

Approved by the NEC 18 March 2022 (NEC/1371)

UNIVERSITY AND COLLEGE UNION

Standing orders of the Retired Members Committee and Annual meeting of Representatives of Retired Members Branches

1 RETIRED MEMBERS COMMITTEE

1.1 Terms of reference

The retired members committee is established under rule 24.5. It is the role of the retired members committee to advise and to make recommendations to the National Executive Committee on matters specifically related to retired members. The committee will be responsible for the organisation of the annual meeting of representatives of retired members branches. The committee will meet on dates specified in the UCU Calendar or as agreed by the NEC.

The quorum for meetings of the committee is one third of the voting representatives.

1.2 Composition

The committee will consist of: 6 representatives elected by the annual meeting of representatives of retired members branches; two members elected by and from the National Executive Committee; and the General Secretary and Officers, *ex-officio*. The General Secretary and Officers will have all rights of committee membership except that they will not be entitled to vote.

1.3 Chairing

The committee will appoint a Chair and a Vice-Chair from amongst its members, by election if necessary. The Chair shall serve for a period of one year, and may be re-elected for further periods.

1.4 Eligibility

To be eligible for election or co-option to the committee, candidates must be retired members of UCU, and in membership of a retired members branch. Any persons elected or co-opted will cease to be members of the committee if their membership of UCU terminates or lapses during their term of committee membership.

Any casual vacancy arising will be dealt with under standing order 1.8.

1.5 Term of office

Each year, representatives attending the annual meeting of retired members branches will elect three members to serve for a period of two years immediately following the annual meeting. After four or more consecutive years of elected membership there will be a break of one year before a candidate becomes eligible to serve on the committee again.

1.6 Nominations

Each retired members branch will be invited annually to submit to the General Secretary one nomination for membership of the committee, using a nomination form issued by headquarters. At the time of nomination, candidates will confirm that they fulfil the criteria for eligibility set out in 1.4 above. The deadline for receipt of nominations will be 14 days before the annual meeting.

Nominations must have been approved either by a quorate branch meeting of a retired members branch, or by a quorate branch committee meeting of a retired members branch. The secretary of the branch/local association will confirm that nominations submitted have received such approval.

1.7 Elections

The election of committee members will be determined by secret ballot of all voting representatives during the annual meeting of representatives of retired members branches. Voting will be in a single ballot conducted by single transferable vote. Should there be a casual vacancy or an unfilled vacancy at the time of the annual meeting it will be filled by the candidate with the next highest number of votes after members have been elected to the full-term vacancies.

1.8 Co-options

The committee will have the power to co-opt members where:

- (i) an insufficient number of nominations have been made to the committee at any annual meeting
- (ii) a casual vacancy arises between annual meetings

Members co-opted must fulfil the criteria for eligibility outlined in paragraph 1.4 above. Co-options will only occur in these circumstances and will cease at the annual meeting following co-option when elections will take place. When co-opting, the committee shall take gender balance into account.

1.9 Voting

Where a decision is not reached by consensus, the chair will take a vote. Any vote will be conducted by a show of hands of those present and voting. Where the vote is tied, the status quo ante will prevail.

1.10 Congress

In accordance with national rule 24.5, the retired members committee may send two motions and two amendments to National Congress.

1.11 Minutes

The minutes and any recommendations of the retired members committee will be sent to the National Executive Committee.

1.12 Amendment to standing orders of the committee

The committee or annual meeting of representatives of retired members branches may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.

2. ANNUAL MEETING OF REPRESENTATIVES OF RETIRED MEMBERS BRANCHES

2.1 Date of meeting

The annual meeting of representatives of retired members branches will be held annually on a date specified in the UCU calendar.

2.2 Terms of reference

The annual meeting will advise and make recommendations to the retired members committee and National Executive Committee on matters relating to retired members.

The annual meeting will, among other things:

- (i) receive the report of the retired members committee;
- (ii) debate and vote on motions proposed by retired members branches and by the retired members committee;
- (iii) elect members of the committee as described in paragraphs 1.4–1.7 above
- (iv) elect UCU's representatives on the Executive and National Council of the National Pensioners' Convention (NPC), representative(s) on the Public Service Pensioners Council and the UCU representative on the TUC Pensioners Committee (UCU rule 24.3)
- (v) select from among resolutions carried at its current and immediate previous annual meeting two motions for sending to the Biennial Delegate Conference of the NPC (UCU rule 24.4)

2.3 Composition

In addition to the members attending under paragraph 2.4 below, the meeting will include the National Executive Committee members appointed to the committee and the Officers and General Secretary, *ex-officio*.

2.4 Branch/local association representatives

Each retired members branch may send two voting representatives to the annual meeting.

Subject to a mechanism for determining maximum attendance, observers may also be permitted to attend. Observers will be retired members of UCU.

Branch representatives will be elected by a quorate general meeting, or by a quorate branch committee meeting. Names of representatives will be notified to the General Secretary not later than 14 days before the meeting.

Members attending the annual meeting are normally expected to report back to their branch on their attendance and on the content of the meeting. Branch officers should facilitate this reporting back, which may take the form of an oral or written report.

2.5 Chairing

The annual meeting will elect its own chair from among those attending. Normally, this will be the Chair of the retired members committee, or, in their absence, the Vice-Chair.

2.6 Motions

Retired members branches may be invited to submit up to three appropriate motions, using a form provided by head office, to the General Secretary, which must be received 21 days before the date of the annual meeting. The retired members committee may also submit motions. Motions for consideration and decision will be limited to matters of concern to retired members and not matters affecting UCU members generally.

Motions submitted by retired members branches must have been approved either by a quorate general meeting, or by a quorate branch committee meeting. The secretary of the branch/local association will confirm that motions submitted have received such approval.

Resolutions passed at the annual meeting will be advisory. They will be submitted to the National Executive Committee, together with any advice and recommendations from the retired members committee, and a copy of the draft minutes of the annual meeting.

2.7 Voting on motions

Only the following members, present at the annual meeting, may vote: elected members of the retired members committee, and elected representatives of retired members branches. Voting on motions will be by show of hands, unless the Chair directs otherwise. Where the vote is tied, the status quo ante will prevail.

2.8 Material for the annual meeting

The following material will be circulated direct to representatives attending, and made available to branch/local association secretaries for information, before each annual meeting:

- (i) an agenda for the meeting;
- (ii) the motions received;
- (iii) the nominations received for the retired members committee
- (iv) a copy of the relevant parts of Congress standing orders covering the conduct of business (para 2.10 below).

2.9 Quorum

Ten members will constitute a quorum for the transaction of business.

2.10 Conduct of business

In managing the conduct of business and rules of debate, the Chair of the annual meeting will have regard to the relevant parts of the standing orders for UCU Congress.

2.11 Amendments to standing orders

The annual meeting may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.

Appendix – retired members in UCU – background information

1 Retired members – background information

1.1 There are 3946 members in regional retired members’ branches.

East Midlands Retired Members	339
Eastern & Home Counties Retired Members	321
London Retired Members	663
North West Retired Members	459
Northern Retired Members	277
Northern Ireland Retired Members	74
Scottish Retired Members	147
Southern Retired Members	247
South East Retired Members	198
South West Retired Members	277
Wales Retired Members	228
West Midlands Retired Members	332
Yorks and Humberside Retired Members	384

1.2 Turning to retired members in workplace branches, there are 638 retired members in FE branches, spread across 236 branches. Only 20 branches have more than 5 retired members; only five have ten or more. The highest is 21 retired members at Belfast Metropolitan College. 105 FE branches have no retired members. (Total FE branch membership, excluding retired and student: 27 929).

1.3 There are 2746 retired member in HE branches, spread across 157 branches. 27 HE branches have 30 or more retired members. With two exception (Leeds Beckett and Sheffield Hallam) these are all Russell Group or other pre-92 institutions. The highest number is 102 retired members at the Open University, followed by six large Russell Group branches with over 70 retired members in each. 30 HE branches have no retired members. (Total HE branch membership, excluding retired and student: 80 877).

1.4 The total number of retired members in workplace branches is 3384, compared to 3946 in retired members branches.

1.5 The level of activity in retired members’ branches varies. In 2021, six different retired members’ branches submitted Congress motions. Nine of the 13 retired members’ branches were represented at the annual meeting of retired members’ branches in November 2021. Of the four that did not attend, two have been confirmed by the relevant regional official as active to at least some extent. In Northern Ireland, it appears that the retired members’ branch is only an administrative feature of the database and at an organising level branches have

expressed their preference for retired members to remain in their workplace branch (which may be why Belfast Metropolitan College is the FE branch with the highest number of retired members).