

IWGB Cleaners and Facilities Branch Constitution

1. Branch Name

The branch shall be called “Cleaners and Facilities” branch of the IWGB and will henceforth be referred to as “the Branch”.

2. Objects

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

3. Membership

The following shall be eligible for membership of the Branch:

- a. Anyone who is already a member as of 9 March, 2018;
- b. Any employees or workers who work at the following industries with the exception of managers:
 - c. Catering
 - d. Restaurants
 - e. Cleaning
 - f. Hotels

All key sites must be in London.

4. Branch Structure

- a. There shall be an annual general meeting, held once per year in April, to elect officers and representatives.
- b. The AGM shall be considered quorum when at least 30 members are present whichever is lower.
- c. In addition to the AGM, the branch shall hold monthly meetings, to decide branch policy.

d. Branch monthly meetings are open to all members, and every member has equal rights to voice and vote.

e. Branch monthly meetings shall be considered quorate when 25 members are present.

f. Ordinary members may convene an emergency branch meeting without the chair or vice-chair if need be. This meeting will need 50 members present to be considered quorate.

5. Branch Officers

The officers shall be elected at the AGM, by a show of hands vote, for the period of one year. Any individual interested in becoming an officer needs to be proposed and seconded by branch members before a vote can take place. If an officer position becomes vacant between AGMs, the vacancy shall be filled on the basis of a show of hands vote at a monthly branch meeting. The term of office for this position shall be temporary- until the next AGM.

For contested positions candidates will be invited to make a brief speech to the members on their candidacy. If an officer position is uncontested, the position will still need to be voted on in a “yes or no” manner. An uncontested candidate for officer position must receive a majority of “yes” votes in order to be confirmed.

As the positions of Chair and Secretary are automatically members of the IWGB Executive Committee, these positions if contested need to be decided via a postal ballot organised by the Central IWGB. If a Chair, Secretary or Women’s Officer steps down and is replaced mid-term, their replacement will automatically be a member of the IWGB Executive Committee.

The group of officers is purposefully small as the officers’ principle role is to carry out the policies of the branch on a day to day basis. The group of officers shall not be considered an executive committee with the remit of deciding policy. The ultimate executive authority of the branch is the democratic will of the members as expressed in monthly branch meetings, rather than through delegates on a committee. The following officer positions and their respective duties are listed below:

a. Chair-

This person will be the branch spokesperson and representative both within the IWGB and with the public at large. This individual will chair branch meetings and the AGM and be expected to carry out branch business on a day-to-day basis. This person will also act as a delegate to IWGB conferences and will be a member of the IWGB Executive Committee. This **person shall have the authority to convene branch meetings.**

b. Vice-Chair-

This person will assist the chair in his/her duties. In the chair’s absence, this person will assume the chair’s role. This person shall have the authority to convene branch meetings.

c. Secretary-

This person will be in charge of membership records, producing minutes from branch meetings and the AGM, and other administrative duties as required. This person will be responsible for

keeping the IWGB Central Union updated on branch policies, motions, and constitution. This person will act as a delegate at IWGB conferences and will be a member of the IWGB Executive Committee.

d. Treasurer-

This person will keep records of the branch's income and expenditure, have access to the branch bank account, produce monthly reports for the branch meetings on the accounts, and facilitate the execution of financial decisions taken in branch meetings.

e. Recruitment/Organiser-

This person will take the lead on recruiting new members to the branch and promoting activism among members.

f. Women and Non-Binary Officer:

This person will be the first point of contact and will deal with situations at the branch level specifically regarding women and non-binary people;

This person will act as a delegate to IWGB conferences and will sit on the IWGB Executive Committee;

Devise strategies, campaigns and projects to combat sexism, harassment and discrimination in the branch and in the industry;

Organise events and training on issues that may be affecting our women and non-binary members;

Promote the participation and empowerment of these members;

g. Education Officer:

This person will promote union education (training, courses, workshops) as well as general education (eg; English and Spanish classes) for members;

Work together with the Union Training Officer to provide and promote training for branch officers, representatives and members;

Liaise with a friendly organisation to provide workshops on issues of concern to our members and the branch initiative;

Produce information and guidance on workshops and training;

h. Ethnic Minorities Officer:

This person will be the first point of contact and will deal with issues related to racial and ethnic problems;

Devise strategies, campaigns and projects to combat racism, xenophobia and discrimination in the branch and in the industry;

Organise events and training on these issues that may be affecting our ethnic minority members;

Promote the participation and empowerment of members of these ethnic minorities;

Participate in supporting cases of racial or ethnic harassment or discrimination. Be part of the casework working group to support these cases;

Communications Officer:

Manage the social media accounts (Twitter and Facebook) of the branch;
Liaise with the press team and Union staff on the branch's external communications;
Liaise with the Digital and Operations Coordinator sending information to the Union's newsletter on branch updates;
Support in the production of leaflets, banners, information cards, etc. for our members and campaigns;
Helping to promote the campaign and raise public awareness of them;
Working with other media and other organisations to promote the work and actions of the branch and our members;

6. Branch Autonomy

The branch recognises that it is part of a larger union and that all actions and policies should be mindful of this. The branch shall not undertake any policies which bring disrepute to the IWGB nor which contravene the IWGB rules. Considering the above, the branch shall have complete autonomy within the IWGB in the following areas:

- a. Ability to set its own membership fees;
- b. 40% of the money accruing to IWGB from this branch's membership fees shall be returned to the Branch each month, starting when the Branch opens its own bank account;
- c. Ability to decide its own policy, in accordance with the objects of the IWGB;
- d. Social media- the branch shall have the ability to create its own website, Facebook page, and twitter account to promote the objects and aims of the branch.

7. Motions, Policy, and Altering the Branch Constitution

Motions or branch policy must be proposed by Branch members at a quorate branch meeting. With the exception of the alterations to the Branch constitution, policy and motions may be passed by a simple majority in a show of hands vote.

The Branch constitution may be altered at any time in a quorate Branch meeting or AGM, with a two thirds majority vote.