

Peterborough Trades Union Council

Rules and Standing Orders



2025 Edition

Based on TUC Model Rules for Trades Union councils 2024

Rules and Standing Orders

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Rules and Standing Orders

The purpose of a trades union council, recognised by the Trades Union Congress (TUC), is to bring together union branches at a local level to campaign around issues affecting working people in their workplaces and local communities.

Rule 1: Name

The name of the Council shall be the Peterborough Trades Union Council (PTUC).

The Council shall be registered annually by the TUC.

Rule 2: Objects

The objects of the Council shall be:

- a) Raise public awareness of rights at work and the union role in enforcing those rights.
- b) To promote the interests of all its affiliated unions and to secure united action on all questions affecting or likely to affect those interests.
- c) Act as the voice of trades union branches in the local community and to support and work for the application of objectives that the TUC and Regional TUC may from time to time determine, as well as making more widely known, in its area, national policies declared by the TUC.
- d) Follow the programme of work agreed by the annual conference and the Trades Union Councils Joint Consultative Committee (TUCJCC).
- e) Promote organizing and recruitment drives to build union membership.
- f) Support union and community campaigns for dignity and respect in the workplace and beyond.
- g) Promote equality and diversity in all its activities.
- h) Campaign in support of local or regional industrial action officially authorised by the union or unions concerned.
- i) Improve generally the economic and social conditions of working people.
- j) Help promote suitable cultural, educational, social and sports facilities for all working people.
- k) Each Trades Union Council in England and Wales is also required to register with the General Council. Such registration may be made at any time and will remain current and operative from the date it is received by the TUC until the last Friday in the following year.
- l) In no circumstances shall the Council:
 - a. Cooperate with or subscribe to the funds of fascist parties or any subsidiary organisation of these parties

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- b. Cooperate with or subscribe to the funds of any organisations whose policies or activities are contrary to those of the Trades Union Congress
- c. Subscribe to the funds of any industrial organisation which has been proscribed by the General Council.
- d. Subscribe to the funds of any political party.
- m) The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade unions shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992.
- n) Play a leading role in anti- fascists/racist activity.
- o) Play a leading role in developing awareness in green and climate change issues in their locality.

Rule 3: Registration

- a) In order for a TRADES UNION COUNCIL to be recognised by the TUC it must register with the General Council. An initial registration by a new trades union council may be made at any time and will remain current and operative from the date it is received by the TUC. All trades union councils and county trades councils must re-register by the last Friday in January to be able to participate that year in those activities listed under Rule 3, iv.
- b) TRADES UNION COUNCILS submit copies of their constitution, rules and standing orders when registering for the first time or, when re-registering, if they have been altered in the previous year together with the most recent financial accounts.
- c) All TRADES UNION COUNCILS must provide evidence to the TUC on re-registration that they have met at least once in the previous year for the purpose of nominations to TUC Regional Councils or the Wales TUC, as applicable, and for the nomination of delegates to, and the submission of motions to, the Conference of Trades Union Councils.
Delegates at the meeting at which nominations are dealt with must originate from at least three branches from a minimum of two different unions. Officers of the trades union council should endeavour to ensure that over 10% of all delegates entitled to attend and vote are present at that meeting to enable the broadest support. It is recognised that this may not always be possible.
- d) TRADES UNION COUNCILS that are registered with the General Council may:
 - a. Participate in the activities of and be represented on the TUC Regional Council.
 - b. Be represented at the Conference.

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- c. Nominate an individual to be the representative for their area on the TUC Joint Consultative Committee.
- d. Participate in the ballot to elect a representative on to the TUC Joint Consultative Committee.
- e. Make applications to the TUC development fund.
- e) The General Council may, on the recommendation of the TUCJCC, deregister a Trades Union Council or County Trades Union Council where, in its opinion, the actions of that Trades Union Council, or County Trades Union Council, bring the union movement into disrepute.
- f) Registration with the TUC confers no authorisation to speak on behalf of the Trades Union Congress; Trades Union Councils, and County Trades Union Councils should bear this in mind in any publicity.
- g) The TUC initials or the TUC logo should not be used and any website, press release or similar communication should make clear the role of the Trades Union Council as the voice of trade union branches in the local community.

Rule 4: Constitution

- a) The Council shall only consist of representatives of trade unions or branches of trade unions, whose place of meeting are within the area covered by the Council or who have members working or living in the area. Councils may seek to involve local shop stewards committees, Student Unions and other appropriate organisations.
Note: A trade union branch normally affiliates to the Trades Union Council in the area in which it meets, where members work or where delegated members live.
- b) The application of any trade union branch, from a TUC affiliated union, shall be submitted to the full Council for its approval.

Rule 5: Representation

- a) Trade union branches affiliated to the Council shall be allowed representation on the following basis:
 - a. 100 members or under - 1 delegate
 - b. 101 members to 250 - 2 delegates
 - c. 251 members to 300 - 3 delegates
 - d. One delegate for every additional 250 members (maximum of 8 delegates)

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Rule 6: Affiliation Fees

- a) Each affiliated trade union branch shall contribute a minimum affiliation fee of £10 per annum.
- b) Each trade union council will set its own affiliation fee per member.

Rule 7: Composition of Executive Committee

- a) The Executive Committee shall be elected at the Annual Meeting of the Council and shall be composed of 5 members representing the various industry groups of the trades union council as may be determined from time to time.
- b) Each trade union branch affiliated to the Council shall be allocated to its appropriate group by the Executive Committee.

Rule 8: Nomination of Executive Committee

- a) Each affiliated branch shall have the right to nominate to the Executive Committee.
- b) A nomination for any group of representatives may only be made by a branch in that group.
- c) All nominated candidates must be delegates to the Council.
- d) Nominations for the Executive shall be either:
 - a. Submitted by affiliated branches in writing to the Secretary at least 21 days prior to the Annual Meeting
 - b. Made verbally at the Annual Meeting.

Branches may also send written nomination to a vacancy which occurs during the year

Rule 9: Election of the Executive Committee

The Executive Committee shall be elected by vote at the Annual Meeting of the Council, the necessary number of nominees in each group securing the highest number of votes to be declared elected.

Rule 10: Meetings of the Executive Committee

- a) The Executive Committee shall conduct the detailed business and report to meetings of the Council.
- b) Any member of the Executive being absent at three consecutive Executive Meetings shall, unless a satisfactory reason for such absence has been sent to

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the Secretary, be deemed to have vacated office, and the vacancy shall be filled as provided for in rule 8 (d).

- c) Executive meetings shall be held on the first Thursday of each month.
- d) A special meeting of the Executive Committee may be called in the event of urgent business arising as and when deemed necessary by the President and Secretary.

Rule 11: Council Meetings

- a) The Annual Meeting of the council shall take place in the month of February at the same time as the ordinary general meetings of the council as given in Rule 11 (b).
- b) The ordinary General Meeting of the Council shall take place on the third Thursday of the month to commence at 7pm, and shall not continue after 9pm, unless by special resolution of the Council. A list of attending delegates shall be kept.
- c) Each delegate shall receive from the Secretary not less than 7 days clear notice of the business to be transacted at such meetings, where possible by email.
- d) A Special Meeting may be called at any time by the Executive Committee, or in the case of urgency, by the President and Secretary, or upon written request of ten delegates. In the latter case, the object of the meeting must be clearly stated upon the requisition.
- e) No business shall be transacted at any meeting of the Council at which less than ten delegates are present.

Rule 12: Officers

- a) The officers of the Council shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
- b) All officers of the Council shall be elected at the Annual Meeting to serve for one year and shall be eligible for re-election.
- c) Upon retirement from office, they shall hand over to their successors or to the Executive Committee all books, cash, keys, papers and other property of the Council.

Rule 13: Duties of Officers

a) President

- a. The President shall preside at all meetings of the Council and Committees to see that the business at meetings and of the Council generally is conducted in the proper manner. At meetings where the President is not in attendance, the Vice-President shall preside; in the absence of both, the meeting shall elect one of the members present to preside.

b) Secretary

- a. The Secretary shall attend all meetings of the Council, Executive Committee and Sub-Committees, and ensure a correct record of the proceedings is kept and conduct the business of the Council in accordance with the rules.
- b. The Secretary shall issue to each delegate notice of Council meetings seven clear days prior to the meetings except in the case of emergency meetings, when the notice shall be left to the discretion of the President and the Secretary.
- c. Should any delegate be absent from the Council three meetings in succession, the Secretary shall notify the delegate's branch of the fact.
- d. The Secretary shall receive all moneys due to the Council, and shall pay these to the Treasurer without delay.
- e. The Secretary shall prepare the Annual Report and submit it for comment to the AGM of the trades union council.

c) Treasurer

- a. The Treasurer shall keep account of all sums of money received from the Secretary and shall bank them in the name of the Council.
- b. The Treasurer shall make and record such payments as may from time to time be authorised by the Council or the Executive Committee.
- c. The Treasurer shall keep a true account of income and expenditure.
- d. All cheques must be signed by at least two of the following officers: President, Vice President, Secretary or, Treasurer.
- e. The Treasurer shall prepare the annual Balance Sheet for inclusion in the Financial Statement to the AGM.
- f. The Financial Statement may form part of the Annual Report by the Secretary or be considered separately.
- g. The Treasurer shall submit their accounts and Financial Statement to the auditors prior to reporting to the AGM.

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- h. The Treasurer shall submit regular financial statements to the trades union council or whenever requested by the Executive Committee.

Rule 14: Auditors

- a) The Council at its Annual Meeting shall appoint two Auditors, whose duty is to audit all accounts and the Annual Financial Statement, to certify their correctness or otherwise and report their findings at the Annual Meeting of the Council.

Rule 15: Retirement of Officers

- a) Upon retirement from office, officers shall hand over to their successors, or the Executive Committee, all books, cash, keys, papers and other property of the trades union council.

Rule 16: Deputations

- a) Any delegate appointed to attend any conference or transact business on behalf of the Council, shall be allowed out-of-pocket expenses, which must not exceed actual standard railway fare paid.

Rule 17: Alteration of Rule

- a) Alteration of rule shall only take place at the Annual Meeting and requires two-thirds of the delegates present voting in favour of the proposed alteration.
- b) Three months' notice shall be given to the Secretary of any proposed alteration of rule to be discussed at the Annual Meeting.
- c) Changes to rules must be submitted to the TUC for approval.

Rule 18: Unauthorised Use of the name of the Council

The unauthorised use by any delegate of the name of the council is expressly forbidden.

- a) Any delegate who, for whatever reason, uses the name of the Council without the expressed permission of the Council shall be requested to attend a full meeting of the Council which will consider the alleged contravention of Rule 18 (a). The Council shall inform the delegate's branch of the action being taken under this rule:
- b) At the hearing before the Council, the delegate concerned will have a full opportunity of presenting his/her case. After hearing all the evidence the Council, if finding the contravention of Rule 18 (a) proved, shall have the power to:

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- a. exclude the delegate from three meetings of the council
or
- b. permanently withdraw the credentials of the delegate concerned.

The branch of the delegate concerned shall be informed of the decision of the Council.

Rule 19: Dissolution of Trades Union Council

- a) In the event of a Council's annual registration not being renewed, or the trades union council can no longer operate effectively, the officers shall hand over the funds and property of the council to the County Association.
- b) Where no county association exists, the property and funds shall be handed over to the Regional TUC.
- c) The County Association or Regional TUC shall retain these funds as a provision for the reestablishment of a trades union council in the area or have discretion to use the funds and property to the benefit of trades union councils, and advancing the trades union council programme of work or for the union movement as a whole.

STANDING ORDERS FOR MEETINGS OF TRADES UNION COUNCILS

These model Standing Orders cover all the points usually encountered at meetings. It is hoped that these will give useful guidance to running a meeting. There may be other points which reflect particular local circumstances that you may wish to include.

1. Business should be taken in the following order:
 - a. Minutes of previous meeting
 - b. New and re-appointed delegates
 - c. Report of Executive Committee
 - d. Correspondence
 - e. Any motion, the consideration of which was adjourned at the previous meeting
 - f. Reports, including TUC Unemployed Centres, climate change and green issues and anti-racist activity
 - g. Motions, of which notice has been given
2. Notices of motion should be sent by affiliated trade union branches to the trades union council Secretary in writing not less than seven (7) days before the trades council meeting at which they are to be discussed. With a similar timescale, trades union councils should forward notice of motions to the County Association Secretary in writing. Wherever possible sufficient notice should be given to enable delegates to seek the views of their branch to the proposals being made in the motion. This may mean that motions are laid on the table of the meeting for full discussion at the following meeting of the trades council or county association
3. The mover of any original motion but not an amendment shall have the right to reply but no other delegate shall be allowed to speak more than once on the same question unless permission be given to explain or on point of order addressed to the Chair when the remarks made must be strictly confined to the explanation or point of order. 5 minutes shall be allowed to the mover of a motion and 3 minutes for each succeeding speaker. The mover shall have 3 minutes to reply to the discussion, but she/he shall introduce no new matter into the reply. The motion shall be put immediately the mover has replied.
4. The time limits for speakers shall not apply in a special address to the Association.
5. If an amendment be carried it shall displace the motion and itself become the substantive motion, whereupon any amendment may be moved thereto. The President may demand that all motions and amendments should be handed up to him/her in writing.

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6. When an amendment is made to an original motion, no second amendment shall be discussed until the first amendment is disposed of.
7. When delegates consider a question has been sufficiently discussed the motion may be proposed that the question be now put. If this proposition is carried the President/Chair shall give the mover of the original motion the opportunity to reply, after which the motion under discussion shall be immediately put to the vote.
8. The decision of the President/Chair on any point of order shall be final.
9. In the case of the voting being equal, the President/Chair may give a casting vote.
10. No resolution passed by the trades union council or Association shall be rescinded or amended at the same meeting at which it is passed. Notice of its rescindment or amendment must be given as provided in Standing Order No. 2, but the resolution shall not be rescinded or amended unless by the consent of two thirds of the delegates present at the meeting when it is considered.
11. Any delegate may for stated purposes move the suspension of Standing Orders. The motion on being seconded shall be forthwith put to the meeting without debate or amendment, and if two-thirds of the delegates vote in favour thereof, but not otherwise, the suspension moved shall immediately take effect.