



**The TUC-affiliated Trade Union
for Professional Writers**

Rule Book



WRITERS' GUILD OF GREAT BRITAIN

RULE BOOK

With effect from 1 August 2009
All previous versions rescinded

THE WRITERS' GUILD OF GREAT BRITAIN

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RULES OF THE WRITERS' GUILD OF GREAT BRITAIN

1. TITLE

The Union shall be called The Writers' Guild of Great Britain.

2. REGISTERED OFFICE

The Place of Meeting and the Registered Office of the Union (hereinafter called "the Guild") shall be at 40 Rosebery Avenue, London EC1R 4RX or such other place as may from time to time be decided by the Executive Council provided that notice of any such change shall always be sent forthwith to the Certification Officer in the form officially prescribed.

3. NON-POLITICAL STATUS

The Guild shall have no affiliation with any political party nor shall its funds or facilities in any event be used towards the support of any political party.

4. OBJECTS

The objects of the Guild shall be:

4.1 To protect, further or represent members or their interests in matters relating to the profession of writing.

4.2 To foster the highest standards of professional skill and conduct among members.

4.3 To regulate the relations of members amongst themselves and between them and their producers, publishers, licensees and other business associates.

4.4 To encourage the settlement by arbitration of disputes between members and/or other persons or bodies and to do all possible things to provide facilities for such arbitration including the appointment of arbitrators.

4.5 To settle differences and disputes with producers, publishers, licensees or other bodies and unions as the Executive Council shall direct.

4.6 To furnish advice to members and their representatives on all questions affecting them as writers and to assist members and their

representatives, either financially or otherwise, in any legal proceedings relating to their rights, duties or liabilities in connection with working under contracts insofar as it is considered by the Executive Council to be desirable and possible so to do.

4.7 To support and assist, financially or otherwise, members engaged in disputes with producers, publishers, licensees or other bodies with whom the member has a contract for services, and to give support to other Unions and bodies making common cause with the Guild insofar as the Executive Council shall consider it to be in the interests of the Guild.

4.8 To promote legislation either in conjunction with other interested Unions or bodies or independently for the benefit of writers in all media.

4.9 To produce and/or record television, film and radio material by any means and to print, publish and circulate any periodical or other matter where doing so seems desirable in the interests of the Guild and to sell, hire or lease same and to make a charge to cover or set against the cost of any such production, recording, publication or material as the Executive Council may deem necessary or desirable.

4.10 To make donations, grants or loans, with or without interest or security, to members and to kindred bodies or to benevolent objects, by such means as the Executive Council may direct.

4.11 To create or subscribe to a Benevolent Fund out of the funds of the Guild, administered by Trustees responsible to the Executive Council, or by such other means as the Executive Council may from time to time decide, and to administer such Fund for the benefit of members or any of them in such manner as the Executive Council shall direct.

4.12 To establish, administer, subscribe to or support a pension/insurance scheme or similar schemes for the benefit of members provided that such scheme or schemes be approved by a majority of those present and voting at a General Meeting of members.

4.13 To act as a central collection and distribution agency for royalties and fees as determined by national or international agreement for all writers and to make a charge

to be determined by the Executive Council for such services.

4.14 To hold, purchase, lease or mortgage and otherwise deal with or in all forms of property.

4.15 To raise funds or monies by borrowing on the security of the property of the Guild or otherwise.

4.16 To entertain foreign writers or members of foreign or international writers' Unions or bodies where this is considered desirable in the interests of the Guild and its members.

4.17 To do all such other lawful things as are incidental or conducive to the above objects.

5. MEMBERSHIP

5.1 Eligibility

(a) A Full Member shall be any person who has accumulated 8 Membership Points.

(b) Membership points shall be allocated as follows, subject to the discretion of the Executive Council:

For each single piece of written work of any description for which reasonable payment has been received under written contract, in terms not less favourable than those existing in current minimum terms agreements negotiated by the Guild (where such agreements exist) - 8 points

For each single piece of marketed written work produced or published other than under the terms of the previous paragraph - 4 points

For each completed year of Candidate membership (up to four years) - 1 point.

(ii) An Affiliate Member shall be any such individual person or corporate body as an agent, technical adviser, researcher or consultant, engaged in a professional relationship with any Writer. Eligibility for Affiliate Membership shall be at the discretion of the Executive Council.

(iii) Honorary Members shall be such persons as the Executive Council may from time to time deem fit, subject to confirmation at the next following Annual General Meeting of the Guild.

(iv) A Life Member shall be a person who has been admitted to Life Membership of the Guild at any time up to 10 June 2008.

(v) A Candidate Member shall be any person intending to qualify for full membership, but who does not yet qualify for any other category of membership. A Candidate Member who becomes eligible for any other category of membership must transfer to that category of membership.

5.2 Withdrawn Status

(a) A Full Member may at any time apply in writing to the Executive Council for Withdrawn Status and a member granted Withdrawn Status shall not be required to pay a subscription and shall have no claim on the services of the Guild nor be able to exercise any of the rights of Full Membership.

(b) The Executive Council may at its discretion grant Withdrawn Status for any period not exceeding five years to any Full Member on being satisfied that the member has ceased to work as a writer.

(c) A Full Member who has taken up residence in the country of an affiliated Guild and who has joined the local Guild shall on making application to the Writers' Guild of Great Britain automatically be accorded Withdrawn Status while remaining a member of the local Guild, except where deriving a significant income from royalties and residuals earned under agreements negotiated and maintained by the Writers' Guild of Great Britain.

(d) A Full Member accorded Withdrawn Status may apply at any time for reinstatement as a Full Member without the payment of a fee.

5.3 Admission Procedure

(i) Application for admission to Membership of the Guild shall be made on the appropriate form prescribed from time to time by the Executive Council.

(ii) Application must be accompanied by appropriate evidence of eligibility, for example:

(a) A copy of any contract(s) relied upon to establish Membership Points;

(b) A declaration from a Full Member in good standing or an Agent who is

an Affiliate Member that Membership Points should be allocated.

(iii) The Executive Council may accept or decline any application for admission to membership of the Guild and in declining an application shall inform the applicant in writing.

(iv) Affiliate Members may be admitted to the Guild by invitation of or by application to, and at the discretion of, the Executive Council.

(v) The day upon which an applicant whose application has been accepted pays a first subscription shall be the date on which membership of the Guild is deemed to have commenced and on payment of a first subscription the new member shall receive a membership card and a copy of the Rules of the Guild.

(vi) Should the Executive Council decline any application for membership, any fee or subscription previously paid to the Guild by the applicant shall be refunded in full.

5.4 Incidence of Membership

(i) A Full Member who is in benefit, or a Life Member may be nominated to serve as an Officer of the Guild or as a member of the Executive Council. A member engaged in any capacity with input into company policies, the hire and fire of writers, and/or the determination of fees and acceptance or rejection of work, must declare this at the time of nomination and the details shall be circulated to the membership and published on any ballot paper.

(ii) A Full Member who is in benefit, or a Life Member may vote in Guild elections and may speak and vote on any matter at a General Meeting of the Guild and shall be entitled to the services and benefits of the Guild.

(iii) A Candidate Member who is in benefit shall be entitled to attend General Meetings of the Guild and may speak on any matter but may not vote; and shall be entitled to the services and benefits of the Guild at the discretion of the Executive Council.

(iv) An Affiliate Member in benefit shall be entitled to attend or to be represented at General Meetings of the Guild, as appropriate, and may speak on any matter but may vote only on the presentation and approval of the Accounts.

6. DUTIES OF MEMBERS

All categories of membership shall be bound to further to the best of their ability the objects, interests and influence of the Guild. They shall comply with the Rules and with the instructions of Council and accept their authority as binding and engage not to act in a manner prejudicial to the interests of the Guild.

6.1 Obligations

(i) Membership cards must be produced on request at all General Meetings of the Guild. They are not transferable and must not be used by any person other than the member.

(ii) No member shall enter into a contract or induce another member to enter into a contract at less than the rates stipulated in the relevant Guild agreement nor sell or license uses of the work in violation of the conditions laid down in the agreement irrespective of whether the party with whom the agreement is made is a signatory to the agreement or not.

(iii) No member shall accept a credit or induce any other member to accept a credit that misrepresents the member's contribution. Members shall abide by the terms and conditions of the applicable credits agreements and accept the decisions of committees of arbitration appointed by the Executive Council or in accordance with the provisions of Guild agreements.

(iv) No member shall pass confidential Guild information to non-members.

(v) No member shall make any statement, whether orally or in writing, to the press, television or radio, representing such statement as Guild policy, unless expressly authorised so to do by the Executive Council.

(vi) Members shall keep the Guild office notified in writing of any change of address and unless and until such notification has been received by the Guild a member's address for all Guild purposes shall be deemed to be the last address of the member appearing in the Guild's register of members.

(vii) Any work undertaken by a member in pursuance of the profession of a writer must be covered by a written contract which shall be produced on request to the General Secretary.

(viii) Writers must register with the Guild their writing name together with any or all

pseudonyms used or those they intend to use.

(ix) Members accepting writing commissions overseas shall notify the Guild of the nature of the commission and of their overseas address.

(x) Writers visiting for purposes of work countries with which the Guild has an Affiliation Agreement shall register on arrival with the Guild of local jurisdiction.

(xi) It is incumbent on all Writers before signing a contract to ensure that the other party is not an individual or company or organisation named in the List of an Affiliated Guild.

(xii) All Writers shall complete such instruments as may be necessary to authorise the Authors' Licensing and Collecting Society to exercise on that member's behalf in all areas those rights which can only be exercised collectively and to collect and forward to the member monies arising from the exercise of such rights, but without prejudice to the powers of the Guild to exercise collective rights under Rule 24.

(xii) Members shall use civil and comradely language in all their communications on Guild business, with fellow Members, Officers and Officials, and avoid abusive expressions and defamatory statements. "Communications" include, but are not limited to, speech, e-mail, letters, telephone calls, and text messages.

7. DISCIPLINE

7.1 Grounds

A member who is in breach of any of the provisions of Rule 6 foregoing may after an investigation conducted in accordance with the procedures hereunder prescribed be disciplined by the Guild.

7.2 Procedure

(i) No disciplinary action against a member shall be initiated unless a complaint has been made in writing to the General Secretary either within twelve months of the date on which the event giving rise to the complaint occurred or within twelve months from the time when such event could reasonably be discovered, whichever is the later.

(ii) On receipt of a complaint the General

Secretary shall make preliminary enquiries to establish whether there is in his/her view substance in the complaint and shall report the findings to the Executive Council.

(iii) Notwithstanding the foregoing the General Secretary, having reason to believe that a breach of Rule exists, shall make such enquiries as may be necessary and report his findings to the Executive Council.

(iv) If the Executive Council, having heard the report of the General Secretary, decides that no action shall be taken, a member in benefit making a complaint shall be entitled to request of the Executive Council a personal hearing to explain why the complaint should be the subject of a formal enquiry.

(v) When after hearing reports or statements as specified at 7.2 (ii), (iii) or (iv) the Executive Council finds no substance in the complaint and decides to take no action, the complaint shall be dismissed and the aggrieved member notified accordingly.

(vi) If after hearings as specified above the Executive Council decides a full and formal investigation is necessary, the Chair shall set up a Committee of Enquiry which shall consist of three Full Members, one of whom must be a member of the Standing Orders Committee, the second a member of the Finance Committee and the third appointed by the Executive Council, provided that no member of a Committee of Enquiry shall be a member of the Executive Council.

(vii) The General Secretary shall then serve the member alleged to be in breach of Rule with a copy of the complaint and not less than twenty-one days' notice of the time, place, and date of the hearing, which notice may be served in person or by Registered Mail to that member's last recorded address.

(viii) A member called before a Committee of Enquiry must be supplied with copies of all papers set before the committee and the member must also be informed that witnesses, friends or other representatives may be called to assist in defence against the allegations.

(ix) The General Secretary shall present to the hearing the complaint and relevant evidence and in defence the member shall have the right to introduce evidence, to call witnesses and to question any witness who testifies in support of the complaint.

(x) A record shall be kept of the proceedings of the Committee of Enquiry but the testimony produced need not be under oath nor shall the committee be bound by any rules of evidence applicable in any court of law.

(xi) The committee shall prepare for the Executive Council a written report of the enquiry with a recommendation as to whether disciplinary action should be taken and if so as to the nature thereof and the Executive Council may adopt the report of the committee or reject it or may at its discretion impose penalties different from those recommended by the committee.

(xii) A copy of the committee report and any recommendations as approved or varied by the Executive Council must be sent to the member by Registered Mail within twenty-one days.

(xiii) In the event that the complaint is upheld the member must be advised of his/her right of appeal to the Guild Appeals Committee which shall be composed of three members appointed by the Executive Council from former Guild Officers or other former members of the Executive Council none of whom shall have been a member of the Executive Council at any time during the two years previous to the date of the appeal.

7.3 Penalties

A member found guilty of a breach of Rule may be suspended from membership for a period not to exceed two years or may be expelled from the Guild and/or fined and the fine imposed shall not exceed £1,000 for each breach of Rule. In the event of any fine imposed under this Rule remaining unpaid for a period of three months, the Executive Council shall consider varying the penalty to one of suspension or expulsion.

7.4 Appeals

(i) A member wishing to appeal against a penalty imposed by the Guild for breach of Rule or other offence shall give notice in writing to the General Secretary within fourteen days of being notified of the decision it is intended to challenge. Such notification must state the grounds on which the proposed appeal is based and on receipt of such notice the General Secretary shall within twenty-one days convene the Appeals Committee.

(ii) Before the appeal is disposed of the appellant shall be entitled to be heard in person by the Appeals Committee who shall hear any witnesses called by the appellant and shall hear any other person they deem it desirable to hear in relation to the appeal, provided that in such case the appellant shall be given the opportunity to be heard after such other person or persons have been heard.

(iii) The determination of the Appeals Committee shall be made within fourteen days of the hearing and in making such determination the committee shall be entitled to amend, vary, quash or uphold the decision of the Executive Council against which the appeal is made and such determination shall be acted upon by the Guild and its Officers.

(iv) Pending an appeal to the Appeals Committee an accused member shall lose none of the rights and privileges of membership which may have been excluded by way of discipline.

8. COMPLAINTS AGAINST THE GUILD OR GUILD OFFICIALS

8.1 Any complaint in writing from a member in benefit alleging that the Guild or any Officer or official of the Guild has acted contrary to the Rules shall be referred by the Executive Council to the Appeals Committee and the committee shall investigate the complaint in such manner and make such enquiries as it thinks fit and shall recommend to the Executive Council, which shall not be bound to act upon the recommendations of the Committee but should it fail to act upon the recommendations of the Committee it must seek confirmation of the members at the next following General Meeting.

9. RE-ADMISSION

9.1 A member who has been excluded from membership under Rule 7.3 or struck off the register of members under Rule 23.7 (ix) hereinafter or who has ceased to be a member of the Guild for any reason other than resignation may apply to the Executive Council in writing for re-admission to membership and such application shall be proposed and seconded by Full Members in benefit and shall state all the facts relevant to the exclusion or cessation of membership and the grounds upon which the application for re-admission is made.

9.2 An application for re-admission shall be

considered by the Executive Council which may invite the applicant to attend to answer questions and the Executive Council by a two-thirds majority of those present and voting may reject or re-admit the applicant upon such terms as it may decide.

9.3 A person re-admitted may be required to pay outstanding subscriptions as determined by the Executive Council and if further determined by the Executive Council a re-admission fee, the amount to be determined at the discretion of the Executive Council.

9.4 A member who has resigned from the Guild having paid all due fees may apply at any time for renewed membership and the application will be considered by the Executive Council under Rule 5.3 foregoing.

10. GENERAL MEETING OF MEMBERS

10.1 In every calendar year the Council shall call a general meeting as its Annual General Meeting and every Annual General Meeting shall be held not more than 18 months after the previous one.

10.2 The General Secretary shall give members not less than seven weeks' notice in writing of the time and place of each meeting together with documents setting out the business to be discussed or transacted including nomination forms for election of Officers and members of the Executive Council as well as motion paper, provisional agenda and last dates for the receipt of nominations and motions.

10.3 The Executive Council, any National Region, any Branch, or any two Full Members in benefit may require the General Secretary to place on the agenda for an Annual General Meeting any motion or motions and each requisition shall be made to the General Secretary four weeks at least before the time fixed for the Annual General Meeting and the General Secretary shall send to all members seven days at least before the time fixed for such meeting the final agenda including all proposed motions together with a list of all valid nominations for Officers of the Guild and for Executive Councillors with such ballot papers as may be necessary.

10.4 Any motion received after the last time of receipt for motions as determined in Rule 10.2 foregoing may be included in the final agenda if such motion deals with an urgent matter and the validity of such motion as to

whether it be of an urgent or immediate nature shall be at the sole discretion of the meeting.

10.5 If in any year no Annual General Meeting is summoned within eighteen months of the last such meeting then an Annual General Meeting may be called by any two Full Members in benefit by advertisement in *The Times*, *The Guardian*, *Daily Telegraph* or *Independent*, giving not less than thirty days' notice of the time and place of the meeting, and the meeting so called shall be a valid Annual General Meeting for all purposes including the election of Officers of the Guild and of Executive Councillors.

10.6 The Executive Council shall call an Extraordinary General Meeting of members if it so requires or if requested in writing so to do by not fewer than forty Full Members or if a majority present and voting at any meeting of the Executive Council so requires, and any request for the holding of an Extraordinary General Meeting shall state the purpose for which it is desired to hold such a meeting.

10.7 Within thirty days of the receipt by the General Secretary of a request for an Extraordinary General Meeting the General Secretary shall give all members twenty-one days' notice at least in writing of the time and place of such meeting stating the purpose for which the meeting has been called, and no business other than that stated in the notice shall be transacted at the meeting.

10.8 The accidental omission to give notice of any meeting or the non-receipt of any such notice by any member or members shall not invalidate any resolution passed or any election made at such meeting.

10.9 Fifty Full Members in good standing personally present, or two per cent of Full Members in good standing, whichever is fewer, shall be a quorum for a General Meeting for all purposes.

10.10 At any General Meeting of members the chair shall be taken by the Chair of the Guild or such being absent by a Deputy Chair, save that at any Annual General Meeting "Retiring Chair" shall be read for "Chair" and "Retiring Deputy Chair" for "Deputy Chair". In the absence of all these Officers, any Full Member present, being proposed and seconded by Full Members present and elected by a simple majority of Full Members present and voting by a show of hands, shall chair the meeting

10.11 The Chair at any General Meeting shall be vested with the customary rights powers and duties of a chair (*vide* Citrine's ABC of Chairmanship) but shall not vote on general questions but in the event of a tie shall exercise a casting vote.

10.12 Any Full Member present at a General Meeting may demand a secret ballot of those present and eligible to vote for the decision of any question that may seem to that member suitable to be so decided and such a ballot shall be taken if so demanded unless the demand be withdrawn.

10.13 There shall be a Standing Orders Committee consisting of five Full Members, four of whom shall be elected at each Annual General Meeting and one of whom shall be appointed subsequently by the Executive Council, and the Standing Orders Committee shall be responsible for the formation of the agenda and for the rules governing the proceedings and conduct of any General Meeting of members, and the Standing Orders Committee shall present a report to each General Meeting for the approval of Full Members present and voting by a show of hands.

11. OFFICERS OF THE GUILD

11.1 The Officers of the Guild shall be a Chair, or Joint Chairs if so agreed by the candidates for that office, two Deputy Chairs and a Treasurer.

11.2 The Officers of the Guild shall be elected in a ballot of all members and candidates shall have had at least two years' experience as an Executive Councillor at the time of their nomination.

11.3 They shall hold office for one year but shall be eligible for re-election. No member of the Executive Council, excepting the Treasurer, shall hold the same office in the Guild for more than three years consecutively. No retiring officer of the Guild shall be eligible for election to the EC for a period of one year after relinquishing office. No member may hold more than one of the offices specified above at any one time.

11.4 The Officers of the Guild shall be answerable to the Executive Council and subject to these Rules and may act only as authorised save that in the event of any matter arising which requires urgent and immediate attention and where it is impractical to summon

a meeting of the Executive Council then the Chair is hereby empowered to take such action as shall be deemed appropriate and report such action to the next following meeting of the Executive Council.

12. PRESIDENT

12.1 The President shall be elected by secret ballot of the entire membership for a period of three years but shall not serve more than two consecutive terms. Candidates for President shall have the opportunity to prepare an election address of not more than 200 words to be enclosed with the ballot papers.

12.2 Save as is provided in these Rules the office of President shall not in itself confer on the President any powers or rights except such powers and rights as may be specifically conferred by any resolution of the Executive Council, save that the President shall be entitled *ex officio* to attend meetings of the Executive Council and all other Guild meetings whatsoever, but shall have no vote.

12.3 The Executive Council may at any time recommend the Annual General Meeting to confer upon a member the title "Honorary Life President." The Life President's role shall be purely ceremonial with no rights to attend Executive Council meetings.

13. EXECUTIVE COUNCILLORS

13.1 The Executive Council shall comprise:

(i) The Guild Officers

(ii) A representative of each of the Craft Sectors (TV, Radio, Film, Theatre, Books, Children's and Games/Electronic) to be elected in a ballot of all members entitled to vote and registered as working in that Craft Sector.

(iii) The currently serving at-large Councillors, as at 19 May 2006, will serve out their full term of office, but will not be replaced when their term expires.

(iv) One representative from each recognised Branch of the Guild, to be elected in a ballot of all members of the branch entitled to vote.

(v) One representative each from the National Regions (Scotland and Wales), to be elected in a ballot of all members in Scotland and Wales who are entitled to vote.

(vi) The President, who shall be a non-voting member of the Executive.

(vii) The General Secretary, who shall be a non-voting member of the Executive.

13.2 No member of the Guild shall be eligible for election to the Executive Council unless he/she has been a Full Member of the Guild for at least two years continuously prior to the date on which nominations for election close.

13.3 Each member of the Executive Council shall be elected for a term of three years and shall be eligible for re-election. After six years, no member of the Executive shall be eligible for re-election to the Executive Council for a period of one year except in the case of a member seeking election as an Officer of the Guild in accordance with Rule 11. (For the purposes of this Rule, a year shall mean the period from the end of one Annual General Meeting to the end of the next.)

14. NATIONAL REGIONS AND BRANCHES

14.1 A National Region or Branch shall comprise at least 21 members of whom at least seven must be Full Members. Once established, all Full and Candidate Members living in the geographical area of the Branch shall be entitled to attend.

14.2 Members in each National Region or Branch shall have the right to elect one representative to serve on the Executive Council of the Guild.

14.3 There shall be two National Regions within the Guild - Scotland and Wales.

14.4 There shall be such branches within the Guild as the Executive Council may from time to time consider convenient, provided that every member of the Guild shall at all times be a member of one National Region or Branch.

14.5 The National Executive shall from time to time issue such guidelines for the conduct of National Regions and Branches as it considers necessary.

15. CRAFT SECTORS AND CRAFT COMMITTEES

15.1 A Craft Sector shall comprise all members registered as working in that Craft

Sector. Members may be registered for any and all Craft Sectors in which they are working.

15.2 Members in each Craft Sector shall have the right to elect one representative who will serve on the Executive Council and on the relevant Craft Committee.

16. BALLOT FOR THE ELECTION OF PRESIDENT, OFFICERS AND EXECUTIVE COUNCILLORS

16.1 Nominations for the positions of President; Officers; and National Region, Branch and Craft Sector representatives on the Executive Council, shall be invited by the General Secretary and submitted on the appropriate form with the names of the proposer and seconder not less than seven weeks before the date set for the AGM. The proposer and seconder shall warrant that the candidate is willing to stand for election and fill the office if elected. Members nominated, and their proposers and seconders, shall be Full Members of the Guild in good standing, or Life Members, at the date of nomination and, where appropriate, registered as working in the particular Craft Sector or living in the area covered by the particular National Region or Branch.

16.2 In the event that only one candidate is nominated for any office or position, that person shall be declared duly elected forthwith.

16.3 In the event of more than one candidate being properly nominated for any position, the General Secretary shall make arrangements for a ballot of all members who are entitled to vote; or, in the case of a National Region or Branch or Craft Sector, a ballot of all members in that National Region or Branch or Craft Sector who are entitled to vote.

16.4 Should a vacancy or vacancies arise on the Executive Council for whatever reason, the General Secretary shall seek nominations for members qualified to stand as candidates and shall arrange for an election to be held, always excepting that if the vacancy occurs within three months of the close of nominations for the next annual elections no action shall be taken and the seat(s) shall remain vacant until the next annual election.

16.5 The conduct of the election shall be supervised by the Independent Scrutineer appointed by the Guild for that purpose.

16.6

- (a) Each candidate must supply:
- (i) A statement of up to 250 words.
 - (ii) A list of writing credits and/or statement of qualifications.
 - (iii) A list of Guild offices held.
- (b) The material listed in Rule 16.6 (a) shall be circulated to all candidates, following which any candidate may, if s/he wishes, submit an additional reply/rebuttal up to 100 words.
- (c) All the material listed in Rules 16.6 (a) and 16.6 (b) shall be circulated with the ballot papers under the control of the Independent Scrutineer.

16.7 A list of the candidates proposed for the Executive Council shall be issued to all members eligible to vote at least twenty-one days before the date fixed for the Annual General Meeting.

16.8 Ballot papers shall be returned to the Independent Scrutineer appointed by the Guild to supervise elections no later than five working days before the Annual General Meeting.

16.9 Proxy votes shall not be admitted and a voting paper on which the votes are not recorded in accordance with the instructions contained thereon and as specified in the Rule shall be disqualified and not counted by the Scrutineer.

16.10 The results of the ballot shall be announced at the Annual General Meeting by the chair of the meeting but no such announcement shall be made until the report of the Scrutineer in the prescribed terms has been received and until such time as the announcement shall have been made no one save the Scrutineer shall have access to the voting papers and after the announcement has been made the voting papers shall be retained by the Scrutineer for a period of one year.

16.11 The results of the election shall be conveyed to all members within a period of three months by an announcement in the Guild's journal or otherwise as the Executive Council may see fit.

17. EXECUTIVE COUNCIL**17.1 Powers**

The government of the Guild shall be vested in the Executive Council and the following, but not by way of limitation, shall be the powers and duties of the Executive Council:

- (i) The consideration of applications for membership.
- (ii) The investigation and implementation of Guild policy.
- (iii) The implementation of resolutions passed by General Meetings of members.
- (iv) The investment, expenditure, application and management of Guild funds and property.
- (v) To facilitate, as may be necessary, nominations and a postal ballot for the position of General Secretary, as required by law, and to regulate the pay and conditions of all Guild staff.
- (vi) The consideration and issuing of instructions to members for any kind of industrial action, subject to legal requirements to hold a ballot of the membership.
- (vii) The taking of any action on behalf of and in the interest of the Guild or any of its members as provided for in these Rules.
- (viii) The institution of legal proceedings on behalf of the Guild or of any of its members as allowed for in these Rules.
- (ix) The purchase or lease of any real or personal property on behalf of the Guild, together with the right to sell, exchange, mortgage or let the same.
- (x) The supervision and conduct of disciplinary proceedings in accordance with Rule 7 foregoing.
- (xi) The approval of bylaws and regulations by which properly constituted Branches, sections and committees of members may conduct their business.
- (xii) The doing of any thing and the taking of any steps in furtherance of all or any of the objects of the Guild.

17.2 Constitution

(i) In the event that a member of the EC fails to attend three consecutive meetings of the Council, the Council may, by a two-thirds majority of those present and voting at the next subsequent meeting of the Council, regard such a member as having resigned and shall have the power to declare a vacancy.

(ii) A Chair or a Deputy Chair who during a term of office finds it impossible for any reason to continue in office shall forthwith resign the office and the members of the Executive Council shall have power to elect from among their number a replacement to the office to serve until the next following Annual General Meeting and the vacancy so created on the Executive Council shall be filled under the provisions of Rule 16.

17.3 Proceedings

(i) The Executive Council shall meet at such times as the Chair of the Guild may deem necessary but in any event no less than five times a year.

(ii) The chair at any meeting of the Executive Council shall be taken by the Chair of the Guild or in the absence of such by a Deputy Chair and in the absence of the Officers named the members of the Council present shall by a majority vote elect one from among their number to preside over the meeting and the member elected shall for the duration of that meeting be vested with the rights powers and duties of a Chair and shall have only a deciding vote.

(iii) A minimum of seven members of the Executive Council personally present shall be a quorum for a meeting of the Council for all purposes and each member shall be entitled to one vote save only that the Chair shall have only a deciding vote.

(iv) The Executive Council may appoint committees and sub-committees comprising Councillors or Guild members generally or both and may at any time revoke such appointment, and the function of such committees shall be to advise and report back to the Council, and any committee so appointed shall confirm to any bylaws and regulations imposed by the Council and subject to such bylaws and regulations may meet together and adjourn and otherwise regulate its meetings as it may see fit.

(v) A member of the Executive Council who is a National Regional representative, a Branch representative or a Craft Sector representative may, at the discretion of the Chair of the Guild, nominate a deputy to attend a particular meeting of the Executive, and at the discretion of the Council the deputy may be invited to speak but not vote on issues relating to or affecting the National Region/Branch/Craft Sector represented by that deputy.

(vi) The conduct of all meetings of the Executive Council for the transaction of any business of the Guild shall be regulated by the Rules of Debate as annexed to these Rules at Appendix C.

18. FINANCE COMMITTEE

18.1 Financial matters involved in the following functions of the Executive Council, namely:

(i) The investment of Guild funds;

(ii) The employment, pay and conditions of Guild staff;

(iii) The purchase or lease of any real or personal property on behalf of the Guild, together with the right to sell, exchange, mortgage or let the same;

shall first be remitted by the Executive Council to a Finance Committee composed of the Officers of the Guild and three Full Members of the Guild not being members of the Executive Council to be nominated annually by the Council. The General Secretary shall not have voting rights in the Committee nor be present when his/her salary is discussed, but the General Secretary shall be present during discussions of staff salaries save when they are voted upon.

18.2 The Finance Committee shall come together as often as may be necessary for the purposes specified in Section 18.1 foregoing of this Rule, or when requested so to do by the Treasurer, but not less frequently than once in each six months to review and guide the finances of the Guild in the best interests of the membership, and its recommendations shall be conveyed to the Executive Council by the Treasurer.

19. TRUSTEES OF THE GUILD

The fixed assets of the Guild including, but not by way of limitation, any purchase, lease or

mortgage of property, or funds or monies raised by borrowing on the security of property of the Guild, or otherwise, shall be held in the names of three Trustees who shall be Full Members of the Guild in good standing and who shall have had no less than ten years' continuous Full Membership of the Guild, and who shall have been elected by a simple majority of members present and voting at an Annual General Meeting.

20. ADDITIONAL DUTIES OF THE TREASURER

The Treasurer shall, but not by way of limitation:

20.1 Supervise the collection of all monies lawfully due to the Guild.

20.2 Ensure that all disbursements made out of the funds of the Guild are properly payable.

20.3 Inspect the bank books and cash books and other books and documents of like nature at any time to ensure that the Rules relating to finance are observed.

20.4 Be responsible for the keeping of proper accounting records and for the preparation of the accounts.

20.5 Assist the auditors in the performance of their duties.

20.6 Submit the yearly profit and loss accounts and the balance sheets to the Annual General Meeting.

20.7 Convene the Finance Committee as required and report its recommendations to the Executive Council.

20.8 Keep the Executive Council regularly informed of the state of the finances of the Guild and from time to time advise and make recommendations to the Executive Council on the future financial policy of the Guild.

21. APPOINTMENT OF GENERAL SECRETARY

21.1 As and when the position of General Secretary becomes vacant, or the term of office expires, the Executive Council shall:

(a) Appoint an Independent Scrutineer and notify members of the appointment as required by the relevant legislation.

(b) Notify the membership by means of the union's journal or other effective means that the process to appoint a General Secretary has been started.

(c) Set a qualifying date on which the eligibility of members to vote in an election will be determined.

(d) Establish an Appointment Committee consisting of:

- (i) The President
- (ii) The Chair or Joint Chairs
- (iii) The Deputy Chairs
- (iv) The Treasurer
- (v) At the discretion of the EC such other members in benefit as the EC sees fit.

21.2 The Appointment Committee shall meet as and when it sees fit and shall:

(a) At the outset establish the criteria that candidates for the position must meet. These criteria should as far as possible be objective and should relate to relevant professional qualifications or experience. The Committee may set alternative criteria and may decide that a candidate must satisfy an agreed proportion of the criteria. Membership of the Writers' Guild of Great Britain shall not be a criterion for candidature.

(b) Establish a closing date by which applications for the position must be received.

(c) Seek by advertisement in the national or trade press, notice in the Guild journal, recommendations and/or other means, candidates for the position, subject to the agreed closing date. All advertisements shall state that the position is subject to a ballot of members of the Guild.

(d) From such candidates compile a shortlist of all those candidates who satisfy the criteria, or sufficient such criteria, as agreed at the outset.

21.3 All candidates and potential candidates shall be informed of the criteria established in accordance with Rule 21.2 (a). Each candidate shall be required to sign an undertaking that he or she will not, if successful, at any time during his/her term of office as General Secretary, write professionally in any of the media in which the Guild makes agreements, e.g. film, television, video, radio, theatre, publishing. Any candidate who is a member of the Guild shall sign an undertaking that he or she will, if

successful, forthwith resign from membership until the end of the appointment.

21.4 (a) If the shortlist compiled in accordance with Rule 21.2 (d) consists of only one candidate, the Appointment Committee shall recommend to the Executive Council either:

(i) that the one candidate should be appointed; or

(ii) that the procedure for appointing a General Secretary should be restarted.

(b) If the shortlist compiled in accordance with Rule 21.2 (d) consists of more than one candidate, the Appointment Committee shall take all necessary steps to carry out a secret postal ballot of the members of the Guild in accordance with the relevant legislation and these Rules.

21.5 On receipt of a recommendation from an Appointment Committee in accordance with Rule 21.4 (a) (i) that a candidate should be appointed, the Executive Council may at its discretion either:

(a) Appoint that candidate without holding any ballot; or

(b) Restart the procedure for appointing a General Secretary.

21.6 On receipt of a recommendation from an Appointment Committee in accordance with Rule 21.4 (a) (ii) that the procedure for appointing a General Secretary should be restarted, the Executive Council shall restart the procedure for appointing a General Secretary.

21.7 In the event of a ballot being held in accordance with Rule 21.4 (b):

(a) The Executive Council may, at its discretion, recommend a candidate and notify the recommendation to members, with an explanatory statement, by inclusion with the ballot papers and by any other convenient means, provided that all candidates shall be notified of the intention of the Executive Council to issue such a recommendation in good time in case they wish to withdraw from the election.

(b) Each candidate shall be given an opportunity to supply a statement not exceeding 500 words, a Curriculum Vitae not

exceeding 500 words, and a recent photograph to be sent to voting members with the ballot papers.

(c) A ballot paper and accompanying documentation shall be sent to each Full Member and Life Member who on the qualifying date established under Rule 21.1 (c) was not precluded from voting under Rule 23.7 (iii). The ballot paper shall be sent to the address last notified to the Guild and be accompanied by a postage-paid envelope for the return of the ballot paper to the Independent Scrutineer.

(d) The closing date for the receipt of ballot papers shall be decided in consultation with the Independent Scrutineer and printed on the ballot paper.

(e) All aspects of any ballot shall be conducted in accordance with the relevant legislation and in accordance with the advice of the Independent Scrutineer, or directly by the Independent Scrutineer.

(f) No candidate or member of the Guild shall take any part in active campaigning, canvassing, leafleting or publicity on behalf of or in opposition to any candidate at any stage in the procedure for appointing a General Secretary.

21.8 In any ballot the successful candidate shall be the candidate gaining the highest number of valid votes (the "first past the post" system).

21.9 On receipt of notification from the Independent Scrutineer of the result of a ballot the Executive Council shall without delay appoint the successful candidate.

21.10 The term of office of a General Secretary shall be five years from the date of taking up the position with no limit on the number of terms that one individual may serve.

22. DEPUTY GENERAL SECRETARY

A Deputy General Secretary may be appointed who will provide the Executive Council with factual information or with technical or professional advice of matters and shall act in all matters as directly required by the Executive Council or indirectly as may be authorised by the Executive Council.

23. SUBSCRIPTIONS

23.1 All members shall pay an annual subscription to the Guild, except that for Life Members the payment of subscriptions shall be voluntary.

23.2 The level of subscription for Full Members shall be related to the member's gross income earned from writing in the immediately preceding calendar year

23.3 Full Members whose annual earnings from writing were less than £15,000 shall pay a subscription of £180.

23.4 Full Members whose annual earnings from writing were £15,000 or more shall pay 1.2 per cent of their earnings from writing up to a maximum subscription of £1,800.

23.5 When calculating the subscription due a member may deduct:

(a) payments made to subcontracted writers which have been included in the member's own total earnings;

(b) subscription payments made to or percentage deductions made in favour of a foreign Writers' Union or Association up to a maximum of 1.2 per cent of the writing fees, royalties and residual payments received during the immediate preceding year from the country in which the subscription or percentage deduction has been made (subject to the minimum basic subscription of £180).

23.6 Payment

Subscriptions shall become due and payable immediately upon joining and thereafter on the annual anniversary of joining save that a member may elect to pay by instalments.

23.7 Action upon non-payment

(i) Any member who fails to make payment on the due date and who persists in non-payment of a subscription or part thereof for a period of three months shall be advised in writing that there will be a period of twenty-one days from the date of such advice within which the subscription or part thereof must be paid

(ii) A member who fails to pay shall at the end of the twenty-one-day period and without further notice become out-of-benefit.

(iii) A member who is out-of-benefit shall

be precluded from taking part in or voting at any General Meeting or election of the Guild or any meeting of the Executive Council or of a duly constituted committee of the Guild and shall not be entitled to any of the services of the Guild nor to seek the advice and assistance of the Guild.

(iv) Any member who fails to make payment on the due date and who persists in non-payment of a subscription or part thereof for a period of six months shall and without further notice be suspended from membership.

(v) Any member suspended from membership shall be precluded from taking part in or voting at any General Meeting or election of the Guild or any meeting of the Executive Council or of a duly constituted Committee of the Guild and shall not be entitled to any of the services of the Guild nor to seek the advice and assistance of the Guild and shall be removed from the mailing list of the Guild.

(vi) A member's liability to pay a subscription shall continue throughout the period during which the member is out-of-benefit or suspended.

(vii) A member who is out-of-benefit may become in benefit by paying all arrears of subscription.

(viii) A suspended member may become in benefit by paying all arrears of subscription or subscriptions and a penalty of £10.

(ix) A suspended member who fails to pay all arrears of subscriptions within six months of the date of suspension shall be struck off the register of members of the Guild and shall be so notified in writing to the last recorded address and shall thereby cease to be a member of the Guild.

23.8 Special Circumstances

The Executive Council may allow a suspension or reduction of a subscription payable by any member upon a resolution carried by a majority of the members present and voting at any meeting of the Executive Council that there are special circumstances warranting such suspension or reduction.

23.9 Discounts and waivers

The Executive Council may offer discounts on or waivers of subscriptions in connection with

campaigns or promotions to recruit and retain members.

23.10 Welfare Fund

There shall be maintained a Welfare Fund supported by monies donated voluntarily by members and by such grants as the Executive Council may from time to time see fit to make and the Fund shall be administered by the Council for benevolent purposes by way of grants or loans or in such other ways as the Council may decide for the benefit of members in need.

23.11 Candidate/Group Membership

The level of subscription payable by Candidate Members, Group Members and Affiliate Members shall be decided annually at the discretion of the Executive Council.

24. COLLECTION AND APPLICATION OF FUNDS

24.1 All monies received by way of subscriptions, donations, income from investments, or any other source, shall be paid into the general banking account of the Guild and shall be applied by the Executive Council in prosecuting the government of the Guild in accordance with the powers conferred upon it by these Rules, save that monies collected on behalf of members shall be deposited in a separate banking account held for that purpose in the name of the Guild.

24.2 Each member authorises the Guild to exercise on his/her behalf in all areas rights of any kind whatsoever which can only be exercised collectively, and which the Executive Council considers it appropriate to be administered by the Guild. The Executive Council may from time to time make and amend such scheme or schemes of distribution as seem to the Executive Council to be equitable between the members on whose behalf such collective rights are exercised, provided that if the Executive Council considers that it is not economic or practicable to make an allocation of funds between individual members, or to some categories of members, the amounts collected may be retained as part of the general funds of the Guild.

24.3 In this Rule "Entitled Person" means any member or former member or his/her estate on whose behalf the Guild has collected any royalties or other fees or collective

payments.

24.4 If after making such efforts to trace any Entitled Person as the Executive Council considers reasonable the Guild is unable to trace the Entitled Person, the Guild shall be entitled to transfer the monies so collected to its general banking account to be used for the general purposes of the Guild and shall not be obliged to retain them in a separate banking account. No such transfer shall be made until such monies have been held by the Guild for at least three years. Thereafter an Entitled Person shall not have any claim on such monies but subject to Rule 24.5.

24.5 If after the transfer of monies in accordance with Rule 24.4 an Entitled Person establishes that he/she would have been entitled to claim collected monies which have been so transferred, the Executive Council may in its absolute discretion make a payment to the Entitled Person of all or any part of the amount which would have been due, with or without interest. No such ex-gratia claim shall be admitted more than six years after the date of collection of the monies by the Guild.

25. INVESTMENT OF FUNDS

The Executive Council shall invest in any authorised trustee investment as much of the funds of the Guild as are not for the time being required for immediate use to meet accruing liabilities.

26. FIGHTING FUND

The Executive Council may set up a Fighting Fund to be used in the furtherance of disputes or in the defence of members or at the determination of the Council for any other object of the Guild and the Council may direct into the Fighting Fund any receipts or donations whether from members or otherwise other than

- (a) Members' subscriptions;
- (b) Donations made conditionally for purposes other than the Fighting Fund.

27. LEGAL EXPENSES

The Executive Council shall be empowered to appoint a legal adviser on such terms as it may think proper and shall also be empowered at its discretion to pay out of the funds of the Guild all or any part of the legal costs of any member or of the legal costs incurred by the

Guild directly on its own behalf or indirectly on behalf of any member.

28. AUDITORS

The Accounts of the Guild shall be made up to the thirty-first day of December in each year and shall be audited annually, and at the Annual General Meeting there shall be appointed an Auditor or Auditors to hold office until the next following Annual General Meeting, and the remuneration of the Auditor or Auditors shall be fixed from time to time by the Executive Council, and the Auditor or Auditors may be removed from office at any time by a majority vote of Full Members present and voting at a General Meeting of the Guild called to consider a resolution for this purpose. If a vacancy occurs for any reason before the Annual General Meeting following the appointment, the Executive Council shall appoint auditors to fill the vacancy to hold office until the following Annual General Meeting.

29. INSPECTION OF BOOKS

The Executive Council shall cause the books, accounts and the register of members of the Guild to be kept open at all reasonable times at the registered offices of the Guild to the inspection of any member or other person who may have a direct interest in the funds of the Guild or to any person who may have the legal right to inspect the same.

30. CONFIDENTIALITY

All financial, contractual and personal information supplied by a member to the Guild, its Officers and its staff shall be treated as strictly confidential to the recipients and shall not be transmitted to any other person or persons without the consent of that member first being obtained.

31. RULES OF THE GUILD

31.1 Alteration and Addition

The Rules of the Guild shall be altered, rescinded or added to only by a motion at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a resolution which at such General Meeting shall be proposed and seconded by Full Members in benefit and present and passed by show of hands in which not less than two thirds of Full Members present and voting shall vote in favour of the

resolution, provided that the accidental omission to give notice to any member, or the non-receipt by any member of that notice, shall not invalidate such meeting or any alteration, rescission, addition or otherwise to these Rules resolved upon thereat, and any such alteration, rescission or addition shall be duly registered by the General Secretary.

31.2 Distribution

A copy of the Rules of the Guild for the time being in force shall be sent by the General Secretary to every member upon demand and every new member shall receive a copy of these Rules with the first membership card and non-members of the Guild may purchase copies of these Rules on payment of a sum sufficient to cover or to contribute to the costs of printing and despatch such sum to be determined from time to time by the Executive Council.

32. DISSOLUTION AND AMALGAMATION

The Dissolution of the Guild or the Amalgamation of the Guild with another organisation shall take effect only provided that all the conditions hereunder have been satisfied:

32.1 A resolution for dissolution and distribution of the property of the Guild or a resolution for Amalgamation with another organisation has been passed at a General Meeting of the Guild called for the purpose by a two-thirds majority of full members present and voting.

32.2 Twenty-one days' notice in writing of such General Meeting, giving details of the motion and the reasons for it, has been given by the General Secretary to all members of the Guild, provided that the accidental omission to give notice to any member or the non-receipt by any member of such notice shall not invalidate the meeting or the proceedings thereof.

32.3 A copy of the resolution passed at the General Meeting, together with the results of the voting, has been submitted by the General Secretary to the whole membership of the Guild and the General Secretary has concurrently initiated a postal ballot of the whole membership of the Guild on the acceptance or rejection of the resolution, such ballot to be conducted as the General Secretary shall decide, provided that:

(i) Members shall be asked to vote a simple "Yes" or "No" to the acceptance of the resolution.

(ii) A period of twenty-eight days shall elapse between the sending out of the ballot papers and the closure of the ballot.

(iii) A two-thirds majority of members returning valid voting papers shall have given consent to the resolution.

APPENDIX A PROCEDURE FOR DEALING WITH DISPUTES

1. All disputes between a member of the Guild and any other individual or company or organisation shall first be referred to the General Secretary and the General Secretary being satisfied that the member is a member in benefit will open a file and record the relevant facts which shall include any action that the member may already have taken independently or through an agent.

2. The General Secretary being satisfied that there is a clear prima facie case shall initiate industrial action, that is to say he will communicate to the other party in the case the existence and the nature of a dispute.

3. If and when appropriate the General Secretary will inform the Executive Council of the dispute and the action already taken and will identify the category into which the case falls and seek approval for further action.

4. In all cases where it is satisfied that a breach of a Guild agreement exists and the member concerned in the dispute is in benefit, the Executive Council will support that member by whatever means it deems appropriate.

5. Before instructing the General Secretary what further action to take, the Executive Council may, after considering the report of the General Secretary and such legal advice as may have been obtained, appoint an individual or individuals or a committee to investigate further the facts and the General Secretary may consult any individual or group of individuals for advice, consistent with the proper and appropriate confidentiality, provided that the authority for decisions in such disputes shall at all times remain with the Council in accordance with the Rules of the Guild.

6. In all cases where action is undertaken by the Guild on behalf of a member that member has the absolute responsibility immediately to inform the Guild of any contract or correspondence between that member and the other party in the dispute and a member may not initiate independent action but may request the Guild to desist from further action and a decision on such request shall be made by the Executive Council after due consideration of all the circumstances.

7. Whenever action is taken on behalf of a member by the Guild that member shall have a right to be advised what steps are being taken and should be given the opportunity, should the member so desire, to put relevant points to the Executive Council, and a member who disagrees with a decision of the Council may appeal to the Appeals Committee as constituted under Rules 7.2 (xiii) and 7.4 (i).

APPENDIX B STANDING ORDERS FOR GENERAL MEETINGS OF THE GUILD

1. Fifty Full Members personally present, or two per cent of Full Members in good standing, whichever is fewer, shall be a quorum. (Rule 10.9)

2. Only a Full Member in benefit or a Life Member may stand for office or for election as a councillor (Rule 5.4 (i)).

3. A Full Member in benefit or a Life Member may:

(i) vote in elections;

(ii) vote on any matter at a General Meeting (Rule 5.4 (ii)).

4. At a General Meeting, Affiliate Members may vote on the presentation of the accounts (Rule 5.4 (iii)).

5. All voting shall be by the showing of a current membership card or an official voting card issued by the General Secretary.

6. Every member who speaks shall stand and announce both name and membership status, and address the Chair.

7. No member shall interrupt another member who is speaking except on a point of order, that is to say to draw attention to some breach of the procedure of the meeting.

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8. Points of information or explanation concerning a speech may be accepted by the Chair at its discretion as soon as that speech is ended.
9. Before any motion or amendment can be discussed it must be moved and seconded by Full Members present at the meeting and amendments must be in writing and handed to the General Secretary or to the chair of the Standing Orders Committee.
10. Any motion received after the last date for receipt of motions as determined in Rule 10.3 can be included in the final agenda if such motion deals with a matter of urgency and the validity as to whether the motion is urgent or of an emergency nature shall be at the discretion of the meeting.
11. The mover of a motion may speak for up to five minutes and every other speaker for up to three minutes and a bell will be rung to indicate the expiry of these times.
12. No member, other than the mover of a motion exercising the right of reply, shall speak twice to any item, and for this purpose each motion and each amendment is considered to be a separate item.
13. The mover of a motion, but not of an amendment, shall have the right to reply to the debate for three minutes
14. A motion shall be debated before any amendment is taken but an amendment shall be voted upon before the original motion and if carried the motion so amended shall become the substantive motion.
15. A motion is carried if it receives a simple majority of those present and voting except in the case of an alteration or an addition to Rule, where the support of two-thirds of the Full Members present and voting at the meeting is required and special requirements of notice apply (Rule 31.1)
16. Should the Chair stand while a member is speaking the member shall immediately cease speaking and sit down and neither that member nor any other shall speak until the Chair gives leave.
17. For disorderly conduct or refusal to obey the Chair a member may be named by the Chair and removed from the meeting.
18. The Chair's ruling on any point shall be binding unless it is challenged by any five Full Members present and in this event the Chair shall briefly explain the reasons for the ruling and at once put the matter to the vote.
19. Motions not reached through lack of time or the lack of a quorum shall automatically be remitted to the Executive Council.
20. "Previous Question" – the procedure of moving "Previous Question" to prevent a motion being discussed shall not be used.
21. "That the Question be Now Put" – a Full Member who thinks that a motion or an amendment has been sufficiently debated may move "That the question be now put" and if this motion is accepted by the Chair and seconded by a Full Member it will be at once put to the vote and if carried the original motion or amendment shall be voted on immediately, except that the mover of a motion may exercise the right to reply.
22. "Next Business" – a Full Member who believes that it is undesirable for the meeting to vote on any motion before it may move "Next Business" and if this motion is accepted by the Chair and seconded by a Full Member it shall at once be put to the vote and if it is carried the original motion before the meeting shall not be further discussed nor voted upon and the meeting will pass at once to the next item on the agenda.
23. Neither "That the question be now put" nor "Next business" shall be moved by any member who has spoken in the debate which the member seeks to cut short.
24. When the Annual Report or any part of it has been presented its acceptance shall immediately be moved and seconded by Full Members present and voted upon unless there is a motion for reference back.
25. "Reference Back" – a full member who considers that any part of the Annual Report or the report of the Standing Orders Committee should not be accepted by the meeting may move its reference back for reconsideration and if seconded by a Full Member the objection shall be debated as an amendment to the motion for acceptance of the report and the reference back may include a proposal for amending that part to which the objection is made.
26. Any of these Standing Orders may be suspended during a meeting by a motion

proposed and seconded by Full Members and carried by a two-thirds majority of Full Members present and voting.

27. Other than the above the meeting shall be conducted and all matters of order and procedure settled in accordance with Citrine's ABC of Chairmanship

APPENDIX C RULES OF DEBATE GOVERNING THE CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL AND ANY COMMITTEES APPOINTED BY THE COUNCIL

1. Speakers must address the Chair.
2. Speeches of more than three minutes shall not be permitted save with the consent of the Chair.
3. The mover of a formal motion, that is to say a motion appearing on the order paper, but not, save at the discretion of the Chair, the mover of an amendment, shall have a right of reply, but shall not introduce any fresh matter.
4. Amendments shall be discussed in the order in which they are received.
5. When the Chair is speaking no other member may speak
6. For disorderly conduct or refusal to obey the Chair a member may be named by the Chair and removed from the meeting.
7. The dates and durations of Executive Council meetings shall be as decided by the Council at its absolute discretion, subject to reasonable notice being given to each member of the Council. Meetings of the Executive Council shall terminate at the time stated on the Notice of Meeting. This Standing Order may be suspended only on a motion proposed and seconded by members present and passed by a two-thirds majority of members present and voting and such suspension shall be for a period not exceeding thirty minutes and shall be exercised no more than once in any one meeting.
8. When the Executive Council has reached a decision on any matter this shall not be challenged in Council for three months unless some considerable new factor has affected the situation.
9. A motion of censure on any councillor

or combination of councillors shall be proposed and seconded in writing and circulated through the Guild office not less than two weeks at the least prior to the next succeeding meeting of the Executive Council.

10. All proceedings of closed sessions of the Executive Council shall be deemed confidential and no person shall be permitted to be present at such sessions without the permission of the Chair being first given.

11. Members of the Executive Council are required to disclose an interest in any matter tabled for discussion and shall leave the council chamber when such matter comes up for discussion except that such member may at the discretion of the Chair be permitted to remain but not to vote on the matter.

12. Any councillor not declaring an interest under paragraph 11 foregoing may be named by the Chair and required to leave the council chamber.

13. These rules of debate or any of them with the exception of paragraph 7 foregoing may be suspended in whole or in part for the whole or for any part of the meeting but only by resolution formally proposed and seconded by members present and passed by at least two-thirds of the members present and entitled to vote, and in all other respects meetings of the Executive Council shall be conducted in accordance with accepted principles (*vide* Citrine's ABC of Chairmanship).

14. It shall always be remembered that all decisions of the Executive Council are subject to appeal by any member and may be upheld by the membership at an Annual General Meeting or an Extraordinary General Meeting summoned for the purpose.

APPENDIX D BALLOT BEFORE INDUSTRIAL ACTION

1. The membership shall be balloted before instructions are issued by the Council where the EC determines that a ballot is required by law, where a ballot is necessary to obtain immunity from some form of claim against the Guild, or in any other circumstances which in the opinion of the EC make a ballot necessary.

2. Where a ballot is to be held under 1, ballot papers shall be issued to the membership on the order of the Council, giving a date by which papers must be returned to

the Scrutineer, which shall be no less than twenty-one days from the date of posting.

3. Completed ballot papers shall be sent to the Scrutineer to arrive on or before the date specified in the paper.

4. Proxy votes shall not be admitted and a voting paper on which the votes are not recorded in accordance with the instructions shall be disqualified.

5. The results of the ballot shall be conveyed to the membership within three months.