

# Regional Women's Committee Constitution

## 1. NORTHWEST REGIONAL WOMEN'S COMMITTEE

The committee shall be known as the CWU Regional Women's Committee.

## 2. COMMITTEE COMPOSITION

Women delegates from Branches shall be elected on the basis of up to four delegates from each Branch. The Branch equality/women's officer if not a delegate will also be entitled to attend in addition to the Branch's delegate(s) but not be entitled to vote.

Any Northwest women members of the National Executive Council or National Advisory Committee will be entitled to attend in an advisory capacity only with no voting rights. Any other invitations for Women members of the National Executive Council to attend will be made through the Equal opportunities Department.

## 3. OBJECTIVES

- (a) To promote and actively campaign for the equality of women.
- (b) To encourage CWU women to take a more active part in Branch affairs, the Union in general, as well as political issues effecting women.
- (c) To encourage CWU women to become committee members and union activists.
- (d) To report to the Regional Committee on matters raised at the Regional Women's Committee.
- (e) To deal with women's issues and to pursue them through the Branch, Regional and HQ structure.
- (f) To liaise with CWU National Women's Advisory Committee, Branch Equality Officers/Women's Officer and the TUC.

## 4. ELECTIONS

- (a) Elections will be held at the AGM. The Committee will elect from their members on a first past the post basis a Chair, a Secretary and a Financial Secretary.
- (b) The Secretary will inform Branches of the date of the AGM and seek nominations at least 21 days before. Nomination will close 7 days before the meeting, whereupon nominations received by the Secretary will be circulated to Branches.
- (c) The Chair and Secretary will come from different constituencies whenever possible. The election of chair will take place first. The successful constituency will be barred from standing for election of Secretary if there are nominations from the other constituency.

## 5. CHAIR'S DUTIES

(a) The Chair will preside at all meetings.

(b) It will be the responsibility of the Chair to ensure that all issues debated and decisions reached by the committee comply with the aims and constitution of the committee and rules of the CWU.

(c) The Chair if not a delegate will be entitled to attend in an ex officio capacity.

## 6. SECRETARY'S DUTIES

(a) The secretary will deal with correspondence to and from the National Equality Officer, The National Women's Advisory Committee, the TUC, the Regional Committee and report to the committee on these items, progress on any action points and any other issues raised by the committee.

(b) It will be the responsibility of the Secretary to prepare minutes and circulate them to the members of the committee and the Branch Secretary to enable issues raised in the minutes to be pursued through the Branch and Regional Committee where necessary.

(c) The Secretary if not a delegate will be entitled to attend in an ex officio capacity.

## 7. Financial Secretary's Duties

The Financial Secretary will be responsible for administration of the funds and accounts of the Committee in accordance with the requirements of 8 below. The Financial Secretary must provide each quarterly meeting with a report. The financial year shall commence on 1 January and close on 31 December each year. The Financial Secretary shall submit an audited statement to the AGM. The audited statement shall record all income and expenditure for which receipts will be kept.

## 8. FINANCES

(a) All Women's Regional Committees will receive 0.25% of the total Branch Rebate, which will be paid directly to the Regional Women's Committee Fund.

(b) There shall be Three Trustees: Regional Secretary, Regional Women's Secretary, and the Regional Women's Financial Secretary who shall be the signatories of the Fund.

(c) The Regional Women's Committee Fund shall be maintained at Unity Trust Bank, which will accept two of the three Trustees signatures for business transactions.

(d) All Regional Women's Committees shall ensure that the finances of the Region are conducted in strict accordance with the Rules and Policies of the Union.

(e) All expenditure including donations will require the approval of the Regional Women's Committee and must be in accordance with the Union's Rules, Policies and

Objectives.

(f) The Regional Women's Committee Fund shall be audited annually by two Auditors elected at the Regional Women's Committee AGM. The account shall be submitted to, and subject to audit by, CWU headquarters and the Union's professional Auditors.

#### 8. MEETING ARRANGEMENTS

(a) The committee will meet every quarter.

(b) The quorum for the meetings shall be one third of Branches entitled to attend.