

ACCORD

Rules and Constitution

(as updated at Conference 2008)



1 TITLE AND REGISTERED OFFICE

- a The title of the Union shall be ACCORD.
- b The registered office of the Union shall be at such place as the Principal Executive Council, as hereinafter defined, may from time to time decide.

2 DEFINITIONS

For the purpose of these rules:

- a The Employer' shall mean, unless the context otherwise requires, the HBOS plc Group which is to include any subsidiary or merged organisation and any limited company or firm owned or under the control of the HBOS plc Group.
- b 'The Union' shall mean ACCORD.
- c 'The Staff' shall mean all persons who have a contract of employment with the Employer or who are engaged on Employer business or who are employed by contractors permanently engaged by the Employer.
- d The members' shall mean all fully paid up members of the Union. 'Retired members', 'Associate members' and 'Honorary members' shall be as respectively defined in Rule 5 hereof.
- e 'Retired staff' shall mean all staff that leave or have left the service of the Employer on retirement or on grounds of ill health.
- f 'The Principal Executive Council' shall be as defined in Rule 15 hereof.
- g 'Divisions' shall mean the employment units covered by the organisational structure for the time being of the Employer as designated by the Principal Executive Council from time to time.
- h 'Divisional Executive Committees' shall be as defined in rule 13 hereof.
- i 'The Representative' shall mean the elected Representative of any group of members at any one place of employment or business.
- j 'The General Secretary' shall be as defined in Rule 17 hereof.
- k 'Trustees' shall mean General Trustees of the Union as defined in Rule 20 hereof.
- l Any requirement of these rules as to the giving of notice or issue of a ballot paper shall be deemed to have been complied with if a letter containing the notice or ballot paper has been posted to the person to whom the notice or ballot paper is to be given in a properly stamped envelope addressed to the last known residence or place of work.

- m Words importing the masculine gender shall be held to include the feminine gender and the singular shall include the plural where the context so admits and vice-versa.

3 OBJECTS

The objects of the Union and the purpose for which its funds may be used shall be:

- a To be at all times the body primarily recognised by the Employer for the purpose of regulating the employment relations between members of the Union and the Employer.
- b To promote equality for all including through:
 - (i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;
 - (ii) the union's own employment practices.
- c To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.
- d To provide a means of communication, consultation and negotiation on matters concerning their employment between members of the Union and the Employer.
- e To negotiate and settle differences and disputes on employment matters which may from time to time arise between members of the Union either individually or collectively and the Employer by collective bargaining or otherwise, but so far only as may be lawful.
- f To bring into the Union all staff eligible for membership.
- g To aid materially or otherwise or federate with any other organisation of employees having similar objectives.
- h To foster a spirit of mutual co-operation between members of the Union and the Employer.
- i To maintain the registration of the Union as a Trade Union with a Certificate of Independence under the Trade Union and Labour Relations (Consolidation) Act 1992. The Union shall repudiate any interference by the Employer or any other body of employers or their agents arising out of the provisions of any financial or material support or any other means which tends to give the Employer or any other such body any control over the Union.

- j In pursuance of the aforementioned objects it shall be within the competence of the Principal Executive Council:
- (i) To provide such benefits to its members and members' families as it shall think fit.
 - (ii) To provide legal advice and assistance to its members where it considers it desirable, necessary or expedient to do so.
 - (iii) To rent, lease or purchase equipment for the use of the Union or its employees or advisers.
 - (iv) To transact such business as may be necessary for furtherance of the objects of the Union.
 - (v) To make representations to Government, Members of Parliament, statutory bodies and commissions upon matters relating to the employment interests of members of the Union.
 - (vi) To raise funds by levies on members.
 - (vii) To purchase, take on lease, or otherwise acquire for the purposes of the Union any estates, lands, buildings, easements or other interests in real estate (including leasehold land or property) and to sell, exchange or let on lease or otherwise dispose of, or grant rights over any real or leasehold property belonging to the Union.
 - (viii) To let on lease or on hire the whole or any part of the property of the Union on such terms as it shall determine.
 - (ix) To borrow or raise money by way of mortgage for any of the purposes set out above.
 - (x) To advance or lend money when it decides this to be in the interests of the Union.
 - (xi) To invest the monies of the Union as it may from time to time determine.
 - (xii) To pay to a member or members' dependants a sum of money out of any benevolent fund established under the provision of rule 3j(i).
 - (xiii) To award in its sole discretion a lump sum payment as hereinafter provided for the benefit of a dependant of a full member who died on or after the 1st day of April 1986. No such lump sum payment shall in any circumstances exceed the limits set out in Section 467 of the Income and Corporation Taxes Act 1988 or any statutory modification or re-enactment thereof for the time being in force.
- Any payment under this rule shall:
- a be a payment in discharge or aid of funeral expenses on the death of a member or as provision for children under 18 of that member and
 - b be paid to such persons as the Principal Executive Council may appoint in their absolute discretion as recipient or failing such appointment the deceased member's spouse and
 - c. be met out of the general funds of the Union.
- (xiv) For the purposes of management and investment of the Union's funds and property from time to time:
 - a. to consult such professional advisers as it sees fit
 - b. to appoint subsidiary committees to investigate, review and report upon the Union's assets or any part or parts thereof
 - c. to form or acquire a subsidiary limited company or companies and delegate to any such company particular functions or property and/or fund management and advice provided that any such company shall always remain in the complete control of nominee shareholders or guarantors appointed by the Principal Executive Council on behalf of the Union.
 - (xv) To do anything else consistent with any or all of the objects of the Union and generally to do all such other things as may appear to the Union to be incidental or conducive to the attainment of any or all of the above objects.
- #### 4 POLITICAL MATTERS
- The Union shall not affiliate to or subscribe to any political party.
- #### 5 MEMBERSHIP - ELIGIBILITY
- Those persons as defined in rule 2c shall be eligible for membership of the Union.
- (i) Retired staff as defined in rule 2e who retire at the normal retirement age or on the grounds of ill health shall be eligible for retired membership of the Union subject to subscription specified by the Principal Executive Council from time to time but shall not hold elected office or have a voting entitlement.
 - (ii) Associate membership of the Union shall be available to the classes of individuals, and the amount of subscription relating thereto, specified by the Principal Executive Council from time to time but Associate members shall not hold elected office or have a voting entitlement.
 - (iii) Honorary membership of the Union shall be available to individuals specified by the Principal Executive Council from time to time but shall not hold elected office or have a voting entitlement.

6 ADMISSION TO MEMBERSHIP

- a All applicants for membership of the Union shall complete an application form for membership and forward the same to the General Secretary. Membership will commence from the beginning of the month in which the first subscription is received.
- b An application for membership shall not be rejected except on the decision in writing of the Principal Executive Council.
- c Where a person is dissatisfied with the decision of the Principal Executive Council an appeal may be registered. Such appeal shall be in writing and delivered to the General Secretary within 21 days of the giving of notice of such decision.
- d Such appeals will be held in accordance with rules 9d, 9e and 9f.
- e Application for Associate membership will be dealt with in the manner specified from time to time by the Principal Executive Council.

7 RIGHTS AND DUTIES OF MEMBERS

- a All members of the Union are entitled to seek the assistance of the Union on any matter within its objects and in accordance with agreed procedure.
- b All subscribing members of the Union are entitled to seek office subject to the necessary qualification in rules 2d, 5 and 11a.
- c The term of office of all elected Representatives of the Union shall be two years. A person elected in accordance with rules 11f, 13f and 15l shall serve for the unexpired period of office.
- d Any Representative may be nominated for re-election.
- e All members of the Union are required to give notice in writing to the General Secretary of change of workplace and/or private address.
- f All members of the Union are required to act in accordance with the rules and not to conduct themselves in any way prejudicial to the interests or objectives of the Union.
- g All members, except Honorary members, are required to pay all subscriptions and any levy set by the Principal Executive Council at the appropriate rate by means of monthly transfer direct to the Union's bankers or by salary deduction arrangements approved by the Principal Executive Council from time to time.
- h All members shall use their best endeavours to recruit further members.

8 TERMINATION OF MEMBERSHIP

- a Membership of the Union shall cease if a member shall:
 - (i) resign by giving one calendar month's notice in writing to the General Secretary, any outstanding subscriptions to be paid until the end of the month in which the notice to resign expires or
 - (ii) fail to pay any subscriptions or levy within one month of notification in writing by the General Secretary that such subscriptions or levy has become due or
 - (iii) cease to be eligible for membership in accordance with rule 2c or
 - (iv) be expelled in accordance with rule 9.
- b In the event of resignation by a member, all rights, obligations and duties remain until the expiry of the notice of resignation and any outstanding subscriptions (including, for avoidance of doubt, subscriptions due up to the date of expiry of such notice) are to be paid until the end of the month in which the notice to resign expires.

9 DISCIPLINARY PROCEDURES

If the Principal Executive Council has reason to believe that a member is in breach of these Rules or conducting himself in a way detrimental to the interests and objectives of the Union or if a complaint to this effect is received from a member in writing the Principal Executive Council shall take action as follows:

- a The member shall be given notice in writing by the General Secretary setting out the charge and notifying that representations may be made in person or in writing or through a Representative, to the meeting of the Principal Executive Council at which the charge is to be considered which shall not be less than 21 days from the date of notice.
- b The Principal Executive Council shall give full consideration to any representations made by or on behalf of the member in writing or in person and if they find the charge proven, by simple majority of votes of those present and voting, shall give that member immediate notice in writing of their decision.
- c As a result of such decision by the Principal Executive Council the member may:
 - (i) be reprimanded or
 - (ii) be fined a specified amount not exceeding one year's subscriptions in force at that time
 - (iii) be suspended for such time as the Principal Executive Council in its sole discretion may see fit or

- (v) be debarred from holding office for a specified period or
- (vi) be expelled from membership.

The member may additionally be required to bear the whole or part of the costs of the hearing.

- d The member may appeal against the disciplinary decision. Such appeal shall be in writing and delivered to the General Secretary within 21 days of the giving of notice of such decision.
- e Such appeal shall be heard by an Appeals Tribunal comprising nine members of the Union (not being members of the Principal Executive Council) chosen by the President of the Union. The General Secretary shall summon members for this purpose and give not less than 21 days notice to the appellant member of the date, time and place of the meeting of the Appeals Tribunal, who may attend, be heard and represented. The members of the Appeals Tribunal will elect a Chair from amongst their members who will control proceedings and deliver the findings.
- f The Appeals Tribunal shall draw up Rules for the conduct of appeals which it may in its sole discretion vary from time to time. A copy of the current Appeals Rules shall be forwarded by the General Secretary to the appellant member together with the notice referred to in Rule 9a.

10 ORGANISATION AND REPRESENTATION

The Union shall be so organised as to provide for the representation of the members as follows:

- a By elected Representatives in all places of employment or business as defined in Rule 2i.
- b By Divisional Executive Committees as defined in Rule 13 hereof.
- c By a Principal Executive Council of eighteen members elected in compliance with the requirements of Trade Union and Labour Relations (Consolidation) Act 1992 or any statutory modification thereof from the members within each Division and nationally as at the commencement of each year in which Biennial Delegate Conference is held as follows:
 - (i) A President elected by national ballot of the fully paid up members of the Union as defined in Rule 2d hereof.
 - (ii) Seventeen seats shall be allocated to the Divisions in the proportion that the membership within the Division has to the total fully paid up members of the Union as defined in Rule 2d hereof and candidates must be nominated and elected by members within the respective Divisions in accordance with the election regulations determined by the Principal Executive Council from time to time.

The electoral procedures and regulations shall be decided upon by the Principal Executive Council from time to time.

- d By a Biennial Delegate Conference held in the first four months of alternate financial years of the Union. Delegates shall be elected by members in accordance with Rule 18.

11 REPRESENTATIVES ELECTION

- a All candidates for nomination must be paid up members of the Union aged 18 years or over who have served with the Employer for not less than one year. Nominations must be in writing, signed by both proposer and seconder who must also be members of the Union, accompanied by the written agreement of the person nominated.
- b Voting may be by show of hands or secret ballot whichever is required by a simple majority of those entitled to vote and voting.
- c Voting shall be conducted by two members of the Union not being candidates for election, nominated for this purpose by a simple majority of those entitled to vote and voting.
- d At the conclusion of voting, results shall be declared and notice in writing sent to the General Secretary without delay.
- e The election of Representatives and of Deputy Representatives wherever required shall be held in each workplace during the last week in September in each year preceding that in which the Biennial Delegate Conference is held and the elected Representatives shall take office immediately following election.
- f If an elected Representative ceases to be qualified for any reason, resigns or is transferred away a successor shall be elected as appropriate. The person so elected shall serve for the unexpired period of office.
- g If an elected Representative is unable to attend a meeting an accredited Deputy shall attend with full voting rights.
- h Where a Representative is elected to National Office as President or Vice President, the members represented may, if they so wish, elect a Deputy Representative who may attend meetings to speak on their behalf. The Deputy Representative may only exercise a vote if delegated to do so by the accredited Representative.

12 REPRESENTATIVES - FUNCTIONS AND POWERS

- a To recruit new members into the Union and retain existing members.
- b To represent members at meetings of the Union or with the Employer.
- c To advise members on routine queries and workplace

industrial relations issues and to direct members requiring assistance to the relevant part of the Union's structure.

- d To carry out such administrative duties as the General Secretary may require from time to time.

13 DIVISIONAL EXECUTIVE COMMITTEES – CONSTITUTION

- a Divisional Executive Committees shall develop appropriate rules and effective structures for communications and membership recruitment and retention which will be subject to the approval of the Principal Executive Council.
- b Divisional Executive Committees shall be elected in accordance with the terms of Rules 11a, 11b, 11c and 11d and any additional requirements as determined from time to time by the Principal Executive Council.
- c The elections shall be held in the November of each year preceding that in which the Biennial Delegate Conference is held.
- d The Principal Executive Council member or members elected by and from the members within the Division shall be ex-officio members of the Divisional Executive Committee with full voting rights.
- e A quorum shall not be less than one third of duly elected members of the Divisional Executive Committee with a minimum of three persons.
- f If any elected member of a Divisional Executive Committee ceases to be qualified for any reason, resigns or is transferred to another Division, a successor shall be elected in accordance with paragraph 13b. The person so elected shall serve for the unexpired period of office.

14 DIVISIONAL EXECUTIVE COMMITTEES - FUNCTIONS AND POWERS

- a To consider all industrial relations of exclusive concern to members of the Union within the Division and, if appropriate, to make recommendations to the Principal Executive Council.
- b Where appropriate to negotiate with the appropriate employer Representatives on matters of exclusive concern to members of the Union within the Division.
- c To formulate resolutions for consideration of the Principal Executive Council.
- d To inform all members of the Union within the Division of activities undertaken on their behalf.
- e To appoint Health and Safety Representatives and to ensure that Health and Safety Representatives are appointed at all workplaces within the Division.

15 PRINCIPAL EXECUTIVE COUNCIL – CONSTITUTION

- a The Principal Executive Council shall consist of the President and the members elected in accordance with Rule 10c.
- b The President shall be elected by secret ballot of all fully paid up members conducted in accordance with regulations agreed by the Principal Executive Council but in such manner as to comply with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 or any statutory modification thereof. No nomination of a candidate for election as President shall be accepted where such nominee has already served two consecutive terms of office as President immediately prior to such election.
- c The members of the Principal Executive Council shall be elected by secret ballot of fully paid up members conducted in accordance with regulations agreed by the Principal Executive Council but in such manner as to comply with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 or any statutory modification thereof and in accordance with Rule 10c. The Principal Executive Council, once elected, shall elect two Vice Presidents and one member who shall be required to take lead responsibility on the PEC for equality and diversity matters, by and from the members of the Principal Executive Council.
- d Such elections shall be held between January 1st and the date of each Biennial Delegate Conference in accordance with a timetable decided by the Principal Executive Council.
- e Notice of nomination for President or membership of the Principal Executive Council shall be given to the General Secretary in writing by the due date published in accordance with Rule 15d.
- f The elections for members of the Principal Executive Council shall be held simultaneously throughout the membership of the Union and the results of these elections shall be announced to the membership at large by the General Secretary as soon as is practicable.
- g The normal meetings of the Principal Executive Council shall take place at least quarterly. Special meetings shall be convened at the discretion of the President or the General Secretary or when demanded in writing by not less than half of the elected members of the Principal Executive Council.
- h A quorum shall not be less than half of the elected Representatives entitled to attend the meetings.
- i The General Secretary and such other members of the Union's staff as he may from time to time determine shall be entitled to be present and speak at Principal Executive Committee meetings but shall not be entitled to vote.

- j The term of office of each Principal Executive Council shall start at the time of closure of the Biennial Delegate Conference immediately following the election of that Principal Executive Council and shall end at the closure of the following Biennial Delegate Conference.
- k Members of the Principal Executive Council elected within a Division in accordance with Rule 10c (ii) who are transferred out of the Division shall cease to be members of the Principal Executive Council.
- l Principal Executive Council vacancies shall be filled by secret ballot in accordance with Rules 15b and 15c. The persons so elected shall serve for the unexpired period of office.
- m It shall be open to the Principal Executive Council to appoint such sub-committees and advisory committees as it deems appropriate.

16 PRINCIPAL EXECUTIVE COUNCIL - FUNCTIONS AND POWERS

Subject only to the overriding authority of the Biennial Delegate Conference the Principal Executive Council is the policy forming body of the Union. It shall:

- a Consider all matters affecting the members of the Union brought to its notice.
- b Direct Divisional Executive Committees and other Representatives to supervise elections or ballots as and when necessary.
- c Approve the Annual Financial Report and the Biennial Report of the Union.
- d Convene and recommend activities to the Biennial Delegate Conference.
- e Be responsible for the organisation of the Union and for recommending to the Biennial Delegate Conference any additions, alterations or deletions to the Rules of the Union.
- f Ensure that an appeal by a member is dealt with in accordance with the Rules.
- g Decide the rates of subscriptions for membership of the Union.
- h Call for the application and decide the amount of levy considered necessary to further the objects of the Union.
- i Direct the manner in which the funds of the Union may be used in support of its objects.
- j Set up a general fund of the Union which may be used for any purpose that the Principal Executive Council in its discretion considers to be conducive or incidental to the attainments of the objects of the Union.
- k Direct the investment of surplus funds.

- l Employ persons to carry out Union administration and business upon such terms and conditions as it may decide.
- m Determine or agree salaries, fees or retainers paid to employees of the Union or its professional advisers.
- n Determine from time to time who shall be authorised to sign documents on behalf of the Union.
- o Authorise industrial action by members either locally, regionally or nationally when authorised to do so by the Rules. (See Rule 22).
- p Call a Special Delegate Conference, if a request in writing for same, supported by the signatures of not less than 1,000 members of the Union, is received by the General Secretary. The request must state the reason for the meeting and any resolution to be put to such meeting.
- q Have the power to co-opt up to five additional members. Co-opted members shall not have voting rights.
- r Enter into any procedure agreement and substantive agreement with the Employer.
- s Take any lawful action consistent with the objects and Rules of the Union to further the interests of members.
- t Appoint, re-appoint or remove the Auditor or Auditors. The Auditor or Auditors of the Union shall be as qualified in accordance with Section 34 of the Trade Union and Labour Relations (Consolidation) Act 1992.

17 GENERAL SECRETARY AND HEADQUARTERS STAFF

- a The Principal Executive Council shall have power to engage and dismiss a General Secretary as provided for in Rule 16 l.
- b The Principal Executive Council shall have power to determine the conditions of service of employees, to determine other benefits and to fix the age at which they shall retire.
- c Such employees shall be entitled to receive the personal services which are available from time to time to members of the Union.
- d There shall be a General Secretary who shall be elected by the members (as defined in Rule 2d) in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 from candidates approved by the Principal Executive Council.

The General Secretary shall be the Union's Chief Executive Officer and shall be responsible to Conference when sitting and at all other times to the Principal Executive Council.

The General Secretary's duties shall include advising upon and implementing policy and other decisions of Conference and the Principal Executive Council; ensuring the minutes and decisions of all meetings are properly recorded; acting as principal spokesman for the Union and controlling the Headquarters and staff of the Union including making recommendations on engagement or dismissal of staff to the Principal Executive Council.

The General Secretary shall have power to delegate all such duties whenever necessary or desirable to do so.

18 DELEGATE CONFERENCES - BIENNIAL AND SPECIAL

- a The governing body of the Union shall be Conference which shall normally be held biennially within four months of the commencement of each alternate financial year at a place to be decided by the Principal Executive Council.
- b A Special Delegate Conference may be called at the request of the Principal Executive Council or if a request in writing supported by the signatures of not less than 1,000 members of the Union is received by the General Secretary. Such a request must state the reason for the meeting and be accompanied by any resolution to be put to such a meeting.
- c Representation at Conference shall be determined in accordance with provisions determined by the Principal Executive Council from time to time.
- d The election of delegates to Conference shall be by show of hands or by secret ballot whichever is required by a simple majority of the members.
- e Delegates attending Conference shall act for and on behalf of the members they represent and when called upon to do so, shall move motions on behalf of those members. Delegates shall have one vote only regardless of the number of members they represent.
- f The Principal Executive Council shall be present at Conference and may appoint speakers to represent its views. Members of the Principal Executive Council shall not vote.
- g Decisions taken and resolutions adopted at Conference shall form the basis of the policy of the Union to be pursued by the Principal Executive Council and other Committees of the Union and by its officials.
- h The procedures for the Biennial Delegate Conference or any Special Delegate Conference will be determined from time to time by the Principal Executive Council subject to the Rules of the Union.

19 FINANCE

- a Accounts in the name of the Union shall be maintained at such bank or banks as the Principal Executive Council may from time to time decide.
- b The financial year of the Union shall be from 1st January to 31st December.
- c Every member, other than an Honorary member as defined in Rule 5, shall pay to the Union subscriptions of such amount and in such manner as may be determined by the Principal Executive Council from time to time.
- d The General Secretary shall, subject to the approval of the Principal Executive Council, keep account of all monies received and paid by or on behalf of the Union and of the matters in respect of which such monies are received or paid and of the assets and liabilities of the Union.

20 TRUSTEES

- a There shall be four General Trustees of the Union. In the event of a vacancy occurring in the position, the remaining Trustees may continue to act on their own for a period of three months. The appointment of a new Trustee or Trustees to fill vacancies shall be made by the Principal Executive Council.
- b The General Trustees shall hold all the property of the Union whether real or personal which shall be vested in them on trust for its members upon such terms and subject to such limitations as the Principal Executive Council in its absolute discretion shall think fit.

21 BALLOTS

A ballot on any issue other than that required under Part 1 of the Trade Union and Labour Relations (Consolidation) Act 1992 or any statutory modification thereof for the election of the Principal Executive Council may be held at any time on the decision of the Principal Executive Council.

22 INDUSTRIAL ACTION

- a No industrial action of any kind shall be taken by any member or group of members unless such action has the approval of the Principal Executive Council and all stages of any procedure agreements currently in force have been exhausted and
- b Where the industrial action contemplated is a withdrawal of labour a secret ballot shall be held in such a manner as complies with the Trade Union and Labour Relations (Consolidation) Act 1992 or any statutory modification thereof of those members who may be involved in the contemplated industrial action and the said action shall not be taken unless approved by a majority of two-thirds of those entitled to vote (and voting).

- c Official industrial action shall be that action which has the written approval of the Principal Executive Council.

23 INVESTIGATION OF COMPLAINTS BY MEMBERS

When any member has a complaint that action contrary to the Rules of the Union has been taken by any officer or member the following shall apply:

- a A written statement giving precise details of the action complained of, and in particular the relevance of any Rules of the Union, shall be submitted to both the General Secretary and the President of the Union.
- b The General Secretary and the President of the Union shall make any enquiries they consider necessary and advise the member of their findings.
- c If the member remains dissatisfied the matter shall be placed before the next meeting of the Principal Executive Council.
- d No application shall be made to the High Court arising out of a complaint that action contrary to the Rules of the Union has been taken by any officer or member until the period of four weeks has elapsed since the complaint was considered by the Principal Executive Council.
- e The views of the Principal Executive Council shall be made known in writing to the member who raised the issue.
- f If the member remains dissatisfied the Principal Executive Council shall appoint a sub-committee to investigate the matter. The member shall be entitled to make representations to the sub-committee personally.
- g The report of the sub-committee shall be made known to the member concerned and the Principal Executive Council.

24 AVAILABILITY OF RULES

- a A copy of the Rules may be inspected by any member of the Union on application to an Officer or elected Representative of the Union.
- b The register of members of the Union may be inspected by a member on application to the General Secretary, giving reasonable notice of his intention.

25 CHANGE OF RULES

The Rules of the Union may be amended only by a vote of not less than two-thirds of the delegates at Conference or by not less than two-thirds of those voting in a postal ballot.

26 DISSOLUTION OF THE UNION

- a The Union may be dissolved at any time only by a resolution of Conference and confirmed by three-quarters of the Membership entitled to vote and voting for dissolution by ballot.
- b The Principal Executive Council shall remain in office until the affairs of the Union are wound up.
- c The Union's surplus funds, after providing for all known liabilities, shall be distributed to charity at the discretion of the Principal Executive Council.
- d In the event of a deficiency of funds a levy shall be raised on all members on the register of the Union at the date the resolution to dissolve was passed.



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Accord is an independent trade union, affiliated to the TUC and the Scottish TUC. We support the Welsh TUC.
Accord is funded only by members' subscriptions and is not affiliated to any political party.

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