

# **CONSTITUTION AND RULES FOR WEST MIDLANDS REGIONAL BLACK MEMBERS' SELF-ORGANISED GROUP**

## **EXECUTIVE COMMITTEE**

### **Preamble**

As a sub-committee of the Regional Council, the Regional Black Members' Self-Organised Group exists to enable full members (in accordance with C2.3 of UNISON Rules) to organise within the following Constitution.

The Executive Committee will comprise of all officers of the Group. The Quorum for this Committee will be any 3 officers, one of whom must be the Chair. (If job-share then one Chair to attend, the other to be notified of reason within 48 hours). All decisions must be reported to the next full meeting of the SOG.

*(Executive meetings are closed meetings, i.e., only open to members of the Executive and other invited officials.)*

Members of the Executive are expected to carry out work associated with the Group and play an active role within the West Midlands Regional Self-Organised Group Terms of Reference and Constitution.

## **DUTIES OF THE OFFICERS**

1. It shall be the duty of elected officers and delegates to execute the duties, recommendations and functions of the members and committee.
2. All Officers and delegate members shall provide a report to the Group at every meeting, whether verbal or in writing.
3. Any decision which cannot be left until the next scheduled meeting can be made by any three Officers (one of whom must be the Chair/Vice Chair, the other to be notified as soon as possible).

## **REGIONAL BLACK MEMBERS' SELF ORGANISED GROUP**

### **1. Membership**

Membership of the Group is open to all full UNISON black members (in accordance with C2.3 of UNISON Rules) in the West Midlands Region.

## 2. **Meetings**

- 2.1 The Regional Self-Organised Group shall meet 5 times a year, plus an Annual General Meeting. All meetings of the Group are open to all members identified in 1 above from branches in the Region (expenses to be funded by branches), plus all members of the Executive (expenses to be funded regionally).
- 2.2 In addition, reserved places will be made available for two representatives from each of the different SOGs' within UNISON, as observers at SOG AGM. At least one seat from each S.O.G. must be a woman.
- 2.3 Meetings will commence at 6.00pm, finish no later than 8.00pm and be held in the Regional Centre. The Group may, at its discretion, meet outside of these times and/or at a different venue.
- 2.4 There will be a pre-meeting of the Secretary, Chair, Vice Chair, Treasurer and the NBMC representatives at 5.45pm prior to each meeting of the Group. The case to keep the Treasurer – second person to check and oversee the spending of the RBMG budget. Will have to provide accounts and proposed expenditure and its likely affect on the Regional Black Members S.O.G. budget.
- 2.5 In consultation with the S.O.G. Chair, S.O.G. Secretary, the Servicing Officer will compile and circulate the Agenda at least 5 working days prior to the date of the meeting.
- 2.6 A calendar of dates for meetings for the year will be agreed at the first meeting of the Group in the given year and circulated to all members on the mailing list.
- 2.7 The quorum of all meetings should be 8 (eight) – 3 of whom must be officers.
- 2.8 Apologies for non-attendance can be sent or telephoned to the Secretary or Regional Officer.
- 2.9 *Minutes will be circulated to all members on the mailing list.*
- 2.10 Motions for Consideration must be submitted in writing to the Secretary and/or Regional Officer at least 7 days in advance of the date of meeting.
- 2.11 Emergency meetings may be called by a minimum of 10 members.
- 2.12 Emergency motions must be given to the Chair prior to the commencement of the meeting and will only be accepted onto the agenda with the agreement of at least  $\frac{2}{3}$  of those present.

## 2 Meetings

2.13 Anyone at the meeting has a right to:

- state their opinion;
- to be listened to and not interrupted;
- put forward suggestions;
- to know in advance what is on the agenda;
- to know how long the meeting will last;
- to reply to a statement.

However, members are asked to observe the following:

- **not to take the floor and monopolise the discussion;**
- **not to personalise issues;**
- **limit speeches to a maximum of 5 minutes.**

2.13 Following any given debate during the meeting should a motion arise, the motion be put to the meeting and voted on.

2.15 All discussion to be conducted through the Chairperson in an orderly manner.

**2.16 At all times, UNISON rules and policies must prevail.**

## 3. Elected Officers

The following are to be elected at the Annual General Meeting for a period of one year. Proportionality should be adhered to when electing to these positions.

### Method of Election to Officer Posts

- a) Any member wishing to hold positions must be a fully paid up member (i.e. paid up for 13 weeks).
- b) Notice of election must be given at least one month in advance through direct mailing and through appropriate contact points.
  - Chair;
  - Vice Chair/Co-Chair;
  - Secretary;
  - Treasurer;
  - Education Officer;
  - Women's Committee Representatives x 2 – (1 Officer/1 Delegate);
  - Disabled Members Committee Representative;
  - Lesbian and Gay Members' Committee Representatives x 2 (1 Officer/1 Delegate);

- Publicity Officer/Communications Officer
- International Officer

### **Elected delegates**

- Representation on Regional Council x 2;
- Representation on Regional Committee x 2;

### **3 Elected Officers (Continued)**

- Delegates to National Black Members Conference x 2;
- Delegates to National Black Members Committee (3 seats at least 2 must be women);
- Regional APF x 2;
- SOG Liaison Representatives x 2;
- National Black Members Conference Standing Orders Committee (one delegate – on a regional rotating basis).

### **4. Visitors/Guests**

Where the Group invite a visitor(s)/guest(s) this must be by prior agreement of the Executive (Officers outlined in 2.4 above). The Group will meet their travel, subsistence and accommodation expenses, where appropriate. However, where they are being taken out for a meal, no subsistence will be paid.

Such hospitality will normally include either the Chair OR Vice Chair, the Secretary and possibly one representative on the NBMC.

### **5. Items not discussed at close of business**

Will be followed up/actioned by the Secretary in liaison with the Chairperson and the Regional Officer for the Group. Executive decisions must accord with notes of Officers (Paragraph 3).

### **AGM**

1. The Annual General Meeting (AGM) shall be held annually. (Fourteen days' notice shall be given) and shall be open to all Black Members (in accordance with C2.3 of UNISON Rules).
2. The AGM shall elect Officers and delegates.
3. Calling notices should be simple and ask for nominations to the various bodies, officerships.

## **AMENDMENTS**

1. Amendments may be made to the constitution by a resolution passed by a majority of not less than two thirds of active Black Members in attendance at the AGM.
2. Any amendments to the constitution must have a proposer and seconder and must be put in writing to the SOG Secretary at least 21 days prior to the meeting.

## **FINANCING**

1. The Group shall have a budget and that budget may be used for literature, expenses, development, training, public relations etc., i.e. Black History Month.
2. The Group shall be resourced for up to 6 meetings a year and up to 2 delegates to the Annual Black Members' Conference, provided funds are available.
3. The Treasurer will provide an up-to-date report on the budget and any proposed expenditure and its likely effect on the RBMG budget – can be verbal or in writing.
4. Annual accounts will be audited (overseen by the Regional Council Auditors).

Constitution approved as amended.

