



Cleaners and Allied Independent Workers Union
c/o 88 Fleet Street, London EC4Y 1DH
Tel: 078 845 53443 / 079 045 552106 Email: office@caiwu.org.uk

CONSTITUTION

1. Union Name

The Union is called 'Cleaners and Allied Independent Workers Union' Or CAIWU

2. Registered Office

27 Old Gloucester Street
London
WC1N 3AX

3. Objects

- a. To protect and improve the terms and conditions of the members;
- b. To promote the primacy of members' own decision making in all matters covered by constitution, and in the development of all of the union policies;
- c. To settle disputes between the members and their employers;
- d. To initiate movements for increased rates of pay and/or improved conditions of employment;
- e. Cooperate, directly or indirectly, with the work of any organisation, local, national, or international, which holds objects or policies which are similar to those in the Union

4. Application of Funds

All money received on account of membership subscriptions, contributions or interest in investments, shall be properly applied in carrying out the objects of the Union, and in meeting the costs and expenses of managing the Union according to these rules.

5. Membership

- b. The Union shall consist of, and membership of the Union shall be open to, all direct or outsourced employees in the Cleaning and Allied Industries
- c. All members shall accept the principles, objectives and Rules of the Union.

- d. Applications for membership can be accepted by any Branch of the Union or by any officer authorised for the purpose by a Branch or Committees of the Union.
- e. Every application for membership of the Union shall be made in a form approved by the Union.
- f. An applicant for membership whose application has been rejected by a Branch may appeal to the Executive Committee which may grant admission to membership, or refuse the application, at its discretion.
- g. The Union may, at its discretion, with the assent of those members present at the AGM, admit any Person as an Honorary Member of the Union.

6. Membership Fees, Contributions & Subscriptions

The Executive Committee shall establish a General Account into which all membership fees, all contributions and/or subscriptions will be paid, administered and then directed, as appropriate.

7. Administration & Organisation

- a. There shall be an Annual General Meeting, held once per year in October, to elect officers and representatives. The AGM shall need 10% of the union present to be considered quorate.
- b. In addition to the AGM, the union shall hold monthly general meetings, open to all members. Where possible, meetings shall be held on the last Saturday of each month. Each member shall have equal right to voice and vote.
- c. Union meetings shall be considered quorate when 10% of the membership is present.
- d. Special General Meetings can be convened at any time, by the Chair or Vice-Chair, with a minimum of 48 hours' notice. The meeting will need 10% of the membership present in order to be considered quorate.
- e. Ordinary members may convene a Special General Meeting without the Chair or Vice-Chair if need be. This meeting will need 40% of the membership present in order to be considered quorate.

- f. An Executive Committee will be elected annually by a secret ballot of the membership, in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act of 1992. The executive Committee will consist of the President, Vice-president, General Secretary, Treasurer, Branch Chairs and Branch Secretaries.
- g. The Executive Committee of officers and reps shall meet once per month. Where possible, meeting shall be held on the third Saturday of each month. Committee shall be considered quorate when one third of the members are present.
- h. Committee meetings shall be convened by the Chair or Vice-Chair.
- i. Policy shall be made in both the committee and in the Union meetings. Where possible, the focus of The Union meetings shall be on campaigns and disputes.

8. Voting & Benefit Rights

- a. Cognisant of the objects of the Union, and subject generally to the other provisions, any member shall be entitled to vote, in respect of Branch matters, and in respect of other Union matters.
- b. A member shall not be entitled to vote in any of the affairs of the Union nor to avail of any benefits if the member's arrears exceed two months. Such person shall hereinafter be described as "out of benefit" and shall not be entitled to be nominated to hold union office, propose or be appointed to or elected to any office within the union.

9. Ballots

- a. Without derogating from the powers vested in the AGM of the Union or those of the Executive Committee by virtue of these Rules, the Executive Committee shall have power, from time to time, to submit any matter, issue or question to the ballot vote of the members of the Union, as a whole, in a Branch or number of Branches, as the executive Committee shall determine. The Executive Committee shall issue regulations, as agreed by the Union General Meetings.
- b. The Regulations on Balloting, shall have regard to the members' right to have sufficient time to consider the proposition, the requirement to have clarity of the question being put, a ballot paper presented on which the question is clear and intelligible, adequate notice of the time(s) and place(s) of the conduct of the ballot, the absolute right to

vote in secret free from any interference or pressure whatsoever, that the ballot be securely organised and conducted, the appointment by the members themselves of at least three scrutineers to properly count the ballot vote, and an appropriate declaration and publication of the result of the ballot.

- c. Members shall have the right to attend the place in which a ballot is being counted.

10. Officers

The officer positions and their responsibilities are:

1. President — The president will be the union spokesperson and representative with the public at large. This individual will chair meetings and the AGM, and shall have the authority to convene meetings.
2. Vice-president — The Vice-president will assist the President in his/her duties. In the President's absence, the Vice-president will assume the President's role. The Vice-president shall have the authority to convene meetings.
3. General Secretary — This person will assist the President and Vice-president in their duties. The General Secretary will also take minutes of meetings, and will focus on the organisation and structure of the Union
4. Treasurer — The Treasurer will keep records of the income and expenditure, have access to the bank account, produce monthly reports for the meetings on the accounts, and facilitate the execution of financial decisions.
5. Women's Officer — This person will promote the active involvement of women in the Union, as well as campaign on issues that particularly affect female members.
6. Communications Officer — This person will be responsible for communicating information with members as well as communicating Union policy and activity with the public at large.
7. Membership Officer — This person will be in charge of the membership records.
8. Campaigns Officers — There shall be two campaigns officers. These people will focus on current campaigns and take a lead on their organisation.
9. Diversity and Inclusion Officer — This person will actively seek to encourage diversity of membership and activism in the Union.
10. Publicity Officer — This person will take a lead on fliers and campaign publicity.
11. Recreation Officer — This person will take a lead on organising recreational events such as festivals and parties.
12. Education Officer — This person will organise educational activities, in particular the language exchange and English classes.
13. General Officers — There shall be two General Officers who are members of the committee without specific roles.

11. Representatives

- a. Workplace representatives shall be elected at the AGM, by a show of hands vote, for the period of one year. Any individual interested in becoming a workplace representative needs to be proposed and seconded by a member before a vote can take place. Only the members who work at the workplace which is going to be represented have the right to vote. If a workplace representative position becomes vacant between AGMs, the vacancy shall be filled on the basis of a show of hands vote at a monthly branch meeting. The term of office for this position shall be temporary- until the next AGM.
- b. Each workplace should decide on how many representatives the workplace wants to have. For contested positions candidates will be invited to make a brief speech to the members on their candidacy. If a representative position is uncontested, the position will still need to be voted on in a “yes or no” manner. An uncontested candidate for representative must receive a majority of “yes” votes in order to be confirmed.
- c. The role of the representatives is to serve as a point of communication between the Union and the workers. At Union meetings the workplace representatives will be expected to be familiar with and able to vocalise the concerns and views of their colleagues who are unable to attend.

12.

Other Elected Positions

1. Trustees: The Union shall elect two trustees for the purpose of overseeing the union accounts and holding the property of the union in trust on its behalf.

Details concerning the appointment, removal, retirement and role of the trustees is described below clause 15 of these rules.

13. Discipline of Members

- a. The Executive Committee, or a sub committee appointed from among its members specifically for the purpose, shall have power to investigate the conduct or any

member in order to determine if that member has been guilty of any breach of these rules or of conduct injurious to the interests of the Union or its members or of conduct unbecoming a member.

- b. Such members shall be afforded details in writing of any charge contained in such complaint or report and the source not less than one week before the meeting of the Executive Committee, or a sub committee appointed from among its members specifically for the purpose, at which such charge shall be heard and determined. Such person shall be entitled to hear all the charges made and to respond, either in writing or personally before the Executive Committee.
- c. A member who is deemed guilty of the charges may be subject to one or more of the following penalties as the Executive Committee may decide:
 - c.1. be cautioned as to future conduct;
 - c.2. be debarred from attending Union meetings for a period as decided;
 - c.3. be debarred from holding office or participating in any way in branch or Union administration for a period as decided;
 - c.4. be suspended from membership for a period as decided;
 - c.5. be expelled from membership.
- d. A person suspended from membership shall be deemed a non-member for the duration of the suspension. A person expelled from membership may be re- admitted only with the consent of the Executive Committee and on such special terms as may be decided at the AGM.

14. Appeals

- a. A member who has been the subject of an investigation under Rule 11.a and who is dissatisfied with the decision of the Executive Committee may appeal against such decision at the Annual General Meeting of the Union. Any such appeal shall be submitted in writing to the General Secretary within four weeks of the date on which the decision of the Executive Committee is conveyed to that member.
- b. The Annual General Meeting shall consider the written appeal submitted together with the report from the Executive Committee on its Investigation of the case.

- c. The Annual General Meeting may affirm or reverse the decision of the Executive Committee, and may substitute one or more of the penalties prescribed in Rule 12.a for all or any of the penalties imposed by the Executive Committee.
- d. A decision of the Annual General Meeting on such appeal shall be final and conclusive.

15. Appointment / Removal & Retirement of Trustees

- a. Two Trustees, and one substitute shall be elected annually at the AGM. Following election they shall continue in office but may be removed from office by decision of an Annual or Special General Meeting on a decision of a two-thirds majority voting on a formal motion. If, for any cause, a Trustee is incapable or unwilling to act as such, or has resigned or retired, the Substitute elected at the previous AGM shall be appointed by the Executive Committee to fill the vacant post. The Trustees shall be responsible for ensuring that a financial statement is formally presented to the Executive Committee bi- monthly.
- b. A member shall be disqualified from being or becoming a Trustee if she/he shall, become bankrupt or enter into any composition with her/his creditors; or become legally incapable of carrying out her/ his duties as Trustee; or cease to be an ordinary member of the Union.
- c. A Trustee who refuses or neglects to carry out any lawful direction of the National Executive in accordance with the provisions of the Union Rules within 14 days of being requested in writing to do so shall be disqualified from being a Trustee.
- d. First Trustees: So soon as may be possible on or after the Vesting Day the Executive Committee shall appoint persons to be the first Trustees of the Union ("the first Trustees") by an instrument in writing, and upon such appointment the relevant property of the union shall vest in the first Trustees. The first Trustees shall hold office until a new Trustee or Trustees shall be appointed in accordance with the provisions of this Rule. This shall be done in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act, 1992, Section 12.

16. Treasurer

- a. The Treasurer shall receive all monies, and be responsible for the safe custody of them. Shall be responsible for all authorised disbursements from the funds of the Union.
- b. The Treasurer shall, at the Annual General Meeting of the Union, produce a balance sheet showing the income and expenditure of the Union during the previous twelve months, and give a correct financial statement of the affairs of the Union. The balance sheet shall be previously audited and vouched for by the Trustees of the Union.

17. Union Staff & Staff Salaries

The Executive Committee shall be responsible for the appointment of staff and for the fixing of appropriate salaries for all staff employed by or on behalf of the Union, as appropriate from time to time.

18. Accounts & Auditors

The appointment of Auditors and the fixing of their fees shall be confirmed by formal motion at the Annual General Meeting of the Union, tabled in the name of the Executive Committee each year. The General Secretary shall, every year, submit the accounts, together with a general statement and balance sheet for the year, for audit to an auditing firm selected by the Trustees.

19. Legal Assistance

The Executive Committee may, at its discretion, institute or defend any legal proceedings and pay all or part of the costs thereof in any matter affecting the welfare of the Union or on behalf of any member in any matter arising out of that member's authorised activities on behalf of the Union.

20. Members' Expenses

Members who, as a result of their being engaged on the business of the Union lose their employment or otherwise, may make application to be paid such sum as the Executive Committee may decide, from time to time, for such purpose.

21. Affiliations

The Union may only affiliate to such other bodies as may be decided at the Annual General Meeting of the Union, or by the Executive Committee.

22. Interpretation

Should any question arise on which the rules are silent, the Executive Committee shall have power to decide thereon and their decision shall be binding and conclusive.

23. Motions, Policy and Altering the Union Rules

- a. Motions and Union policy shall be decided at quorate General Meetings.
- b. With the exceptions of alterations to the Union constitution, motions and policy can be passed by a simple majority show of hands vote.
- c. This constitution shall remain in force until further notice, and no new rule shall be made, nor shall any of the rules herein contained or hereafter to be made, be amended, altered or rescinded unless with the consent of a majority of two thirds of the delegates present at an Annual or Special General Meeting of the Union.

24. Dissolution

The Union may at any time, be dissolved by the consent of two-thirds of the members votes cast at a Special General Meeting called for the purpose of considering the dissolution of the Union or by a ballot of all members of the Union resulting in a two-thirds majority of those voting, such majority to represent more than 50% of the membership. Notice of dissolution shall be given forthwith to the Certification Office on the prescribed form.