

24 JANUARY 2022

### Notification of Extraordinary General Meeting

Dear UCU colleagues,

This bulletin is to notify you that the CCCU Branch Executive has called an Extraordinary General Meeting of the branch on Wednesday 9 March (at 1pm). It also outlines the procedure for elections to the Branch Executive.

The EGM is taking place for two reasons: firstly, a number of posts are vacant on the Executive following the resignation of their incumbents; secondly, last November, the Branch agreed a new constitution – which opens up the executive to more members and also establishes a Negotiating Committee.

We urge you to consider standing for the branch executive.

More than ever, we need a vibrant, campaigning and democratic UCU at CCCU. The more members who share responsibility for the functioning of the branch, the stronger we can become.

The union is granted facility time by management – the division of which is divided by the Branch Executive in order to help elected colleagues fulfil their roles.

If you would like more information about what is involved with serving on the Executive, please do not hesitate to speak to me or one of the other Executive members.

John Bulaitis, interim branch secretary

[John.bulaitis@canterbury.ac.uk](mailto:John.bulaitis@canterbury.ac.uk)

**Nominations are requested for the following positions** (for job descriptions, see over).

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Disability Officer
- Global Majority Officer
- Wellbeing Officer
- Prof Services Officer
- FSESS Officer
- Sustainability Officer
- Anti-Casualisation Officer
- Medway Rep

You can self-nominate. Send your nomination, clearly marked EGM nomination, to:

[ucucccu1@gmail.com](mailto:ucucccu1@gmail.com)

Closing Date: 10 February

*The process will be overseen by a Returning Officer (a member who is not on the executive or standing for election).*

#### Timetable for Elections.

*Monday 24 January* – Nominations open. Members can self-nominate themselves for any position. Candidates are encouraged to forward a supporting statement (350-word max) by 10 February.

*Thursday 10 February* – Nominations close (at 18.00).

*Friday 11 February* – Candidates to be notified of other candidacies, allowing discussion on role-shares and/or withdrawals.

*Monday 14 February* – List of candidates with supporting statements to be circulated to branch members.

*Wednesday 23 Feb* – Special branch hustings meeting. Agenda for EGM to be circulated to members. Candidates will be able to send election-related emails to members (until 7 March).

*Monday 28 February*: Electronic ballot opens.

*Monday 7 March*: Electronic ballot closes:

*Wednesday 9 March*: Results announced at EGM.

The EGM will also elect 'ordinary' (non-officer) members to the executive and a negotiating committee.

### **Job Descriptions (as outlined in our consultation).**

**Chair and Vice-Chair:** The Chair will chair all general meetings and all committee meetings of the Branch and perform such other duties as are laid upon the chair by any rule or are decided by the committee. In the absence of the Chair these duties will be performed by the Vice-Chair, failing which another officer as the committee decides. In accordance with normal practice, the Chair and/or Vice-Chair may, between meetings of the committee, take any action on behalf of the committee which is both urgent and necessary. Such Chair's Action must be reported for approval to the next committee meeting.

**Secretary:** The duties of the secretary are to call general and committee meetings of the Branch; to ensure that minutes of those meetings are kept; to organise membership circulations as the committee deems necessary; to arrange notification of local election and ballot results to all members; and to perform such other duties as are laid on the secretary by any rule or are decided by the committee. In the absence of the secretary, the secretary's duties will be performed by another officer as the committee decides.

**Treasurer:** The treasurer will have custody of the funds of the Branch and authority to make payments from them in accordance with the rules as the need arises. The treasurer's duties will be to keep the books of the Branch; to present the accounts of the Branch for auditing as necessary; to present these audited accounts to a general meeting of the Branch, to publish them to all members of the Branch, and to submit a copy forthwith to the honorary treasurer of UCU. In the absence of the treasurer, the treasurer's duties will be performed by another officer as the committee decides.

**Membership/Recruitment Secretary:** The membership/recruitment secretary will be responsible for recruitment and for keeping any membership records that are necessary at local level. The membership secretary will provide membership information promptly to UCU in accordance with instructions from UCU Head Office or Regional Office to enable statutory and rule requirements of membership records to be met. In the absence of the membership secretary, these duties will be performed by another officer as the committee decides.

**Equality officers:** The equality officers will:

- have knowledge of and commitment to relevant issues, and be willing to undertake training according to the needs of UCU, monitor the implementation of equality policies within the institution, and, where appropriate, encourage and support local negotiations on equality matters
- monitor the volume and nature of personal casework which involves equality issues to ensure that the Branch has appropriate mechanisms in place for handling such cases
- where appropriate, provide information, encouragement and support to members about equality issues
- ensure that UCU's national annual meetings, and any other relevant events and opportunities for women, black members, lesbian, gay, bisexual and transgender members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the Branch maximises the opportunities for recruitment and organisation amongst all groups
- where appropriate, provide liaison between the Branch and UCU's equality structures

In the CCCU Branch there will be an Equality team, led by the Equality Officer: Disability Officer; BAME Officer; LGBTQIA+ Officer; Women's Officer; Wellbeing Officer. In the absence of any equality officer, these duties will be performed by another officer or officers as the committee decides.

**The Health & Safety Officer** represents the branch on H&S matters;

**The Communications Officer** manages the official branch twitter, website, and email accounts. They take the lead on external and internal communications from and within the branch, and for circulating UCU National communications and initiatives to the Executive, and where appropriate, to the branch membership;

The role of the **Professional Services Officer** will be filled by a member from professional services / academic-related staff;

The **Faculty Officers** will represent the members from each faculty;

The **Sustainability Officer** will lead on issues of sustainability;

The role of **Anti-casualisation Officer** will be filled by a member whose main employment is casualised, or who has, in the two years prior to their nomination, been in casualised employment as their main employment.

The **Medway Rep** will represent all staff working at the Medway campus.

### **Current Branch Executive Members**

Interim Jt-Chair: Craig Potter

Interim Jt Chair: Caroline Digby-Bowl

Interim Secretary: John Bulaitis

Communication Officer: Magz Hall

Equalities and Diversity Officer: Craig Potter

LGBTQ+ Officers: Jen Leighton & Caroline Digby-Bowl

Women's Officer: Sarah Laslett

Health & Safety Officer : Chris Biela

Membership Officers: Ian Jasper & John Bulaitis

FAHE Rep: Leonie Hicks:

FMHSC: Adele Phillips

**The UCU branch meets the second Wednesday of each month at 1pm – on Microsoft Teams.**

**Not yet a member?**

**Here's how to join:**

<https://www.ucu.org.uk/join>

Follow us on *Twitter*   
@UCUCanterbury

<https://cccu.web.ucu.org.uk/>