



# RULES OF THE GENERAL FEDERATION OF TRADE UNIONS

As at 31 December 2006

# PART 1 CONSTITUTION

## Rule 1 Name and Membership

- (a) The organisation constituted by these rules shall be called "The General Federation of Trade Unions" (hereinafter referred to as "GFTU") its Office until determined otherwise by its Governing Body shall be Central House, Upper Woburn Place, London WC 1 H OHY.
- (b) The GFTU shall consist of the trade unions which on the 1 st day of January 1971 constituted the membership of the GFTU and such trade union organisations as shall apply for and be accepted for membership as hereinafter set forth, each organisation on acceptance becoming a separate unit or member of the GFTU and being hereinafter referred to as an affiliated organisation.
- (c) An affiliated organisation shall cease to remain in full membership of the Federation upon transfer of engagements into an unaffiliated organisation, but shall be eligible to apply for Associate Membership.
- (d) An affiliated organisation which had retained its membership following amalgamation with or transfer of engagements to an unaffiliated organisation under the Rules in force at 31st May 1985 shall cease full membership of the Federation on 30th June 1985, but shall be eligible to apply for Associate Membership.

## Rule 2 Objects

The Objects of the General Federation shall be

- (i) To promote the interests and to improve the workings of all  
its affiliated organisations.
- (ii) To improve the conditions of employment of the members  
of affiliated organisations and to protect the interests of  
affiliated organisations and their members.
- (iii) To undertake all such acts as shall be considered to be beneficial to the social and economic condition of workers.
- (iv) To encourage the organisation of all workers eligible for membership of its affiliated organisations.
- (v) To provide benefits for affiliated organisations as laid down in the Rules and Constitution of the General Federation of Trade Unions.
- (vi) To provide all or any affiliated organisations with financial or other assistance.
- (vii) To provide and make financial provision for educational facilities and instruction in accordance with any scheme or schemes which may from time to time be approved by the Governing Body.
- (viii) To assist any affiliated organisation either financially or otherwise in any legal proceeding or dispute or other matter or in the provision of legal advice.
- (ix) To inaugurate and maintain schemes for the provision of pensions for the Officers and Staff of the GFTU and for Officers and Staff of all or any of its affiliated organisations.

In the interpretation of these Objects the Executive Committee shall have complete discretion subject only to the authority of the General Council.

## Rule 3 Application for Membership

The General Secretary will receive applications from bona fide trade union organisations for membership of the GFTU only if they are on the form prescribed by the Executive Committee and accompanied by copies of the applicant's current rule book, a copy of the last audited accounts and a sum equivalent to one quarter's contributions. All applications received shall be put before the next meeting of the Executive Committee who may accept any application or refuse it without giving any reason. In the latter event all monies paid by the organisation shall be returned.

### Rule 3a Associate Membership

- (a) Applications for Associate Membership shall be received only from those organisations disqualified from full membership under Rules 1 (c) and (d).
- (b) All applications received shall be placed before the next meeting of the Executive Committee who may accept any application or refuse it without giving any reason.
- (c) Associate Members shall inform the Executive Committee of any change in membership due to transfers from branches or groupings of members of the unaffiliated organisation of which they are a part and the Executive Committee, at its next meeting may accept or refuse continuation of Associate Membership without giving any reason.
- (d) Associate Members shall hold such rights and obligations under these Rules as apply to affiliated organisations unless the Rule states otherwise.

## Rule 4 Contacts with Affiliated Organisations

- (a) All business appertaining to the GFTU shall be conducted through the Executive or other body having charge of the business affairs of each affiliated organisation and all correspondence shall be addressed to the General Secretary of the GFTU and shall proceed from the General Secretary or other accredited Official of the affiliated organisation.
- (b) No Branch or individual member of any affiliated organisation shall be entitled to make any direct representation to nor have any rights as such against the GFTU.

- (c) Each affiliated organisation shall send annually to the General Secretary a copy of its membership figures within a period of four weeks from its publication.
- (d) Each affiliated organisation shall also send to the General Secretary a statement showing the membership of each of its Branches or other sections into which its membership is divided within two weeks after it has been called upon to do so by the Executive Committee through the General Secretary.
- (e) Notification shall be given to the General Secretary of the GFTU as soon as any decision is made by an affiliated organisation which may result in all or any of its members being involved in a dispute with any particular employer or employers or a general dispute in the trade covered by the affiliated organisation.

### **Rule 5 Governing Body**

- (a) *Authority* - The Governing Body of the GFTU shall be termed the General Council. The General Council shall (subject to the terms of any resolutions passed upon any ballot taken as hereinafter provided) have the supreme control and management of the business of the GFTU.
- (b) *Composition* - The General Council shall consist of delegates duly qualified under this Rule and appointed by affiliated organisations under Rule 6(b) according to the number of their respective memberships on which contributions have been paid as follows:

*One delegate from affiliated organisations of 1,000 members or less;*

*Two delegates from affiliated organisations of over 1,000 and up to 10,000 members;*

*An additional delegate for 10,000 members and each further 5000 members up to a maximum of eight delegates.*

*An associate Member shall be limited to two delegates only.*

For the purpose of this and subsequent Rules the number of members on which contributions are paid shall be taken to be those recorded in the Statement of Contributions, Benefits and Membership last published by the Federation prior to the meeting of the General Council except in the case of newly-affiliated organisations where the statement of membership on which the most recent contributions received were based shall be taken.

- (c) *Qualification of Delegates* - No person shall be appointed under Rule 6(b) or qualified to sit upon the General Council unless he or she is a *bona fide* worker and actually working or available for work at the trade represented at the time of appointment and is also a member of the affiliated organisation represented, or is a full-time paid official thereof. The discovery that a person appointed is not so qualified shall not invalidate the proceedings of the General Council but that person shall not be allowed to sit upon the General Council after discovery of the non-qualification and the particular affiliated organisation shall forthwith be notified and allowed to appoint another member to hold office for the remainder of the term of office of the General Council.

## **PART II MEETINGS OF GENERAL COUNCIL**

### **Rule 6 Arrangements**

- (a) The General Council shall meet each year until 1985 and from then onwards each alternate year on the second Monday in May at a place determined by the Executive Committee and affiliated organisations shall receive at least six months' notice of the meeting; this meeting shall be called the General Council Meeting. The General Council may also meet at such other time and place as is provided for in Rule 12, The President and Vice-President of the Executive Committee shall also be respectively President and Vice-President of the General Council.
- (b) *Appointment of Delegates* - Names of appointed delegates qualified under Rule 5(c) shall be sent or delivered to the General Secretary of the GFTU by affiliated organisations not less than twelve weeks prior to each General Council Meeting and within such time as the Executive Committee shall decide in respect of any other meeting of the General Council. Each delegate will be issued with a credential card.
- (c) *Nominations for Executive Committee* - An affiliated organisation desiring to make a nomination for the appointment of one of their delegates to the Executive Committee must inform the General Secretary of the GFTU of their nomination, which has previously been approved by their executive council or governing body, at least twelve weeks prior to the General Council Meeting. Where two or more Associate Members constitute sections or groups of the same unaffiliated union they shall be deemed to be one affiliated organisation for the purposes of this Rule.
- (d) *Business before a General Council Meeting* - Any affiliated organisation desiring to bring any business or proposition before the General Council Meeting shall send a notification thereof in writing to the General Secretary at least four calendar months prior to the General Council Meeting.
- (e) *Agenda* - A preliminary agenda shall be in the hands of affiliated organisations at least twelve weeks prior to the General Council Meeting; amendments to any items on the preliminary agenda must be received in writing by the General Secretary of the GFTU at least eight weeks prior to the General Council Meeting. The document containing the final Agenda, Standing Orders, nominations for Executive Committee and a list of appointed delegates shall be sent to all affiliated organisations at least one week prior to the General Council Meeting.
- (f) *Annual/Biennial Report* - The Annual/Biennial Report and Financial Statement of the Executive Committee shall be sent to affiliated organisations at least one week before the General Council Meeting.
- (g) *Guests and Fraternal Delegates* - The Executive Committee may invite such persons as they wish and affiliated organisations may appoint any of their members as fraternal delegates to the General Council Meeting. Apart from invited speakers only appointed delegates and officials of the GFTU will have the right to take part in the proceedings.

### **Rule 7 Voting**

At all meetings of the General Council voting will be by show of hands, the sole exception being contained in clauses (a) and (b) below. The absence of any delegate or delegates from any meeting of the General Council shall not invalidate its proceedings.

- (a) The appointment of members of the Executive Committee, Trustees and General Secretary shall be by ballot of the members of the General Council and the delegate or delegates representing each affiliated organisation shall be entitled to cast the same number of votes as their organisation is entitled to send delegates under the provisions of Rule 5(b) whether or not the whole number of such delegates have been appointed or are present at the meeting.
- (b) In the following instances the vote shall be taken on the basis that each affiliated organisation represented at the General Council shall be entitled to one vote for each of its individual members in respect of which it has paid the contributions provided for in Rule 20 except in the case of (iii) where only full members shall be entitled to vote.
  - (i) Where there is a poll demanded by at least three delegates present representing three separate affiliated organisations.
  - (ii) Where there is opposition on any question concerned with finance.
  - (iii) Any matter concerned with the disposal or distribution of the capital assets of the GFTU or any part thereof.

- (c) Subject to (a) and (b) hereof, all voting at the meetings of the General Council shall be by show of hands of the members present unless a poll is demanded by at least three delegates present and representing three separate affiliated organisations in which case each affiliated organisation shall have one vote for each of its individual members in respect of which it has paid the contributions hereinafter provided for in Rule 20.
- (d) The absence of any delegate or delegates from any meeting of the General Council shall not invalidate its proceedings.

#### **Rule 8 Tellers**

The delegates at a General Council meeting shall appoint two of their number to act as Tellers during the meeting, their duties to include the issue of voting cards and the counting of all votes made under Rule 7.

#### **Rule 9 Programme of Business and Standing Orders**

The Programme of Business for the General Council meeting will give priority to the Annual/Biennial Report and Financial Statement but will allow motions on the Agenda to be taken in conjunction with appropriate Paragraphs in the Annual/Biennial Report, after the opening of the meeting the Programme of Business together with the Standing Orders will be submitted for approval.

#### **Rule 10 Appointment of Executive Committee**

The delegates to the General Council Meeting shall appoint by vote under Rule 7(a), from the list of persons nominated under Rule 6(c), a maximum of sixteen of their number to act as an Executive Committee subject as hereinafter provided, until their successors are appointed. The Executive Committee shall be divided into four sections: Associate Members with a maximum of three seats; small affiliates, that is affiliates with less than 3,000 members, with a maximum of four seats and medium sized affiliates, that is those with more than 3,000 members and up to and including 10,000 members, with a maximum of four seats. If insufficient valid nominations are received in any section the seats remain unfilled except in the 3,000 and less category where any unfilled seats may be filled by the category up to and including 10,000 members. Large affiliates, those with more than 10,000 members, have a maximum of five seats.. Should any vacancy or vacancies in the Executive Committee occur during the period it is in office its proceedings shall not be invalidated by reason thereof, but should the members be reduced below the quorum provided for in *Rule 14(d)* the remaining members shall direct the calling of a General Council Meeting for the purpose of filling the vacancies.

#### **Rule 11 Removal of Office Holders and Staff**

The General Council may at any meeting called for the purpose remove any member or members of the Executive Committee and may appoint another or others of its members duly nominated under *Rule 6(c)*, to fill the vacancy or vacancies caused by such removal, to hold office until the remainder of the term of office of the Executive Committee. The General Council after following the procedure laid down in *Rules 6(d)* and *12(b)* may also remove any person holding any Office (other than members of the General Council) and also any member or members of the Staff and appoint another person in his or her place.

#### **Rule 12 Additional Meetings of General Council**

- (a) Additional meetings of the General Council shall be held upon the instructions of the Executive Committee. Such meetings shall be held upon such day and place as the Executive Committee shall decide but in no case later than two calendar months from the date of the meeting of the Executive Committee at which such meeting is decided upon.
- (b) At least four weeks' notice shall be given convening every additional or special meeting of the General Council; the business to be discussed shall be in the hands of affiliated organisations at least three weeks prior to the meeting of the General Council; amendments to any items on the Agenda must be received at the office of the GFTU at least two weeks prior to the meeting of the General Council; such amendments to be sent to affiliated organisations at least one week prior to the meeting of the General Council. The Standing Orders of any additional meeting of the General Council shall be those approved at the previous General Council Meeting.

#### **Rule 13 Reports of General Council Meetings**

A report of the proceedings and decisions shall be prepared as soon as practicable after all General Council meetings and sent to affiliated organisations.

## **PART III EXECUTIVE COMMITTEE AND OFFICE HOLDERS**

#### **Rule 14 Executive Committee Meetings and Procedure**

- (a) The Executive Committee shall be convened on at least ten occasions between meetings of the General Council at such time and place as it may decide for the purpose of conducting the business of the GFTU
- (b) At its first meeting in the month of May the newly elected Executive Committee shall from its members appoint a President and Vice- President to serve until their successors are appointed.
- (c) The Executive Committee shall have power to appoint such SubCommittees from amongst its members as it deems necessary. These Subcommittees shall meet as frequently as their business demands and will make their reports and recommendations to the Executive Committee.
- (d) The quorum for meetings of the Executive Committee shall be six members and no business shall be transacted (except the calling of a General Council meeting as provided by Rule 10) unless such quorum be present.
- (e) All questions at meetings of the Executive Committee shall be decided by a show of hands and in the event of an equality of votes the President (or Vice-President in his/her absence) shall have an additional casting vote.

## Rule 15 Expenses of Executive Committee and Officials

The expenses of the Executive Committee, Officials and Staff acting on behalf of the GFTU shall be in accordance with the scales laid down from time to time by the Executive Committee.

## Rule 16 Duties and Authority of Executive Committee

### Duties

- (a) The duties of the Executive Committee shall be to manage the affairs of the GFTU and in so managing such affairs it shall have due regard to all directions given by the General Council.
- (b) The Executive Committee shall discuss and advise on all questions which may be submitted by affiliated organisations. Whenever it deems necessary the Executive Committee may appoint Sub-Committees or deputations to visit affiliated organisations involved in any difference and negotiate the settlement thereof with a view to avoiding or settling a dispute.
- (c) The Executive Committee at the request of an affiliated organisation may, subject to the agreement of the parties, call together all or any of the affiliated organisations for the purpose of common action upon wages or other questions affecting the interests of such affiliated organisations; the area from which the representation is drawn to be determined by the circumstances of each particular case. Any decision arrived at shall be subject to the approval of the Executive Committee.

### Authority

- (d) *Benefits* - The Executive Committee shall have power to authorise the payment of all benefits payable under these Rules.
- (e) *Educational Trust and Pension Scheme* - The Executive Committee shall have full power to inaugurate, bring into effect, maintain and operate (either directly or through Trustees) a scheme or schemes for the provision of educational facilities and of pensions and/or grants of money in accordance with Rule 2(vii) and (ix) and for those purposes to be caused to be executed and brought into force such Trust Deeds, Rules and other Documents (either revocable or irrevocable and with power to amend the same from time to time) as may be requisite and to cause to be made from time to time under Deed of Covenant or otherwise all such payments from the funds of the GFTU as may be necessary for the proper working and maintenance of such scheme or schemes.
- (f) *Funds* - The Executive Committee shall have the power (i) to direct the Trustees to invest the funds of the GFTU (ii) and to raise or borrow money and to create security in respect thereof on any of the land or investment for the time being representing the property and fund of the GFTU by way of mortgage, charge, deposit or otherwise howsoever in such manner as it shall think fit. All such raising or borrowing of money and a creation of any security authorised under this Rule shall be reported to the next following General Council Meeting. Trustees - The Executive Committee shall have power to remove from office any Trustee who in their opinion due to ill health or any other reason becomes unfit to hold office as a Trustee. The Executive Committee shall have power to appoint a person duly qualified under Rule 18 to act as Trustee until the next meeting of the General Council.
- (h) *General Secretary and Staff* - The Executive Committee shall provide the General Secretary with such assistance, which shall be under the control of the General Secretary, as may be necessary for conducting the business of the GFTU and the Executive Committee. The Executive Committee shall have power to fix the salary and working conditions of the General Secretary and Staff. Should illness, incapacity or any other reason cause the General Secretary to be unable to undertake his duties, or should the office of General Secretary fall vacant, the Executive Committee shall have power to appoint an Acting General Secretary from within its ranks, or from members of five years' standing of affiliated organisations until the next General Council Meeting and to take such steps as they deem necessary, if appropriate, for the General Council to appoint a General Secretary.
- (i) *Levies* - The Executive Committee shall have power to impose a levy upon affiliated organisations for such amount and in such proportion and for such period as it considers the circumstances warrant.
- (j) *Suspension and Expulsion* - Subject to the provisions of these Rules if any affiliated organisation fails to pay a contribution or the amount due in respect of the imposition of any levy within four weeks from the day upon which the same becomes due such affiliated organisation shall be suspended from all financial benefit until the expiration of four weeks from the time of its paying such contribution or amount. In the event of any affiliated organisation failing to pay a contribution or the amount due in respect of any levy within a period of twelve weeks from the date when such contribution or amount becomes due the matter shall be brought before the Executive Committee who shall be empowered to exclude the affiliated organisations from membership of the GFTU or deal with the matter in such manner as they deem appropriate.
- (k) Should any affiliated organisation owing to financial difficulties be unable to pay the amount of any contribution or sum due in respect of the imposition of any levy it may make application to the Executive Committee by letter addressed to the General Secretary at the Office for temporary exemption and the Executive Committee shall have power to grant the application upon such conditions and for such period or periods as it considers appropriate in the circumstances, provided always that during the period of any such suspension the affiliated organisation shall not be entitled to any financial benefit and shall only be entitled to the same upon resumption of payment after the expiration of such period as may be fixed by the Executive Committee.
- (l) Should any affiliated organisation fail to comply with any request or to perform any duty which it is liable for under these Rules or if in the opinion of the Executive Committee any affiliated organisation is acting contrary to these Rules or in a manner detrimental to the interests of the GFTU or to the interests of Trade Unionism generally (hereinafter referred to as "on offence") the Executive Committee shall have power to give notice, in writing within one week of the Executive Committee decision, of any such offence to the affiliated organisation that it requires an explanation within one calendar month or within two calendar months the attendance before it of such member or members of its Governing Body as the affiliated organisation may appoint, and after hearing the said persons or in the event of their non-attendance it shall, if it considers the offence has been committed, deal with the affiliated organisation by expulsion from the GFTU or in such other manner as it considers the offence warrants.
- (m) *Questions not covered by Rules* - Should any question or matter arise which in the opinion of the Executive Committee, is not covered by these Rules or in respect of which the Rules appear to be ambiguous the Executive Committee may give a decision as to how such question or matter shall be dealt with but shall bring their decision before the next meeting of the General Council. The General Council may uphold, vary or revoke such decision and may deal with the position by alteration of Rule as provided by Rule 25. Unless and until the decision of the Executive Committee is varied or revoked it shall be binding, but the General Council, if it revokes or varies such decision, may give directions that such revocation or variation shall be retrospective if that be possible.

## Rule 17 Appeals from Decisions of Executive Committee

If any affiliated organisation be dissatisfied with any decision of the Executive Committee it may appeal to the General Council whose decision upon the matter shall be final and binding. Any affiliated organisation desiring so to appeal shall send notice of its desire, with short particulars of the grounds of the appeal, to the General Secretary at the Office of the GFTU within four weeks of the giving of the decision by the Executive Committee and the appeal shall be brought before the next meeting of the General Council at which the affiliated organisation making the appeal will have the right to attend to conduct its appeal. The General Council shall have full powers to rehear the matter and to confirm, reverse or vary the decision of the Executive Committee.

## Rule 18 Trustees

- a) *Appointment* - All the property and funds of the GFTU shall be vested in three Trustees. They shall be appointed by the Executive Committee under *Rule 16(g)* or by the General Council voting under *Rule 7(a)*. They shall each hold office until the General Council Meeting following their retirement from employment or their successor is appointed and has consented to take the responsibility of office. The qualification for appointment of a Trustee shall be that at the time of appointment the person must be a member of an affiliated organisation and actually working at his trade or be a full-time paid official of an affiliated organisation; a Trustee shall not hold office in any other capacity of the GFTU
- b) *Authority* - The Trustees shall act under the direction of the General Council and Executive Committee and shall invest the funds of the GFTU in accordance with such direction but failing directions they shall invest any available funds in trustee securities. They shall sign all cheques upon bank accounts on the production of the resolution authorising the payment.
- c) The Bank Accounts of the GFTU shall be in the name of the "General Federation of Trade Unions"; the Executive Committee shall by resolution direct the Bankers to honour the signature or signatures of any person or persons names in the resolution in which they have notice that such resolution is no longer in force.
- d) In the event of any Trustee or Trustees being unavailable for any reason whatsoever the remaining Trustee or Trustees may act alone until the Executive Committee or the General Council have appointed the necessary successor or successors.
- e) *Removal from Office* - A Trustee who ceases to be a member of an affiliated organisation thereupon ceases to be a Trustee. The Executive Committee under *Rule 16(g)* may remove a Trustee from office and appoint a qualified person to act as Trustee.
- f) A Trustee upon ceasing to hold office shall hand over all property whatsoever in his/her hands or under his control and shall execute all documents and do all acts necessary for transferring such property into the names of the continuing Trustees or into the names of such continuing Trustees and any new Trustee appointed under *this Rule* or *Rule 16(g)*.

## Rule 19 General Secretary and Treasurer

- (a) *Appointment* - The General Secretary and Treasurer of the GFTU (called the General Secretary) shall be elected by the General Council on a ballot vote in accordance with *Rule 7(a)*. The salary and conditions of service shall be determined by the Executive Committee; and the General Secretary shall remain in office so long as his/her work and conduct give satisfaction to the Executive Committee and the General Council. Under *Rule 16(h)* the Executive Committee shall have power to appoint an Acting General Secretary immediately a vacancy occurs. Additionally, when a vacancy occurs or is likely to occur the Executive Committee shall take steps to fill the vacancy by inviting affiliated organisations to nominate a member of not less than five years' standing for the office of General Secretary: nominations to be made on the appropriate form.
- (b) *Duties* - The General Secretary shall be under the control and direction of the General Council and the Executive Committee. The General Secretary shall be responsible for the preparation of minutes, accounts, reports and memoranda arising out of or incidental to the business and affairs of the GFTU for correspondence and for the good order and discipline of the staff of the GFTU for the expeditious payment of benefits and accounts, and shall present to the Executive Committee a monthly statement of income and expenditure; shall also on invitation, render whatever personal service is possible to affiliated organisations and their branches or sections; and shall conduct the affairs of the GFTU in accordance with the decisions of the General Council and the Executive Committee.

# PART IV CONTRIBUTIONS AND BENEFITS

## Rule 20 Contribution Scale

- (a) Subject as hereunder provided each affiliated organisation shall pay a quarterly contribution to the GFTU in a manner hereinafter set forth.
- (b) The quarterly contributions due on 1st January, 1st April, 1st July and 1st October in each year shall be based on the current membership recorded in the books of the affiliated organisations excluding superannuated members and apprentices. The 2002 quarterly contributions shall be 14p from 1st January 2002 per member and thereafter shall be fixed by the Executive Committee. Temporary exemption of contributions may be granted by the Executive Committee under *Rule 16(k)*.
- (c) *Levy* - The Executive Committee under *Rule 16(i)* may impose a levy on affiliated organisations and under the *same Rule (j)* may suspend from benefit and/or expel an affiliated organisation which fails to pay contributions and/or levy.

## Rule 21 Dispute Benefits

- (a) *Eligibility* - Associate Members shall not be eligible to receive dispute benefit. Except as otherwise provided in these Rules, each organisation affiliated before 9th May 1979 shall be eligible to receive dispute benefit hereinafter set forth as soon as it shall have been a member of the GFTU for a period of twelve calendar months and provided it has paid four quarterly contributions and is not in arrears in respect of any other amount which it becomes liable to pay under these Rules. Any organisation affiliating on or after May 1979 shall be eligible to receive dispute benefit hereinafter set forth as soon as it shall have been a member of the GFTU for a period of five years from the date of affiliation and provided it has paid twenty consecutive quarterly contributions and is not in arrears in respect of any other amount which it becomes liable to pay under these Rules.
- (b) *Procedure and Conditions* - All claims for dispute benefit must be received by the General Secretary at the office of the GFTU within thirteen weeks of the dispute ending. Such claims must be made upon the forms prescribed by the Executive Committee. A

claim will not be considered unless (i) it shows that the Executive Committee or other governing *body of the affiliated* organisation has pursuant to the Rules of that organisation given approval for the stoppage of work, or (ii) it supplies evidence of a lock-out. Claims will be considered by the Executive Committee at their monthly meeting next after the General Secretary has received notification that work has been resumed. The Executive Committee's decision will be communicated to the affiliated organisation forthwith.

- (c) A claim for dispute benefit will be granted under the conditions laid down in these Rules when the dispute arose in respect of some proposals made either by the workers or the employers for the alteration of wages, hours or working conditions of any individual member or members of the affiliated organisation involved in the dispute and provided that where necessary the due notice under the affiliated organisation's collective agreement as defined by S30 (1) of the Trade Union and Labour Relations Act 1974 was given before the stoppage of work occurred. In all other cases where a stoppage of work occurred a claim for dispute benefit under these Rules will be granted only if the Executive Committee considers the stoppage was justified.
- (d) Dispute benefit will not be payable for a period less than a recognised working week in the industry or the undertaking in which the dispute arose. Subject as aforesaid, benefit will be payable in respect of the actual period the workers (or worker) were locked out or were on strike.
- (e) *Scale* - The amount of the dispute benefit to be paid under and subject to the conditions laid down in these Rules shall be an amount equivalent to £20.00 per week in respect of each of their individual members involved in the particular dispute for a maximum period of four weeks.

Provided that in a financial year the total amount of dispute benefit payable to any affiliated organisation shall not exceed a sum equivalent to £20.00 multiplied by the total number of individual members for which the affiliated organisation has paid contributions during the year.

## **PART V MISCELLANY**

### **Rule 22 Differences between Affiliated Organisations**

In the event of a difference arising between any of the affiliated organisations on any question, the Executive Committee may with the agreement of the affiliated organisations concerned take all necessary steps to settle the difference.

### **Rule 23 Inspection of Books, Audits and Accounts**

- (a) The Accounts and Register of Members of the GFTU shall be open to the inspection of all affiliated organisations or persons having an interest in the funds of the GFTU on one week's notice being given to the General Secretary of the desire and intention to make such inspection.
- (b) The Accounts of the Federation shall be made up to the 31st December each year and shall be audited by a person appointed from time to time by the Executive Committee who is either a member of one or more of the following bodies:
  - (i) the Institute of Chartered Accountants in England and Wales;
  - (ii) the Institute of Chartered Accountants of Scotland;
  - (iii) the Association of *Certified Accountants*;
  - (iv) the Institute of Chartered Accountants in Ireland;
  - (v) any other body of accountants established in *the* United Kingdom and for the time being recognised for the purposes of Section 161(1)(a) of the Companies Act 1948 by the *Secretary of State* - or a person who is for the time being authorised by the Secretary of State under Section 161(1)(b) of that Act as being a person with similar qualifications obtained outside the United Kingdom.
- (c) The auditor shall only be removed from office by resolution of the General Council voting in accordance with *Rule 7(b)*.
- (d) The Executive Committee shall arrange for a Statement of Accounts to be prepared quarterly or for such other period as they may from time to time determine and may make arrangements for review or audit of such accounts as they may consider necessary. The General Secretary shall supply each affiliated organisation with sufficient copies of the Annual Accounts and Auditor's Report to enable it to supply a copy to each of its Branches and similarly supply copies of any accounts prepared quarterly and for such other period as they may from time to time have determined.

### **Rule 24 Withdrawal from Membership**

Should any affiliated organisation desire to withdraw from membership of the GFTU it shall give six months' previous notice in writing addressed to the General Secretary and after the expiration of the said period the membership of the affiliated organisation shall cease forthwith except so far as any money due to or receivable from such affiliated organisation at the end of the said period is concerned.

### **Rule 25 Alteration of Rules**

No alteration of these Rules shall be made and no new Rule shall be added except under Rule 20 Contribution Scale except by Resolution of a majority of the members of the General Council voting at a General Council Meeting and provided that notice of the proposed alteration of new Rules has been given to the affiliated organisations at least two calendar months previously to the General Council Meeting at which they are to be dealt with. If the alteration of new Rule shall emanate from an affiliated organisation it shall send a copy of the same to the General Secretary at least three calendar months before the General Council Meeting and it shall be the duty of the General Secretary to circulate copies to the affiliated organisations in time to ensure compliance with the terms of this Rule. In the case of proposed alterations to Rule 26 or New Rules concerning dissolution, only full members shall have the right to vote.

### **Rule 26 Dissolution**

- a) The GFTU shall not be dissolved except upon a Resolution approved by at least three-fourths of the General Council voting under Rule 7(b) and subsequently confirmed by not less than three-fourths of the postal ballot votes of the full members affiliated at the date of the General Council Meeting.

- (b) The full members postal votes shall be recorded on the basis of Rule 7(b). The required majority vote in favour of dissolution shall not be effective unless at least two-thirds of the full members take part in the postal ballot.
- (c) The Executive Committee shall have the conduct of and the power to take all steps and do all acts and things and give all necessary direction for the taking of the ballot; provided that if any of such full members do not, through accidental omission, receive a ballot paper this shall not of itself invalidate the ballot unless it can be shown that such omission materially affected the ballot.
- (d) Where a Resolution to dissolve the Federation is carried under these Rules the following shall take place:
  - (i) The Executive Committee shall instruct the Auditor to ascertain the liabilities and assets of the Federation.
  - (ii) The Executive Committee shall instruct the Trustees to discharge all liabilities.
  - (iii) The Trustees shall, after discharging all liabilities, transfer income and capital to the Trustees of the General Federation of Trade Unions Educational Trust for use in its charitable purposes.