



BOS | THE UNION FOR
BRITISH ORTHOPTISTS

RULES

of the

BRITISH ORTHOPTIC SOCIETY Trade Union

Amended November 2021

Name and Situation

1. The name of the Society (hereinafter called “the Union”) is the British Orthoptic Society

Trade Union.

2. The head office of the Union will be situated in England.

Definitions and Interpretations

3. In these Rules the following words and expressions shall have the following meanings:

the Act the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Rights Act 1993;

British Orthoptic Society Trade Union the charitable company limited by guarantee known as British and Irish Orthoptic Society;

the Bylaws the Bylaws, regulations and standing orders of the Trade Union Society for the time being in force;

the Certification Officer the official known as the Certification Officer appointed by the Secretary of State pursuant to the Act;

Charity British and Irish Orthoptic Society;

the Trade Union Committee the Trade Union Committee of Management for the time being of the Union;

Members the persons admitted as Members of the Union in accordance with Rules 6 and 7;

the Rules the Rules of the Union for the time being in force;

the Union the British Orthoptic Society Trade Union;

the Union's Office the head office of the Union;

in writing written, printed or lithographed, or partly one and partly another, or in any other mode of reproducing words in a visible form;

a year unless otherwise stated, the period between the end of one Annual General Meeting of the Union and the end of the next.

Words denoting the singular number shall include the plural and vice versa. Words importing the feminine gender shall include the masculine and vice versa.

A specified number of days in relation to a length of time with which a notice must be served before an event means that length of time excluding the day on which the notice is served or deemed to be served and the day of the event.

Reference to an Act of Parliament are to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Subject as above, any words or expressions defined in the Act shall, if not inconsistent with the context, bear the same meanings in the Rules.

Objects

4. The objects for which the Union is established are:-

a) to act in the best interests of Members by representing them at local and national level in their relations with employers and otherwise;

b) to train and promote the training of representatives of Members;

c) to promote knowledge and understanding of issues affecting Members by all means, including through affiliation and cooperation with other trade unions and other relevant organisations, and to diffuse such knowledge and understanding among Members;

d) to conduct and publish the useful results of research into issues affecting Members;

e) to promote health, safety and welfare at work by all means for the benefit of Members;

f) to do all such other lawful things as may further the best interests of Members in their employment.

Application of Income and Property

5. The income and property of the Union shall be applied solely towards the promotion of its objects as set forth in Rule 4 above and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to Members of the Union and no member of its Trade Union Committee shall be appointed to any office of the Union paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Union, provided that nothing herein shall prevent any payment in good faith by the Union:

a) of payment to the employers of the General Secretary and/or President for the cost of a locum for one or two days a week whilst they are performing functions and duties for the Union;

b) of reasonable and proper remuneration to any Member, officer or employee of the Union (not being a member of the Trade Union Committee) for any service rendered to the Union;

c) of interest at a reasonable and proper rate per annum not exceeding 2 per cent less than the base lending rate of a London clearing bank to be selected by the Trade Union Committee from time to time on money lent, or of reasonable and proper rent for premises demised or let, by any Member of the Union or of the Trade Union Committee;

d) to any member of the Trade Union Committee of reasonable and proper out-of-pocket expenses;

e) to a company of which a member of the Trade Union Committee may be a member holding not more than one hundredth part of the capital of such company;

f) of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the members of the Trade Union Committee (or any of them) in relation to the Union provided that such insurance shall not extend to indemnification against liability for wilful or criminal wrongdoing or default;

g) in other cases where the Trade Union Committee considers that it is in the interests of the Union to enter into a written contract with a member of the Trade Union Committee for any firm or company of which a member of the Trade Union Committee or a Connected Person (as defined by the Charities Act 2011) to supply services in return for payment or other material benefit but only if:

- a. the services are actually required by the Union;

- b. the nature and level of the remuneration is no more than is reasonable in relation to the value of the services;

- c. no more than one-third of the Trade Union Committee are subject to such a contract in any financial year;

- d. the Trade Union Committee member has declared the nature and extent of his or her interest on or before discussion begins on the matter;

- e. the Trade Union Committee member withdraws from the meeting for that item after providing any information required by the Trade Union Committee;

- f. the Trade Union Committee member is not counted in the quorum for this part of the meeting; and

- g. the Trade Union Committee member is absent during the vote and has no vote on the matter.

Membership

6. Such eligible persons as the Trade Union Committee shall admit to membership in accordance with the provisions of the Rules shall be Members of the Union. The Union shall by Bylaws prescribe the procedure for application for an admission to membership.

7. No person shall be eligible for admission as a Member of the Union until they have been a member of the Charity for at least 1 month.

8. Members shall be entitled to Union support regarding incidents occurring at a time when they are a Member. Should membership have ceased by the time the incident is raised, Union support will be subject to the Member being able to prove:
 - a) It has been no more than 10 years since s/he was a member; and
 - b) That s/he was a member at the time of the incident.

9. Should a Member choose to cease membership during a period of, inter alia, maternity or sick leave, the Member will lose rights to support from the Union during the period for which membership fees are not paid, save for if clause 8 applies.

10. The burden is on the Member to prove on what date their membership commenced.

Subscriptions

11. The annual subscriptions payable by Members shall be collected as part of the annual subscription payable to the Charity prescribed from time to time by the Trustees of the Charity, provided that no amendment to subscription rates shall come into force until it has been approved by the Charity in general meeting. The Trustees of the Charity may prescribe variable or concessionary rates and may at their discretion remit or waive the whole or any part of the subscription for special reasons in any particular case.

12. Any Member whose annual subscription (payable as above) has not been paid by its due date shall automatically be removed from the record of Members, provided that the Trade Union Committee may at its discretion restore to the record any person who shall pay his or her arrears of subscription due down to the date on which s/he was removed from the record, together with any further subscription due at the time of restoration to the record of Members.

Termination of Membership

13. A Member may terminate membership of the Union by giving to the Trade Union Committee one months' notice in writing and paying to the Charity all arrears of subscription (if any) due from him or her, provided that no purported resignation shall be effective if at the time of such purported resignation the Member's name could have been removed from the record of Members under Rule 12.

14. In addition to the automatic termination of membership by virtue of Rule 12, a Member's name shall automatically be removed from the record of Members if it is removed from the record of members of the Charity.

15. Subject to these Bylaws, if a Member's name is restored to the record of members of British and Irish Orthoptic Society, it shall automatically be restored to the record of Members.

16. Subject to the foregoing, provisions governing termination of membership or suspension of membership may be prescribed by Bylaws.

17. The Union shall secure, as far as is practicable, that the record of Members is at all times accurate and up-to-date and allow any Member to ascertain whether there is an entry on the record relating to him or her and, if requested, supply a copy of the entry to the Member in accordance with the provisions of the Act.

General Meetings

18. The Rules for holding general meetings and proceedings at general meetings shall be the same as for the Charity.

Network

19. The Members shall be formed into separate local networks. The Bylaws shall from time to time prescribe the number of networks and define their geographical boundaries.

Trade Union Committee of Management

20. The Trade Union Committee shall compose of a General Secretary, a President, a Non-executive board member, and up to 6 regional executive board members

Employment Relations Representative/Chair of the Employment Relations Committee of the Union

21. The General Secretary shall be elected for a period of five years. S/he shall then be eligible for a further period of five years, after which s/he shall not be eligible for re-election to the same office for one year.

22. The General Secretary shall be elected by the members at the Annual General Meeting.

23. If a casual vacancy occurs in the office, the Trade Union Committee shall proceed to the election of a successor until the next Annual General Meeting, when that person shall be eligible for re-election for the first of two possible periods of five years.

Disqualification of Members of the Trade Union Committee

24. The office of a member of the Trade Union Committee shall be vacated if :

a) if s/he becomes bankrupt or makes any arrangement or composition with creditors generally; or

b) is or may be suffering from mental disorder and either:

s/he is admitted to hospital in pursuance of an application for admission under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960; or

an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for her detention or the appointment of a receiver, curator bonis, or other person to exercise powers with respect to his or her property or affairs; or

c) if s/he ceases to be a Member of the Union; or

d) if s/he resigns his or her office by written notice to the Chair; or

e) if s/he becomes disqualified by law from holding office; or

f) if s/he is removed from office by a resolution of the Union; or

g) if s/he is struck off the professional register of orthoptists maintained under the Health Professions Order 2001;

h) is absent from two consecutive meetings of the Trade Union Committee and the Trade Union Committee resolves that his or her office be vacated;

i) is removed by resolution passed by at least two-thirds of the Trade Union Committee such resolution being passed at a meeting of the Trade Union Committee duly convened and held after the meeting has invited the views of the Trade Union Committee member concerned and the Chair of the meeting has declared that the meeting has considered the matter in light of such views.

Powers and Proceedings of the Trade Union Committee

25. The powers and proceedings of the Trade Union Committee shall be the same as those of the Trustees of the Charity.

26. A Trade Union Committee meeting may be held in person or by suitable electronic means as agreed by the Trade Union Committee by which participants may communicate with all the other participants.

Amendment to the Rules of the Union

27. No addition or amendment shall be made to or in the provisions of the Rules for the time being in force unless there is a favourable vote at a general meeting of at least 75 per cent of those voting after the full text of the proposed addition or amendment has been notified in writing to the Members 14 clear days before the meeting.

Bylaws of the Union

28. The Trade Union Committee may from time to time make such Bylaws, regulations and standing orders for regulating the administration of the Union and its networks as it may think fit and add to, repeal or vary any such Bylaws, regulations and standing orders. All Bylaws, regulations and standing orders so made and for the time being in force shall be binding on Members and may regulate such matters as: the persons eligible for membership of the Union; the conditions on which and the manner in which persons shall be admitted to membership of the Union; the subscriptions or other payments to be payable by Members and the manner in which such payments are to be made; the rights and privileges of Members; the manner in which membership of the Union may be suspended or terminated, the networks, their geographical boundaries and any regulations affecting them; the calling of and procedure at general meetings, ballots, elections, Trade Union Committee and committee meetings; the administration of the Union; the service of notices; and all such other matters as the

Trade Union Committee may think fit to give effect to the provisions of the Rules, provided that no Bylaw, regulation or standing order shall contravene any of the provisions of the Rules or the Act.

Accounts

29. The Trade Union Committee shall comply with the requirements of the Act as to keeping financial records and satisfactory systems of control, the audit of accounts, the preparation and transmission to the Certification Officer of annual returns including annual statements of account, and the provision of statements to Members.

30. The accounting records of the Union shall be kept for the period required by the Act at the Union's Office, or, subject to compliance with the Act, at such other place or places as the Trade Union Committee shall think fit, and shall be open to inspection by members of the Trade Union Committee at any time and by Members of the Union as provided by the Act.

Auditors

31. The Union shall at each Annual General Meeting appoint an auditor or auditors to hold office from the conclusion of the meeting until the conclusion of the next Annual General Meeting, provided that they are eligible for appointment pursuant to the Act.

32. An auditor may be removed at any general meeting of the Union, notwithstanding anything in any agreement between the Union and the auditor. Any vacancy may be filled by the Union in general meeting or by the Trade Union Committee.

33. An auditor who has been duly appointed shall be re-appointed at the next Annual

General Meeting of the Union unless:

- a) a resolution has been passed at a general meeting appointing someone instead of him or her or providing expressly that s/he shall not be re-appointed; or
- b) s/he has given notice to the Union in writing of his or her unwillingness to be re-appointed;
or
- c) s/he is ineligible for re-appointment; or
- d) s/he has ceased to act as auditor by reason of incapacity.

34. An auditor is entitled to attend any general meeting of the Union and to receive all notices of and other communications relating to any general meeting which a Member is entitled to receive and to be heard at any general meeting which s/he attends on any part of the business of the meeting which concerns him or her as auditor.

35. The remuneration of the auditor or auditors shall be fixed by the Trade Union

Committee unless the Union in general meeting decides otherwise.

36. The Union's auditor or auditors shall have such other rights and duties, including the making of an annual report, as are provided by the Act.

Indemnity

37. Subject to the provisions of the Act but without prejudice to any indemnity to which a member of the Trade Union Committee may otherwise be entitled, every member of the Trade Union Committee shall be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which s/he is acquitted or in connection with any application in which relief is granted to her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union.

Notices

38. All references herein to the address of a Member or member of the Trade Union

Committee shall be to the last address supplied by him or her to the Union.

39. Any notice referred to in the Rules as being required to be given to any Member or member of the Trade Union Committee shall be properly served by delivering it by hand either to the addressee personally or to his or her address or by sending it by post, addressed to him or her at his or her address or by electronic communication (as defined in the Electronic Communications Act 2000) to the electronic address, if any, last supplied by him or her to the Union. Alternatively such a notice shall be deemed to be properly served on a Member when it is published in or posted as an insert with

a newsletter or similar publication of the Union, a copy of that issue being sent to the Member in accordance with the foregoing provisions of this Rule.

40. A notice, if served by post, shall be deemed to be served two days after it was posted.

41. The accidental omission to give a notice (including notice of a meeting) or to send papers (including ballot papers) to any Member eligible to receive them or the non- receipt of such documents shall not invalidate the election of any candidate or resolutions passed or business transacted at any meeting.

Employment Law and Advice

42. Employment law and advice to Members shall not exceed any agreement entered into by the Union on behalf of Members to provide such support.

Complaints and Appeals

43. The Union shall provide a complaints procedure for Members and an appeals process against complaints not being upheld.

Terms of Reference

The independent Trade Union is called The British Orthoptic Society (BOS) Trade Union.

This Terms of Reference sets out the rules and procedures for The British Orthoptic Society's Trade Union and its activities.

The Terms of Reference sets out in a convenient form:

- Rules and Principles governing the activities of the BOS Trade Union, the Executive TU Board and its subsequent sub- committees.
- That the Articles of the Society are the Principal Rules governing the Code of Practice for the Trade Union and will override the Terms of Reference should any changes occur.

RIGHTS, PRIVILEGES AND LIABILITY OF MEMBERSHIP

- a) A member shall comply with the Articles of the Society and any relevant Codes of Conduct and shall not act in a way detrimental or prejudicial to the interests of the Society and its members.
- b) A member shall comply with the Terms of Reference and shall not act in a way detrimental or prejudicial to the interests of the Trade Union or its members.
- c) A member shall comply with The BIOS and BOS rules, and shall not act in any way detrimental or prejudicial to the interests of The Society, the Trade Union, its members or The BOS or BIOS staff.
- d) A member will be expected to conduct themselves in a professional and courteous manner at all times towards all other members and BOS staff as the BOS Trade Union operates a policy of zero tolerance of any form of discrimination and/or harassment.

This is set out in the BOS Trade Union Code of Conduct. (See Appendix B)

VIOLATIONS OF TERMS OF REFERENCE OF THE ARTICLES OF SOCIETY

- a) A member(s) who in the opinion of the TU Board disobeys or violates any of these Rules; or any Regulations made by the Council, or any instruction issued in accordance with these Rules, or is guilty of conduct prejudicial or detrimental to the interests of the Society, shall be liable to expulsion or suspension in accordance with these Rules.
- b) Members who are subject to a complaint about their behaviour or activity as a Trade Union member or representative shall first be subject to investigation of their behaviour by the Investigatory Committee. All members reserve the right of appeal to the TU Board with regard to any decisions arrived at by the Investigatory Committee. All members shall be investigated in accordance with the Bylaws of the BIOS relating to the Investigatory Committee and the investigation of complaints against members.
- c) If any Trade Union representative contravenes any rules of the Articles of the Society, Trade Union Terms of Reference by any act which subsequently may lead to bringing the Trade Union into disrepute in any way they shall be referred to the TU Board who will reserve the right to withdraw any TU representative's credentials and suspend their Trade Union duties whilst the due process is followed in accordance with section 2 (a) or (b) above.

SUPPORT OF MEMBERS

Except where the TU Board may otherwise allow or determine a member desiring the support of the Society relating to any Trade Union issue shall submit to the Trade Union Representative, the facts of the case, which, if necessary, may be forwarded to any person deemed appropriate by the Chair of the TU Boards.

EQUITY OF REPRESENTATION

A member(s) will be entitled to fair and unbiased representation, free from conflict of interest. In order to ensure the equity of representation, allocation of a Trade Union official will be at the discretion of the General Secretary and in accordance with Trade Union best practice.

Examples include:

- 1) If any member(s) has representation from a Full- Time official then so will the member of the other party involved be afforded representation by a Full- Time Official.
- 2) If a BOS member is involved with any issue where the other party is a member of another trade union and the other Trade Union provides their member with a Full- Time Official then so shall the BOS provide its member(s) with a Full- Time Official.

THE RIGHT TO REFUSE REPRESENTATION

The General Secretary and the TU Board (not less than a quorum of 3) reserve the right to refuse Trade Union representation to:

- a) A member(s) who is found to have violated the Rules/Regulations.
- b) A member(s) who wilfully and deliberately refuses to comply with the advice given under statute law of any TU official acting as their representative and wilfully goes against any such advice.
- c) A member(s) who decides to seek advice and/or representation from any external professional body other than those agreed by the BOS causing a conflict of interest with the BOS TU department. This does not preclude a member(s) from receiving representation on any other unconnected case currently running or from receiving future representation on any other issue.
- d) A member(s) who wishes to receive representation on a pre-existing case or issue which commenced prior to the date of joining the BOS. For clarification, the commencement date of joining the BOS will be deemed as the date on which the BIOS sends acceptance of membership accompanied by a valid membership number. This does not preclude a member(s) from receiving representation on any other unconnected case currently running or from receiving future representation on any other issue. It will be the responsibility of the member to prove membership at the time the case occurred

A member(s) will be notified in writing, with the reason(s) included, of the decision to refuse representation.

THE FUNCTIONS OF THE TRADE UNION

- a) To organise the whole of the membership in all aspects of Trade Union roles, responsibilities, duties and activities.
- b) To improve the conditions and protect the interest of the Society's members by collective bargaining, agreement, representation or by such other means of whatsoever nature as the Council and members shall in their discretion from time to time decide are appropriate for that purpose.
- c) To regulate the relations between members and union representatives and employers
- d) To do all such things as may from time to time be considered necessary or advisable to promote, safeguard, maintain or improve the interests and status of members in the profession of Orthoptics.
- e) To give active support and representation to any members in any cause or matter affecting the rights and interests of members, where there is a genuine case to answer in relation to employment issues.
- f) To give the legislative, government departments and others, facilities for conferring with and ascertaining the views of persons engaged in or related to the profession, and to confer or cooperate with government departments and employers in regard to each member.
- g) To consider Bills presented to, and questions raised in Parliament in relation to Trade Union activities or affecting the interest of members in such ways as may be thought desirable e.g., lobbying.
- h) To disseminate information upon any Employment Relations matters affecting the profession and members in such ways as may be thought desirable.
- i) To provide representatives with such information and training as may be deemed necessary for them to carry out their duties for the benefit of all members.
- j) To do all such things as may from time to time be considered necessary or advisable to promote, safeguard, maintain, or improve the status of the Society at national, regional and local levels in relation to Employment Relations.
- k) To do all such other lawful things as are incidental or conducive to the attainment of the above objectives, or any of them.

ROLES AND RESPONSIBILITIES OF THE TU BOARD

- a) General secretary
- b) President
- c) Executive Board members
- d) Lead regional officers
- e) Trade Union representatives
- f) Non- Executive board member

The General Secretary of the TU Board will be duly elected every five (5) years by BOS membership in accordance with the rules of the election of Executive Board members. The General Secretary of the Trade Union is a member of the Council.

Any such person may from time to time be invited as an observer by the TU Board, to include a student, a Orthoptic Support Worker and/or a Orthoptic Manager, but there should never be more than 3 observers at any one time. The observers will be allowed to contribute to discussions but will have no voting rights.

The Chair of the BIOS trustees has an open invitation to participate and attend the Trade Union Board.

Any member of BIOS staff may be invited by the TU Board but no member of staff will have voting rights.

Any guest speaker may from time to time be invited by the TU Board but will have no voting rights.

(For summary of roles see Appendix C)

ELECTION OF BOS LEAD REGIONAL REPRESENTATIVES

Election of all BOS Lead regional representatives must take place in accordance with the legislation of the Trade Union and Labour Relations (Consolidation) Act 1992 outlined as follows:

“A Trade Union has a duty to hold elections for every person who holds a position in the union and that no person continues to hold such a position for more than five years without being re-elected at such an election.”

This relates to “any position by virtue of which a person is a member of the executive.” but does not apply below the level of the principal executive committee.

The BOS Trade Union will be holding elections of its Trade Union Lead regional representatives every two (2) years.

(For further details see Appendix D and E)

BALLOTS

- a) A meeting of the TU Board may, by resolution, direct that a ballot of the members of the Society shall be taken on any local or Area matter provided that notice of the proposal has been set forth on the agenda, and provided also that the Area representatives are present and voting.
- b) A ballot of the whole membership or on a national matter shall be recommended by the TU Board to the BIOS Council. The TU Board shall decide whether or not a ballot of all members shall take place.
- c) In directing that a ballot shall be taken, a meeting of the TU Board shall have the power to recommend the following:
- i) the timescales of the ballot;
 - ii) in the case of the membership whether a member is entitled, under these Rules, to vote in the ballot;
 - iii) that the majority of returned votes will be the deciding factor.
- d) Unless otherwise directed by the TU Board at the time, the persons entitled to vote in the ballot shall be those who are full members of the Society on the first day of the month following the date on which the direction is given.

(In accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. This paragraph will not be applied in the case of industrial action ballots.)

- e) All ballots shall take place in accordance with the Bylaws on the administration of ballots.

INDUSTRIAL ACTION

Trade Union officials must comply with the law and the administrative requirements of the BOS Trade union.

For the BOS Trade union to support industrial action its Trade Union Officials must follow explicitly the procedures set out in the document entitled:

“BOS Trade Union procedures for the conduct of industrial action ballots”

It covers:

- BOS procedures for conducting ballots including internal authorisation procedures.
- Changes to industrial action ballot legislation from the Employment Relations Act.
- Sample ballot papers and letters.

The only persons authorised to conduct and control any action, administrative or otherwise, related to industrial action, including ballots, are the General Secretary and President.

APPENDICES

APPENDIX A: THE BOS MEMBERS CHARTER

The BOS has developed a Members' Charter to set out the principles governing membership of the BOS and the standards of service that members can expect from it.

Its purpose is to enshrine the organisation's commitment to its membership and to ensure those members are fully aware of what the BOS should be delivering. It sets out a means of redress if the BOS fails to meet its commitments. It also sets out the commitment each member is expected to sign up to. It will be observed by everyone in the BOS.

The Members' Charter is set out below. We aim to:

Inform, Represent, Protect and Support Our Members

We will:

- Treat members in a professional, courteous and helpful manner.
- Members can expect us to respect their privacy and dignity
- Ensure that personal information provided by members is treated in accordance with the Data Protection Act
- Promote and represent members, the profession and the science and practice of Orthoptists
- Provide fair and equal access to our services
- Listen to our members and act accordingly
- Continue to improve services that meet members' needs within the resources available
- Respond to and listen to complaints, apologise and endeavour to put things right when they go wrong
- Keep members informed through our publications, website and other communication channels
- Use BOS resources as efficiently and effectively as possible.

As a member you will:

- Treat staff and other members equally, fairly and in a professional and helpful manner

- Respect other members' confidentiality
- Contribute to BOS activities in order to advance the science and practice of Orthoptics to
- raise the profile of the profession
- Promote the profession and the BOS
- Keep yourself informed of what's going on in the BOS via the variety of communication
- channels
- Feedback your views, comments and tell us your views and any improvements you
- would like made
- Tell us if you think something is wrong and what changes you would like made to
- correct this
- Let us know what's going on if you represent the BOS
- Keep us informed of any changes to your personal details
- Meet deadlines for paying fees and responding to letters or notices to members
- Respect the BOS's resources and use them responsibly.

APPENDIX B: British Orthoptic Society Trade Union Department Code of Conduct

When participating in BOS Trade Union committees, meetings, courses and activities, the following behaviour is expected of all staff, students, members and attendees:

1. Act in a reasonable way to safeguard your own health and safety and the safety of others.
2. Respect the different backgrounds, experiences and lifestyles of others.
3. Act in ways that do not discriminate against people of different backgrounds
4. Do not use language which could offend others, e.g., Racist, Sexist, Homophobic, Ageist, or language offensive to people with a disability.
5. If you feel you have been treated with a lack of respect, been harassed, or discriminated against whilst attending any committee, meeting, course or activity, contact the BOS General Secretary or President. They will follow this up for you.
6. Issues discussed in any committee, meeting, course or activity are confidential and not to be discussed outside of the committee, meeting, course or activity.
7. Comply with any other policies of the centre where this activity is taking place. They will be displayed in the venue, if applicable.

APPENDIX C: Roles and Responsibilities of the TU Board

General Secretary

Responsible for the delivery of a full range of trade union services to BOS members on a national basis. To develop and recommend strategic policy direction for elected BOS committees in order to promote, develop and protect the collective and individual interests of members. To represent the BOS Trade Union within a wide range of union and political environments.

The General Secretary of the BOS Trade Union Board is a member of the BOS Council.

The General Secretary of the BOS Trade Union Board is responsible for leading the strategic development of the Trade Union across the UK, ensuring members are properly supported and represented and that the BOS Trade Union is active in wider strategic and national positions.

Role Description:

- Is a Member of the BOS Council and as such contributes to the wider business of the Society.
- Is an elected trade Union Representative.
- Chairs the BOS Trade Union Board in line with BOS policy.
- Takes responsibility for all matters relating to the Trade Union activities of the Society.
- Ensures that the activities of the Trade Union Board are reported to Council.
- Represents the Society in matters relating to the Trade Union and any other matters as requested.
- Liaises closely with members of the TU board.
- Co-ordinates the strategic development and direction of the Trade Union on behalf of the Society.
- Writes an Annual Report for Council and the AGM.
- Is involved with strategic planning and policy development to meet the needs of the Society and thereby the profession.
- Provides directions to other members of the TU board when setting up any task and finish groups.
- Is aware of and contributes to the BOS's financial, business planning and monitoring processes.
- Visits the BIOS office as necessary and attends the Annual Conference.
- Is responsible for ensuring effective communications about the strategy and activities of the Trade Union Board to Council, Trustees and the wider membership.

- Liaises with other Boards to ensure co-ordinated planning and delivery of the shared themes and work plans.

President

To support the General Secretary and TU Board in delivering a full range of trade union services to BOS members, ensuring the union is representing, promoting, developing and protecting the interests of its members.

Lead regional representatives

Lead Regional representatives will be elected by the Union Representatives within each Region on a two (2) yearly basis.

Any full (duly paid- up) BOS member, is eligible for election.

A Regional Representative's position is to direct the attention of the TU Board to any important issue, question or difficulty which arises from any proposals in the opinion of the Membership and/or Union Representatives, and anything that may have a major impact upon any Member and/or the Society's interests. They must provide support to Members and Union Representatives.

Union Representatives

BOS Members will elect a Trade Union Representative to act on their behalf from their designated workplace.

Elections will take place every two (2) years.

Any full (duly paid- up) member is eligible to stand for this position.

The Trade Union Representative will be responsible for reviewing the proceedings of the employers local negotiating and consultative arrangements and will represent members collectively and individually. They will direct the attention of the Regional Representative to any important issue, question or difficulty that arises locally which, in the opinion of the Representative has a major impact upon any member and/or the Society's interests.

Elected Trade Union Members representing the Society on the Staff Side at local and national- level shall conform to all directions of the TU Board and of the Society's policy and should be familiar with local and national policies and procedures to be able to advise, protect and support all members.

Non-Executive board member

A Non-Executive Director will

- Contribute to the development of the Union's objectives, ensuring that they are appropriately reflected in its plans, and assist in monitoring progress towards meeting these objectives
- Contribute to the governance of the Union by ensuring that the Union's senior officers are held to account for the performance of the organisation and help ensure that the Union meets the highest possible standards in its conduct.
- Obtain assurance that financial information is accurate, and that financial controls and risk management systems are robust and defensible
- Provide counsel, advice and support to the executive, playing the role of 'critical friend' where necessary. Draw to the attention of the General Secretary any matters that may adversely affect the Union's reputation
- With other members of the Executive, ensure the establishment and maintenance of good working relationships with BOS's membership and, when required, act as an ambassador for the Union to its stakeholders and wider public
- With other members of the Executive, set the Union's strategic aims, taking into consideration the views of the Trustees, Chair and Vice chair of BIOS and ensure that the necessary resources are in place for the Union to meet its main priorities and objectives
- When required, act as a member of one or more of the Executive's sub-committees and, as required, take part in the appointment of the General Secretary and other Officers

APPENDIX D: ELECTION INSTRUCTIONS

Instructions for Elections of BOS Lead Regional representatives are as follows

- At designated regions where there is a requirement for a Regional Representative, an Election of BOS Regional Representative must take place.
- Any fully paid-up member and elected Union Representative of the BOS is eligible to stand for the position of regional Rep.
- Existing Regional Reps are eligible to re-stand for the position in the forthcoming two (2) year period.
- Any Union Rep wishing to become a Regional Rep. must have been nominated and a written nomination submitted to the BOS Trade Union office no later than 31st March of each year.
- Union Reps may nominate themselves for election if they wish to stand for the position
- In the event of only one person per region being nominated then that person will be elected unopposed to the position of Regional Representative.
- In the event of more than one person being nominated, a ballot will take place in order to establish the election of the BOS Regional Representative for the stated designated region.
- Persons nominated may vote for themselves in the event of a ballot.
- All ballots will be conducted by the BOS Trade Union Board
- Election procedures will be conducted via an electronic ballot.
- Electronic ballots will be concluded and the name of the elected BOS Regional Representative announced for the stated designated area no later than 30th June of each year.
- Complaints in relation to the elections and ballots will be dealt with by the General Secretary and must be submitted in writing.

APPENDIX E: ELECTION INSTRUCTIONS

Instructions for elections of BOS TU/H&S Representatives are as follows

At designated workplaces where there is a requirement for a union/health and safety representative, all fully paid-up members are eligible to stand. The remaining members of the said workplace will conduct a secret ballot if there is more than one nomination. If there is only one nomination then that person would automatically be elected into the position of representative. Existing Reps are eligible to re-stand for the position in the forthcoming two (2) year period.