for a Special General Meeting shall be issued no later than 5 days before the meeting.

(d) The business of any Special General Meeting shall be limited to that stated on the agenda.

(e) All members attending a Special General Meeting shall have a vote. This includes the Branch Executive Committee and its officers.

BRANCH COMMITTEE

12. (a) The Branch Executive Committee which shall be elected by the Annual General Meeting shall consist of the Branch officers and 5 non-office members. Each member of the Committee shall have a vote. In the event of a tie, whoever is in the chair shall have a casting vote.

(b) Any casual vacancy that occurs on the Branch Executive Committee shall be filled by the Committee.

(c) The members of the Branch Executive Committee shall hold office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of the subsequent Annual General Meeting. They shall be eligible for re-election.

(d) The Committee shall have the power to co-opt any member of the Branch who shall have no voting rights at Branch Executive Committee meetings.

(e) Half the number of members of the Committee shall form a quorum provided that at least one member present shall be a Branch officer.

(f) Any headquarters officer appointed by the General Secretary shall be entitled to attend any meeting of the Branch Committee.

(g) Any member of the Branch who is serving as a member of the Prospect National Executive Committee of Prospect, who is not an elected member of the Committee shall be a non-voting, ex-officio member of the Branch Executive Committee.

BRANCH OFFICERS

13. The officers of the Branch shall be the Chair, Vice-Chair and Secretary.

DUTIES OF BRANCH OFFICERS

Chair

- 14 (a) The Chair, or in their absence the Vice-Chair, shall preside at all Branch General or Executive Committee Meetings. In the absence of both the Chair and Vice-Chair a Chair shall be elected from the members present at the meeting.
- (b) Whoever is in the Chair shall have a casting vote in the event of an equality of votes at the meeting.

Vice-Chair

15. The Vice-Chair shall act as Chair in the absence of the Chair.

Secretary

16. The duties of the secretary shall include responsibility for:
- (a) calling General Meetings and meetings of the Branch Executive Committee;
 - (b) preparing and circulating minutes of those meetings as the Committee shall direct;
 - (c) maintaining such records as the Committee shall direct;
 - (d) submitting to the Committee matters referred to the secretary by Prospect headquarters or by members or by any body with which the Branch is associated; and
 - (e) arranging for consideration of any application for membership.

DUTIES OF THE BRANCH EXECUTIVE COMMITTEE

17. The Branch Executive Committee shall:
- (a) meet at least 4 times a year. Special meetings of the Committee may be called by written request of half its members, or by the Chair and Secretary;
 - (b) be responsible for conducting the affairs of the Branch and giving effect to the policy of the Branch as determined by the Annual General Meeting of the Branch and in accordance with Rule 4;
 - (c) consider, and take suitable action upon, any matter that is referred to it by a member, by the National Executive Committee, Sector Executive Committee or by any body with which it is associated;
 - (d) appoint members to joint negotiating or consultative bodies;
 - (e) appoint or nominate members to represent the Branch at the Prospect National Conference, appropriate committees of the union and any other appropriate body;
 - (f) submit to Prospect headquarters a copy of its minutes;
 - (g) consult with the appropriate members body who may be affected by any proposals concerning pensions in payment;
 - (h) review the membership position at regular intervals and where necessary assist the sector organiser in recruiting new members.

GENERAL

18. (a) no alteration to these rules shall be made except by a General Meeting resolution supported by the votes of not less than two-thirds of the votes cast. Amendments to these Rules shall be subject to the approval of the National Executive Committee and shall not be operative until such approval has been received;
- (b) these Rules shall, when necessary, be interpreted by the Branch Committee, subject to the approval of the National Executive Committee.