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| When telephoning please ask for: Andrew Adolphus | UNISONSouthEast179 Preston RoadBrightonEast SussexBN1 6AG |
| **To: Branch Retired Members’ Secretaries** **Retired Members’ Contacts** **Retired Members’ Committee** **Branch Secretaries (for information)**  |
| *Tel: 01273 544036**Fax:* 01273 504996 |
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| www.unison.org.uk/southeast |
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| Date: **16 September 2019** |  |
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Dear Colleagues

**RETIRED MEMBERS ANNUAL GENERAL MEETING AND ELECTIONS**

The region’s Retired Members Annual General Meeting (AGM) will take place on **Friday 6 December**, **11.30am – 1pm,** at UNISON Centre, 130 Euston Road, London, NW1 2AY.

Branch Retired Members’ Groups are now invited to make nominations for the South East Retired Members Committee. Each branch is entitled to nominate up to two candidates. If nominating only one, the candidate may be male or female. If nominating two, at least one must be a woman.

Nominees must be current retired members of UNISON. Those elected will serve on the regional Retired Members’ Committee for two years, and their term will commence from after the AGM on 6 December 2019.

Please note that candidates may submit an election address of up to 200 words in support of their nomination. This should be sent along with their nomination form.

Nominations must be signed by the Secretary or Chair of the Branch’s Retired Members’ Section. If a branch does not have a formal retired members section with elected officers, the nomination may be signed off by the Branch Secretary.

The deadline for the return of nominations and election addresses is **5pm on Friday 18 October 2019.**

Please return all forms to Andrew Adolphus via one of the following methods:

**Email:** a.adolphus@unison.co.uk

**Fax:** 01273 504996

**Post:** UNISON, 179 Preston Road, Brighton, East Sussex, BN1 6AG

Should there be a need for an election, I will advise you further.

Branch Retired Members’ Groups are also invited to consider any amendments to the South East Region Retired Members Committee Constitution and Rules (attached below for your reference). Any proposed amendments should also be sent to Andrew Adolphus through the methods listed above by **5pm on Friday 18 October 2019**.

Notice and details of the AGM will be sent to you in due course.

For your reference and planning, the following timetable has been set for nominations and elections:

* Closing date for return of nomination forms **5pm** **Friday 18 October**
* Election addresses to be received by **5pm Friday** **18 October**
* Constitution amendments to be received by **5pm Friday** **18 October**
* Invitation to AGM will be sent during **w/c** **21 October** *(election details and constitution amendments will be included if applicable).*
* Deadline to register to attend AGM **5pm Friday 15 November**
* AGM papers will be dispatched to attendees on **w/c 18 November**

# Retired Members AGM Friday 6 December 2019 *(UNISON Centre)*

I hope this will be of some assistance when planning Branch meetings prior to the AGM.

Yours sincerely

Andrew Adolphus

**Andrew Adolphus**

Area Organiser: UNISON South East

**SOUTH EAST REGION**

 **RETIRED MEMBERS COMMITTEE**

**CONSTITUTION AND RULES**

1. **Name & Area of Operation:**

Unison South East Region Retired Members' Committee shall operate as a Standing Committee in the South East Region and elsewhere as defined in these rules in respect of retired Unison members, whilst acting in accordance with current National Rules.

1. **Aims & Objectives:**

a) To act as a forum for Retired Members' Sections to discuss and produce and policies on all aspects affecting retired Unison members, within the region and nationally.

b) To discuss, campaign, and affiliate to such bodies as appropriate which campaign on all aspects affecting retired Unison members, or organisations which provide support for the needs of retired Unison members.

c) To lend support to Unison in general regionally and nationally when called upon to do so, in matters relevant to non-retired members.

d) Encourage support by retired members for lay structures, regionally and nationally within Unison.

1. **Functions:**

a) Determine each year a set of objectives and priorities for the Retired members within the Region in line with national and regional objectives.

b) Monitor and comment as appropriate on the resources allocated to retired members and the deployment of those resources to ensure the aims set out in 2 above are achieved.

c) Encourage the development and maintenance of support for the retired members' sections within the region and the regional retired members' committee from branches, lay regional structures and the full time staff of the region and where appropriate from national levels. Particularly the recruitment and retention of retired members within the region.

d) Ensure that appropriate Education and Welfare activities for retired members, retired members' sections, and secretaries of retired members sections takes place within the region.

e) Provide advice and support to the National Retired Members' Committee.

f) Ensuring the region is appropriately represented nationally.

g) Ensuring regular reports, containing action points, are received by the committee from the appointed representatives on UNISON's National and Regional Committees and all external bodies to which the region is affiliated.

 To encourage accountability.

h) On request to the regional office of any retired members' Section to disseminate all approved minutes of the Retired Members' Committee including precis of reports a under (g) above.

i) Ensure regular regional news sheets are produced in accordance with the timetable of the committee's approved plan and circulated following the chairperson's (or nominee) approval to all retired members sections as appropriate within the region's allocated budget. News sheet funding to be ring fenced.

j) Ensure the region is represented appropriately on those organisations to which the Regional Retired Members Committee is affiliated and in accordance with (g) above, reports are received as necessary.

k) Consider submitting motions for and amendment to motions for consideration at the Annual Retired Members Conference and ensuring the region is represented at the Annual Retired Members' and National Delegate Conferences. Such representatives to be briefed on regional policies.

1. **Representation**

a) The Retired Members' Committee shall reflect the principle of proportionality and shall consist of 12 members (6 general and 6 women). Each retired members' section in the Region may nominate up to two candidates. If nominating only one, the candidate may be male or female. If nominating two, at least one must be a woman. Nominations shall be made in advance to the Regional Secretary, in writing, by the notified date, endorsed by the signature of the retired members' section or branch Chairperson or Secretary.

 Candidates for election may submit a brief supporting statement of not more than 200 words.

 Should nominations be received for more than 6 female and 6 general seats an election shall be held by secret ballot, one ballot form going to each retired members' section in the Region, which may vote for up to 12 candidates (6 women and 6 general). Where a retired members' section has nominated two candidates only one may be voted for. Ballot forms must be returned to the Regional Secretary by the date notified.

b) Committee members shall be elected for a term of two years.

c) The Annual General Meeting of the Committee shall be held in December.

d) The Regional Retired Members' Committee shall at the first meeting of the elected Committee appoint:-

 1) Chairperson, Vice Chairperson, Secretary and Assistant Secretary.

Potential committee officers must agree to nomination before commencement of the meeting;

2) two Committee representatives one general, one woman, as voting delegates to the Regional Council (usually Vice Chairperson or Assistant Secretary plus one other Committee member);

 3) two Committee representatives to the Regional Committee one general, one woman (usually Chairperson or Secretary plus one other Committee member);

 4) two representatives to the Regional Welfare Committee, one general and one woman;

 5) National Retired Members' Committee representative;

 6) Retired Members' Conference Standing Orders Committee representative;

 7) delegates to NPC and regions, SERTUC and other organisations in accordance with 2(b) above;

 8) a delegate to the Retired Members' National Conference;

 9) a delegate to the National Delegate Conference;

 10) a representative to the Regional Publicity and Campaigns Committee.

Where appropriate consideration will be given to the appointment of substitutes and/or members job sharing.

 Reports from representatives appointed by the committee to be submitted in accordance with (e) below.

e) The Committee Secretary with assistance from regional office administrative facilities and in consultation with the Chairperson, shall be responsible for ensuring agendas, minutes and regular budgetary details provided by regional office are provided to the members of the committee at least 14 days prior to meetings.

f) Draft minutes shall be provided to the Committee Chairperson for ratification within 7 days of the meeting.

 Budget details shall be provided on a regular basis by regional office to the committee to ensure proper budgetary control.

g) Where a vacancy occurs during the two-year term the next runner up at the AGM election shall be co-opted provided proportionality of representation is maintained. If not, further appropriate nomination shall be sought from retired members' sections.

h) The Committee may co-opt non-voting members for specific purposes such as to assist in producing news sheets.

 **5. Administrative and Financial Year:**

 The administrative and financial year of the Retired Members Committee shall commence on 1st January and end of 31st December.

 **6. Meetings of the Committee:**

 The full Committee shall meet four times a year. Additionally the Committee shall hold an annual Training Day and an annual Seminar for all retired members of the region.

 The quorum for the committee shall be at least half the elected members.

 The Committee shall appoint a working party of not more than 5 members to deal with matters delegated by the Committee consisting of the Chairperson, Vice Chairperson, The Secretary, Assistant Secretary and one other (if required).

*Constitution agreed at the SERM AGM 2012 and ratified at the Regional Council 2013 AGM*

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| NOMINATIONS FOR RETIRED MEMBERS COMMITTEE  |

**Name of Branch / Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each Branch / Group is entitled to submit up to two nominations, one nomination per category: **i) general ii) women**

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| **Name** | **Branch** | **Membership****Number** | **Please tick appropriate box in respect of each nominee** |
| **i)** | **ii)** |
|  |  |  |  |  |
| **Nominee’s Signature** (signifying assent to nomination)……………………………………………………………………… |
|  |  |  |  |  |
| **Nominee’s Signature** (signifying assent to nomination)……………………………………………………………………… |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

(Retired Members Group Secretary / Chair or Branch Secretary)

Date and nature of meeting at which the nomination was agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Completed nomination forms and (maximum) 200 word election address must be returned to:** Andrew Adolphus via:**Email:** a.adolphus@unison.co.uk **Fax:** 01273 504996**Post:** UNISON, 179 Preston Road, Brighton, East Sussex, BN1 6AG **To arrive no later than 5pm on Friday 18 October 2019** |