TSSA

GUIDANCE NOTES

October 2018 (incorporating changes from Special Delegates Conference, 20th May 2017, Annual Conferences June 2017, June 2018, June 2019, June 2024, June 2026).

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GUIDANCE NOTE A: MEMBERSHIP

1 TYPES OF MEMBERS

TSSA has different types of members. In the Rule Book and Guidance Notes different arrangement sometimes apply to different types of members.

The different types are:

Ordinary members

Retired members

Honorary members

Apprentices and Trainees

Details of the definition, qualifications, rights and privileges of each type of member are set out in full in this Guidance Note.

The Executive Committee will, from time to time, determine subscription rates for Apprentices and Trainees and will decide what cash benefits are available to them. In the absence of such a decision, benefits will be available in proportion to the amount of subscription paid.

Members commencing a period of maternity leave will be placed and remain in free membership for the period of maternity leave. Their entitlement to benefits etc. will remain unaltered.

Members on long term sick leave who are no longer on full basic pay from their employers will have free membership during the period that they remain absent and in receipt of less than full basic pay. Their entitlement to benefits, etc, will remain unaltered.

Members who qualify for Unemployment Benefit under the terms of Guidance Note B will be allowed to continue their membership without payment of subscriptions or levies during the period in which they receive such benefit.

1.1 Ordinary members

Ordinary members pay a subscription as set out in Rule 4.3.1. They are referred to in the Rule Book as “members” or “ordinary members

1.2 Retired members

They are members who are not in qualifying employment and include:

a. Members retired from employment in the industries organised by the Transport Salaried Staffs' Association

b. Members maintaining membership by paying appropriate member subscriptions but are no longer in qualifying employment

c. Honorary members

They shall be classed as Retired Members and may apply to retain membership of TSSA.

Retired members will pay a weekly subscription of not less than one half of the weekly subscription payable by full rate members.

They are entitled, in proportion to the actual subscription paid, to Retirement Benefit under these Guidance Notes but will not be entitled to Death or Unemployment Benefit.

If Retired membership terminates, any entitlement to benefits will be calculated by reference to the length of membership as a Retired member up to and including the date Retired membership terminates.

Except as is otherwise provided by the Rules and Guidance Notes, retired members will be treated as members for the purposes of these rules or for any statutory purposes.

Retired members shall be entitled to fully participate in the activities of the National Retired Branch.

A Retired member is not eligible to be nominated, but may vote, in elections for members of the Irish Committee (see Rule 15.1).

1.3 Retired Members holding office

Retired members shall not be eligible to seek or hold any office within TSSA, other than as an officer or delegate of the National Retired Branch. In addition, retired members may be nominated and stand for the Standing Orders Committee, Scrutineers and Trustees.

Retired and honorary members are not eligible to vote in elections for Divisional Executive Committee members.

1.4 Honorary members

Honorary members are former members of TSSA who have retired from qualifying employment but have been re-admitted into membership by the Executive Committee out of appreciation for long and valuable services rendered.

The Executive Committee has discretion as to whether to re-admit a person as an Honorary member but will only re-admit where the relevant Branch or Branches have submitted a recommendation to that effect.

The Executive Committee also has discretion to admit non TSSA members as Honorary Members in recognition of extraordinary service rendered to the Association or its members.

They will make no contributions to, or receive any benefits from, TSSA Funds.

They will only have the right to attend meetings of the National Retired Branch and to speak but not vote on Branch business.

They will not be eligible to hold office in TSSA. (BUT where such members are in the Retired Members Branch they may speak and vote on any matters of the business of that branch and be eligible to hold office as an Officer, Organiser or Committee member of that Branch)

They will not be eligible to be elected as delegates to the Trades Union Congress, the Labour Party Annual Conference and similar national bodies.

They may, if they wish, apply to become Retired members in accordance with the Rules and Guidance Notes and if they become Retired members and later cease to be Retired members, they will revert to the status of Honorary members.

Reference to members does not include Honorary members except to the extent consistent with this Note.

An Honorary member is not eligible to be nominated, or vote, in elections for the positions of General Secretary (see Rule 12.2), President, Treasurer or Executive Committee member (see Rule 9.2) or member of the Irish Committee (see Rule 15.1).

2 APPLICATIONS FOR MEMBERSHIP

A person who qualifies under Rule 4.1 may apply to be a member of TSSA.

Applications must be made, by one of the methods prescribed by the Executive Committee, to any officer of TSSA or to Head Office.

Details of the methods of application will be set out in the TSSA's website, and can be obtained from Head Office.

If an applicant has already paid any money to TSSA when the applicant is rejected, that money will be refunded.

If an applicant is accepted, Membership will be treated as having started at the beginning of the week for which the first subscription was or is paid.

3 ARREARS OF SUBSCRIPTIONS

It will be the personal responsibility of each member to keep subscriptions up to date.

Cash benefits payable under these Rules will be paid only to members who:

(1) are not suspended and
(2) owe no subscriptions for any period prior to the current Financial Period. (See Rule 6.2(e) for Financial Periods).

A person's Membership will cease immediately if their subscriptions are twenty-six weeks in arrears, and they will have no further claim on TSSA funds.

A member expelled by the Executive Committee will likewise have no claim on TSSA funds. (See also Section 4 (termination of membership), and Rule 9.4.5 (Levies)).

4 SPECIAL CASES, TERMINATION, DATA PROTECTION

The Executive Committee may make arrangements with other organisations and/or persons for special terms for:

(1) the transfer of members
(2) the admission of such persons to membership in TSSA and may authorise any Branch to accept any persons qualified for membership in TSSA who desire to transfer from any other organisations on such special terms.

Despite anything in these Rules and Guidance Notes the Executive Committee may, on giving six weeks' notice in writing, terminate the membership of any member if necessary in order to comply with a decision of the Disputes Committee of the Trades Union Congress. In the event of membership being so terminated all monies paid to TSSA by the member concerned will be refunded and the member will have no claim on the funds of TSSA.

(See also Rule 4.3.3 and Section 3 of this Guidance Note for suspension and termination of membership for arrears of subscriptions.)

All TSSA members, regardless of type, agree to the processing of any personal data collected and maintained by TSSA concerning them (including data relating to the fact of membership). Such processing will only be carried on in accordance with such Data Protection Procedures as are approved from time to time by the Executive Committee.

GUIDANCE NOTE B: BENEFITS

1 PROTECTION, UNEMPLOYMENT, LEGAL AND DISPUTES BENEFITS

1.1 Protection Benefits – Unfair Treatment of Members

The Executive Committee may make payments to in accordance Rule 4.4.2.

The procedure in such cases is as follows:- EC

(1) The Member reports the matter to the Branch Secretary
(2) The Branch Secretary calls a meeting of the Branch Committee
(3) The Branch Committee investigates the matter and prepares a report
(4) The Branch Secretary sends the report to Head Office
(5) The Executive Committee considers the report and makes a decision as to what, if any, payment should be made, and whether the payment should be in a lump sum, or by instalments.

1.2 Unemployment Benefits – Dismissal and Short Time Working

If a member is dismissed in any ordinary way, or put on a short-time working arrangement under any emergency or exceptional circumstances, the member will inform the Branch Secretary, who will report the full facts to the General Secretary.

If the General Secretary is satisfied that payments should be made, the member will be entitled to Unemployment Benefit from TSSA for the period or periods for which no pay is received from employment and during which the member is registered as being available for full time employment.

Payments are made as follows:

if an ordinary member
£15.50 per week for eight weeks
and £9.60 per week for a further six weeks

but in either case the member must have been a TSSA member for not less than 52 consecutive weeks and be up to date with subscription payments to qualify for this Benefit.

After receiving Unemployment Benefit for the full period allowed (14 weeks) a member will not be eligible to receive this benefit again until completion of a further 104 weeks' continuous membership counting from the date Unemployment Benefit ceased or, in the case of a member who relinquishes membership on completing the full period of benefit but subsequently rejoins, from the date upon which the member rejoins.

It must be proved beyond doubt that no misconduct or neglect of duty of any description caused the member to be out of employment.

These benefits will not be paid to a member leaving the qualifying employment voluntarily or by reason of ill-health, or to a member in receipt of Superannuation or pension allowance or ex gratia annuity, or of compensation for dismissal under any Compensation and Redundancy Arrangement, but the member may receive Retirement Benefit from TSSA in any such circumstances if qualified for the same under Section 4 Retirement Benefits.

1.3 Exceptional Grants

A Grant may be made by order of the Executive Committee in case of suspension, reduction in salary, or other unfair treatment, or exceptional circumstances arising in connection with a member's employment. Such grants will be at the absolute discretion of the Executive Committee. A grant will not ordinarily be made unless membership of TSSA has continued for not less than twenty-six consecutive weeks and the member is clear on the books. The Executive Committee will not however decline to give assistance in such a case until it has considered the recommendations (if any) of the Branch of which the applicant is a member.

1.4 Disputes Payments

In the event of any members becoming involved in a dispute with their employer which results in a stoppage of their work, the Executive Committee may, at their discretion and for such period as they may decide, make weekly payments to such members of such amounts as the Executive Committee may decide, providing the action of the members concerned has been approved by the Executive Committee in an official communication through the General Secretary.

The Executive Committee may grant to any such members who have dependent children under 16 years of age additional payments in respect of such children. The Executive Committee may also apply the provisions of this Guidance Note in the event of members becoming involved in or adversely affected by trade disputes in industries other than the one in which they are regularly employed, if such disputes result in a stoppage of their work with loss of pay.

2 DEATH AND DISABLEMENT BENEFITS

(a) On the death of a member, including for this purpose Retired Members with over twenty years' membership who have not taken their benefit, a Benefit payment of £500 may be made to the member's spouse, children, parent, parents, brother, sister, brothers, sisters or legal personal representative, or to the person nominated by the member.

(b) If a member dies as a result of an accident whilst:

(1) on duty or
(2) travelling to and from duty in the course of qualifying employment or
(3) engaged on TSSA business

a Benefit payment of £1,000 may be paid if such member was an ordinary member.

No payment will be made if the deceased member at the time of the accident was disqualified from benefit under Rule 4.3.3 and Section 3 (arrears of subscriptions) of Guidance Note A, or Rule 9.4.5 (levies). Subject to that, the benefit payment will be made at the discretion of the Executive Committee.

When a payment is made under this paragraph no death or disablement payment will be made under Paragraph (a).

(c) The Executive Committee's decision as to the person (or persons) entitled to receive payments under this Guidance Note will be final.

(d) Half the sums mentioned in Paragraph (a) will be payable to a member on the death of the member's spouse, but any such payment will be set off against future death benefits so as to reduce or extinguish the total amount which becomes payable under (a) at such member's death.

(e) Death benefit under this Guidance Note will only be payable if the death claim benefit form is signed by two Branch Officers and delivered to Head Office.

(f) A member who has to leave qualifying employment as a result of disablement arising from an accident:

(1) sustained during the performance of the member's official duties or
(2) due to the member's employment

and either then or at a later date terminates membership, will be entitled to Benefit in accordance with the scale set out in Section 4, Guidance Note B.

(g) Any member over sixteen years of age may nominate any person to receive any monies payable at the member's death under this Guidance Note, but must do so in writing. The nomination must be sent to the Head Office addressed to the General Secretary, who will send a written acknowledgement. A member may revoke or vary their nomination.

A sample form of nomination appears at Form 1, Guidance Note F. A copy of the form set out in Form 1, Guidance Note F is available from Head Office.

3 RETIREMENT BENEFITS

This Guidance Note sets out the circumstances in which a member can receive a payment under TSSA's retirement benefits scheme.

Payments will be made to ordinary members who:

(1) have retired from qualifying employment and

(2) did not retire due to a dismissal qualifying them for Unemployment Benefit and

(3) are no longer a member of TSSA and

(4) did not cease to be a member of TSSA as a result of death, or the reasons set out in Rule 4.3.3 and Section 3 (arrears of subscriptions) of Guidance Note A, or Rule 9.4.5 (levies).

The amount payable is based on years' membership. The table at Guidance Note F.2 shows what payment is due to an ordinary member after continuous membership of a varying number of years

The scales of benefit in this section of Guidance Note B will not apply retrospectively to former ordinary members or members paying the former full rate or part rate of subscriptions who have terminated their membership and drawn retirement benefit from their employer.

GUIDANCE NOTE C: BRANCHES, DIVISIONAL COUNCILS AND SOGS

1 BRANCHES **Decided by**

1.1 Branch Management branch/SOG->EC

Branch Officers and Committee branch/SOG->EC

(a) Each Branch will normally have for its management a Chair, a Vice-Chair and (unless Paragraph (c) (Small Branches) below is adopted): a Financial Secretary (see Rule 6.3), a Correspondence Secretary and an Organising Secretary, who together will form the Branch Officers. branch/SOG->EC

The Branch Officers will be elected at the Annual Branch Meeting, held in or about the month of December (or, if necessary, at any other meeting of the Branch), to which each member will be invited. branch/SOG->EC

Each Branch may appoint to its Branch Committee any Organiser or Staff Representative who is a member of that Branch. Casual vacancies may be filled or additional Committee members elected at an ordinary Branch meeting. branch/SOG->EC

Assistant to Branch Officers branch/SOG->EC

(b) Each Branch may appoint Branch Assistants, who will rank as members of the Committee. branch/SOG->EC

Exceptions: Small Branches branch/SOG->EC

(c) With the express agreement of the Divisional Council the whole of the Secretarial duties may be undertaken by one or two members appointed for that purpose.
branch/SOG->EC

Branch Meetings branch/SOG->EC

(d) The Annual Branch meeting will determine when the Branch will normally meet during the following year until the next Annual Branch meeting. The Branch will hold meetings at least every quarter, and in default the Executive Committee may exercise its power under Rule 9.1(f)(4) to close the Branch. branch/SOG->EC

Branch Committee Meetings branch/SOG->EC

(f) The Branch Committee will determine how often it will meet. The Branch Committee will investigate details of membership and non membership in the Branch area and of any members in arrears, and make whatever arrangements may be necessary to recruit eligible

staff who are non members and to assist the Financial Secretary and Organisers in bringing accounts up to date. branch/SOG->EC

The Branch Committee may inspect the Branch Books. The Branch Committee has the authority to transact any Branch business which has to be dealt with prior to the next Branch meeting. branch/SOG->EC

1.2 Branch Chair branch/SOG->EC

The Branch Chair will: branch/SOG->EC

- preside at all meetings of the Branch;
- conduct the business with propriety and order;
- sign all Minutes of the Branch, and all official documents.

The Chair, through the Secretary, will order special meetings of the Branch or Branch Committee when necessary, or at the request of ten members. Branch members will receive at least seven days' notice of such meetings. branch/SOG->EC

The Chair will supervise the working of the Branch and all its Officers. The Chair has the right to inspect all Branch books and documents. branch/SOG->EC

1.3 Branch Vice-Chair branch/SOG->EC

In the absence of the Chair, the Vice-Chair will act in place of the Chair. See Section 1.2 above for the Chair's duties and powers. branch/SOG->EC

1.4 Branch Correspondence Secretary branch/SOG->EC

The Branch Correspondence Secretary will: branch/SOG->EC

- arrange Branch and Committee Meetings;
- draw up agendas for those meetings;
- issue necessary notices;
- attend all meetings of the Branch and Committee;
- take the Minutes in a Minute Book;
- conduct correspondence on behalf of the Branch;
- carry out decisions of meetings;
- assist the other Branch Officers as required.

The Financial or Organising Secretary may, in relation to matters specific to their functions, act in place of the Branch Correspondence Secretary. branch/SOG->EC

1.5 Branch Organising Secretary branch/SOG->EC

(a) The Branch Organising Secretary will: branch/SOG->EC

(1) see that the numerical strength of the Branch is maintained and, where possible, increased branch/SOG->EC

(2) co-ordinate the information received from the Organisers regarding membership and non-membership in the Branch area branch/SOG->EC

(3) prepare a register of eligible staff who are non-members and arrange to have them canvassed as frequently as possible and supplied with TSSA literature branch/SOG->EC

(4) pay particular attention to lapsed members reported by the Branch Financial Secretary (see Rule 6.3(b)) and try to persuade them to rejoin TSSA. branch/SOG->EC

(b) Sub Committees may be appointed to assist in the work of the Branch Organising Secretary. branch/SOG->EC

(c) The Branch Organising Secretary will be allowed any necessary expenses from Branch Funds, report to all Branch and Committee meetings of the Branch and also send a written report to the Divisional Council Secretary, with a copy to Head Office, one week prior to the meetings of the F&GP and Divisional Council. branch/SOG->EC

The Branch Organising Secretary will assist the other Branch Officers as and when required. branch/SOG->EC

1.6 Branch Organisers branch/SOG->EC

Each Branch may appoint Organisers whose duties will be: branch/SOG->EC

(1) to provide a regular report to the Branch Organising Secretary of membership and non-membership in their area branch/SOG->EC

(2) to distribute to members in their area the circulars or notices received from the Branch Secretary branch/SOG->EC

(3) to collect the members' subscriptions where these are not deducted through the paybill, direct debit or cheque, record them in the relevant book, and hand the amount collected to the Financial Secretary not later than the last day of each financial period (see Rule 6.2(e) for financial periods) branch/SOG->EC

(4) to assist the Branch Officers in any matter relevant to the members in their area. branch/SOG->EC

1.7. Communications

Should a member be appointed or elected at any level of the Association to an outside body, including national/international delegations, he/she should report back to the relevant meeting that appointed/elected them or to the general membership through a circular or the Association's website or any other official medium as appropriate. If more than one member is appointed/elected, then they should agree amongst them who will be responsible for the report.

1.8. Branch allocation of Political Fund

The Executive Committee may pay to any branch making application an amount or amounts not exceeding one half of 1% (0.5%) of the annual value of the subscription rate for the time being per member of the sum allocated to the political fund from the subscription paid by members of such branch, providing that acceptable assurances are given that the money will be spent locally on political objects which are in harmony with the national policy of the Association. Branches will be advised as soon as practicable at the beginning of each year as to the amount standing to their credit in the fund.

2 DIVISIONAL COUNCILS **Decided by**

Divisional Council By-laws

(a) Each Divisional Council will have by-laws and which maybe varied by the EC from time to time.

The by-laws will make provision for the annual election from amongst its own members of a Chair, Vice-Chair, Secretary and Treasurer, and also, if required, a Finance and General Purposes Committee. DC->EC

The by-laws will also make provision for an Annual General Meeting, and at least one other meeting of the Divisional Council, during each year. DC->EC

The by-laws will be published on TSSA's website and made available through MyTSSA.

Election of Divisional Council Delegates DC->EC

(b) The Delegates to Divisional Council will be elected annually at Branch Meetings in the same manner as other Branch Officers (see Section 1, Branches, Guidance Note C). If a delegate cannot attend a Council Meeting, another representative may be appointed as a substitute. DC->EC

(c) Members of the Executive Committee, including the President and Treasurer of TSSA, will by reason of their office, and without further election be members of the Divisional Councils for their respective Electoral Districts (see Rule 9.2(i) for Electoral Districts). Elected lay staff

representatives are entitled by reason of their office and without further election to attend these meetings, and to speak and vote on all matters at such meetings as if they were delegates. Representatives whose represented area includes members in a Division but are themselves members of another Division will be invited to meetings of the relevant Divisional Council and be able to speak but not vote.

Meetings of Divisional Councils DC->EC

(d) At each Council Meeting the Secretary will report upon the numerical strength, financial position and arrears of members' contributions in the various Branches, and the extent of propaganda and organising work performed since the previous meeting. DC->EC

Delegates will be encouraged to discuss all aspects of current problems affecting the membership and will be authorised to forward resolutions to Head Office.

(e) Councils may also deal with such other matters as may be remitted to them by the Executive Committee, including political work decided upon by the Executive Committee in accordance with Rule 15.3. DC->EC

Secretary's Responsibilities

(f) If a problem is detected in one of the Division's branches, or at the request of the General Secretary, the Divisional Council Secretary will, as speedily as possible, visit any Branch Secretary, go through the books and accounts, and give such advice as may be considered necessary for the more efficient working of the Branch.

Branches

(g) Members will be attached to a Branch that covers their employer, place of employment, grade or membership status. Conf

However, membership of another Branch may be appropriate if: Conf

(1) the member is a Branch Officer whose services continue to be required by their existing Branch Conf
(2) the member wishes to attend Branch meetings and would, by reason of distance, be unable to attend (after going through any applicable transfer procedures) Conf
(3) the Executive Committee authorises it. Conf

(h) If any Branch stops functioning effectively, the Divisional Council concerned will investigate, consult with the Branch, and report to the Executive Committee with recommendations. Conf

The Executive Committee will give due consideration to such recommendations in any decision they may take about the future of the Branch. Conf

See also Rule 9.1(f) (Executive Committee – powers, for example, to close branches).

Conf

3 SELF ORGANISED GROUPS (SOG)

Working arrangements

Following recognition by the Executive Committee, the SOG will send to the Executive Committee in writing:

(1) Draft working arrangements detailing its methods of organisation and operation, including budgetary arrangements;
(2) Criteria for membership of the SOG;
(3) Names and contact details of members of the SOG who are to be held accountable to TSSA for organisational and financial purposes;
(4) Each SOG may determine its detailed membership criteria, but SOG membership may only extend to TSSA members.

The Executive Committee may approve or require amendments to the arrangements and criteria and in so doing will seek to ensure that the same are workable and preserve democratic accountability and transparency of operations whilst protecting sensibilities and confidentiality.

Each SOG is responsible for its own organisation and activities but must at all times operate within TSSA's Rules.

Each SOG will notify to the Executive Committee its named contacts (a) annually and (b) upon any change in the identity of those contacts.

GUIDANCE NOTE D: PRESIDENT, TREASURER, EXECUTIVE COMMITTEE

1 Executive Committee

Executive Committee Sub-committees

(a)The Executive Committee may appoint either sub-committees or special committees for particular purposes, and may adopt the Minutes or Reports of any such committees.

Provident Benevolent Fund

(b) The Executive Committee may, at the end of each financial year, make such allocations as they deem advisable from TSSA's General Funds to the Provident Benefit Fund.

Investment Managers

(c) The Executive Committee will have power from time to time to appoint reputable persons or companies as Investment Managers of the investments of TSSA upon such terms (being consistent with the Rules) as to remuneration and otherwise as it thinks fit.

GUIDANCE NOTE E: ANNUAL & SPECIAL DELEGATE CONFERENCES

1.ANNUAL CONFERENCE **Decided by**

Issue of Preliminary Agenda Conf

(a)The Preliminary Agenda will be issued to the various Branches and SOGs and will be published on the TSSA's website not later than 3 calendar months before the date of commencement of Conference, and only subjects included in the Preliminary Agenda will be discussed unless the Conference allows. Conf

Amendments – Timing Conf

(b) Amendments (not more than two from any one Branch, except in Rule alteration years, when two additional amendments related to motions for varying the Rules may be submitted) must reach Head Office not later than 2 calendar months before the date of commencement of Conference, or they cannot be discussed unless the Conference allows. Conf

Issue of Complete Agenda Conf

(c) The complete Agenda, with proposed Amendments, subject to such grouping or verbal revision as the Standing Orders Committee may deem advisable, will be issued and published on the TSSA's website not later than 3 weeks before the date of commencement of Conference. Conf

Time of Assembling Conf

(d) The time of assembling will be set by the Executive Committee. Conf

Tellers etc Conf

(e) An appropriate number of Tellers and Voting Clerks will be appointed at each Conference by the delegates present. Conf

Procedure for Speeches at Conference

(f) When speaking to resolutions, proposers and each subsequent speaker will be allowed such time as Annual Delegate Conference may decide.

No Delegate or Delegation may speak twice on the same subject, except that proposers of resolutions will be allowed time for reply before the vote is taken.

Delegates, upon rising to speak, must state their name and Branch or SOG represented.

Requirement for Seconding and Disposal of Prior Amendments

(g) No resolution or amendment will be discussed until it has been seconded, and no second amendment or rider will be voted upon until the first amendment has been disposed of.

"The Question now be put"

(h) If, after discussion on any item, it is proposed and seconded “That the question now be put” that motion must (if the Chair accepts it) be voted upon without further discussion, and if carried the particular item in question must be then put to the vote after the mover of any resolution involved in that item has replied, as provided for in Paragraph (f) above.

“The Previous Question” and “Next Business”

(i)In the event of a proposal to take “the previous question”, or to proceed to the “next business” being moved and seconded, it will (if accepted by the Chair) be treated as an ordinary Amendment to the item under discussion, but the speeches of those sponsoring either of these closure propositions must be directed to showing why “previous question” or “next business” is desired.

In either instance, before the vote is taken the mover of the original motion will be allowed the right to reply to the discussion, as in the case of any other Amendment.

“The Previous question” may only be moved when an original motion, or a substantive motion is being discussed.

“Next business” may be moved at any time during a debate.

If either “previous question” or “next business” is carried, the original motion will be deemed to be disposed of. If “previous question” is lost, the vote on the original motion will be taken immediately. If “next business” is lost, discussion on the original motion will be resumed.

GUIDANCE NOTE F: VARIOUS DOCUMENTS AND PROCEDURES

1. FORM OF DEATH BENEFIT NOMINATION

TRANSPORT SALARIED STAFFS' ASSOCIATION FORM OF NOMINATION

I ..... of .....

Dept .....

Branch and (private address)

.....

.....

hereby nominate my (state relationship) .....

Name (in full) .....

of (address)

.....

.....

to receive all monies payable at my death, under the Rules and Guidance Notes of the above-named

Trade Union.

Signature .....

Dated ..... 20 .....

WITNESS to the signature of the above-named

Name .....

Address .....

Occupation .....

2. Amount of Retirement Benefit Payable to an ordinary member, based on service – see Section 4, Guidance Note B

2 yrs	3 yrs	4 yrs	5 yrs	6 yrs	7 yrs	8 yrs	9 yrs	10 yrs
£4	£6	£8	£10	£12	£14	£16	£18	£20
11 yrs	12 yrs	13 yrs	14 yrs	15 yrs	16 yrs	17 yrs	18 yrs	19 yrs
£22	£24	£26	£29	£32	£35	£38	£41	£44
20 yrs	21 yrs	22 yrs	23 yrs	24 yrs	25 yrs	26 yrs	27 yrs	28 yrs
£47	£50	£53	£56	£59	£62	£65	£68	£72
29 yrs	30 yrs	31 yrs	32 yrs	33 yrs	34 yrs	35 yrs	36 yrs	37 yrs
£76	£80	£84	£88	£92	£96	£100	£104	£108
38 yrs	39 yrs	40 yrs	41 yrs	42 yrs	43 yrs	44 yrs	45 yrs	46 yrs
£112	£116	£120	£125	£130	£135	£140	£145	£150
47 yrs	48 yrs	49 yrs	50 yrs					
£155	£160	£165	£170					

4: Political Fund Form – Northern Ireland – see Rule 15.3.

FORM OF POLITICAL FUND CONTRIBUTION NOTICE FOR NORTHERN IRELAND MEMBERS

The form of notice of willingness to contribute to the political fund of the Association is as follows:-

TRANSPORT SALARIED STAFFS' ASSOCIATION POLITICAL FUND CONTRIBUTION NOTICE – NORTHERN IRELAND

I HEREBY give notice that I am willing, and agree, to contribute to the Political Fund of the Transport Salaried Staffs' Association and I understand that I will in consequence, be liable to contribute to that Fund and will continue to be so liable, unless I deliver to the Head Office or some Branch Office of the Association, a written notice of withdrawal. I also understand that after delivering such notice of withdrawal I will still continue to be liable to contribute to the Political Fund until the next following first day of January.

Signature .....

Name .....

Address.....

.....

Membership No. .....

Dated the ..... day of ..... 20 .....

GUIDANCE NOTE G: GENERAL SECRETARY CODE OF CONDUCT

1. The General Secretary commits to upholding the highest values of the trade union movement including equality, fairness, justice, and dignity and respect for all, as well as to showing care and compassion to all the union's staff and members.

2. The General Secretary commits to centring members in their decision making – always seeking to act in members' best interests. In doing so, the General Secretary commits to upholding the highest standards of integrity, operating truthfully and never making decisions based in their own, their family, their friends' or close colleagues' interests.

3. The General Secretary commits to best endeavours to increase the diversity of the union's membership, particularly its activist members. In making this commitment, the General Secretary understands that institutional barriers to participation and activism, such as 'social drinking,' long hours, expectations of travel and male dominant behaviours, need to be dismantled.

4. The General Secretary understands the importance and profile of their role as a figurehead and advocate, not just for the TSSA, but for the union movement, and so commits to best endeavours of exemplar conduct in both public and private life.

5. The General Secretary commits to seeking, proactively and regularly, feedback from diverse groups – staff, members, volunteers and Executive Committee members – on their role modelling of these values and their operation of this Code of Conduct.

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