

**World Press Federation UK
Handbook 2021**



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MEMBERSHIP RESPONSIBILITIES

- I. By joining the **WORLD PRESS FEDERATION UK** (hereinafter referred to as **WPFUK**), is a membership federation. The federation is run by its members, who have rights and responsibilities. Members are expected to work to help strengthen the WPFUK in its work and to abide by the following principles and practices.
- II. The WPFUK is a federation founded on the principle that the pay and conditions of individuals at work are best improved by, collectively, improving the conditions of all. **Because of this, members are expected:**
- III. To treat other members of the federation and federation staff, with consideration and respect and not to take actions which threaten their livelihood or working conditions.
- IV. To defend the interests of other members of the federation in the same way as they would defend their own interests.

JOURNALISTS, MEDIA AND FREELANCERS TOGETHER.

WFUK has amongst its members both employees and self-employed members. Both groups share a common interest in promoting high standards of journalism.

Members are expected:

- I. When commissioning from freelancers, to try to ensure that payment rates offered are not lower than WPFUK recommended minimum rates, that payment is made promptly after receipt of copy, and that freelance members are able to negotiate as appropriate for the retention of copyright and moral right.
- II. To cooperate with other members in order to improve rates of pay and strengthen the rights enjoyed generally by freelancers in the industry further, members are expected not to undertake freelance work outside their regular employment.

WPFUK on regional newspapers may sell to other news organisations any stories that are generated exclusively by themselves and that have not been covered by freelancers.

COLLECTIVE REPRESENTATION As a federation, the WPFUK seeks to strengthen the role of collective organisation and representation. Because of this, members are not expected to accept employment on terms or conditions worse than those set out in any existing collective agreements applying to their place of work. Members are expected to assist the work other federation members. The WPFUK is a membership organisation, and its strength comes from the involvement and engagement of all its members. Because of this, members are expected:

- (i) To take an active interest in the activities of the federation and to participate as much as possible in federation meetings and events.
- (ii) To consider taking on responsibilities and duties within the federation and to use their vote in federation membership elections to abide by the majority decisions of the federation, as expressed in federation membership votes.

(a) **BUILDING THE Federation STRENGTH** Because of this, members are expected to encourage work colleagues who are eligible for federation membership to apply to join the WPFUK, and to support those who are starting out in careers in journalism, especially trainees.

STRENGTH THROUGH DIVERSITY The diversity of the federation's membership is one of its strengths. Discrimination, on grounds of gender, ethnic origin, sexual orientation, age or disability means that some members are more likely to suffer poorer conditions of employment and lower pay than others, irrespective of their skills and abilities. WPFUK is opposed to discrimination and prejudice. Because of this, members are expected to combat discrimination and bullying in the workplace. WPFUK does not regard prejudicial language or comments about people on the grounds of gender, ethnic origin, sexual orientation, age or disability as acceptable behaviour amongst our members.

Rule 1

Title, constitution and objects

The World Press Federation UK, **hereinafter referred to as** “WPFUK”, is a membership press federation. The registered head office shall be at, 58 Vale Road, Brighton BN41 1GG. The WPFUK shall also have an office at such other locations as the executive may decide.

The objects of the federation shall be:

- (a) To defend and promote the professional and financial interests and the welfare of its members.
- (b) To defend and promote the principles and practice of journalism with particular reference to the WPFUK code of conduct.
- (c) To defend and promote freedom of the press, broadcasting, speech and information.
- (d) To defend and promote federation principles.
- (e) To defend and promote equality for all and the elimination of all forms of harassment, prejudice and discrimination within the WPFUK, its activities and employment practices.
- (f) To defend and promote of peace, social justice and civil liberty.
- (g) The determination of all questions affecting the professional conduct of its members.
- (h) Entering into agreements on the multiple sale of material on electronic databases and other forms of reproduction and uses of members published and broadcast work including the collection and distribution of the income from such agreements.

Rule 2

Membership

- I. The WPFUK shall consist of journalists, including photographers, creative artists working editorially in newspapers, magazines, books, broadcasting, public relations and communications, and digital media; or as advertising and fashion photographers, advertising copywriters, front-end developers and coders; teachers of journalism in FE or HE, or any native language journalist who is a member of WPFUK speaks.

No applicant shall be admitted to membership or, if already a member, be allowed to hold any office or represent the WPFUK in any meeting, if he/she is a member of any other organisation which purports to further the interests of working journalists by the regulation of their conditions of employment.

There shall be the following classes of membership:

- II. **Members:** Persons whose principal occupation is any form of journalism.
- III. **Honorary members:** The WPFUK may confer membership of honour on any member in recognition of long and distinguished service to the WPFUK. Each member of honour shall be presented with a diploma and membership card.
- IV. **Lifetime members:** Full members may be transferred to life membership at the discretion of the WPFUK and on the recommendation of their branch or the general secretary after completing 25 years of full membership.
- V. **Associate members:** Persons ineligible for full membership who are seeking to make a career in journalism either part time or full time and who have no other full-time occupation.

Membership shall carry the following rights:

Vote at membership meetings; hold office in the WPFUK and vote in all Membership ballots; attend meetings of other branches and speak if so invited.

(a) Associate and temporary members may attend and speak at meetings of their branch or stand for election if eligible but shall not be eligible for WPFUK benefits or legal assistance, except at the sole discretion of the WPFUK.

(b) Associate members shall not be eligible to apply for a WPFUK press card.

(c) Employees of the WPFUK shall not be eligible to stand for election to the executive board, of the WPFUK or as a voting delegate at any WPFUK delegate meeting.

Rule 3

Election, transfer and termination of membership

(a) Every application for membership shall be made online or on the forms provided by the WPFUK and shall contain the names of two members of the WPFUK as proposer and seconder. The applicant shall register, on the membership form, in which of the following business sectors s/he considers him/herself to work: Books; Broadcasting; Freelance; Magazines; Newspapers and agencies; Public Relations and Communications; New Media; photographic or video. The form shall also require the applicant to agree to abide by the WPFUK rules and code of conduct.

(b) The application shall be sent to Head Office, which must inform the appropriate branch within 14 days.

(c) Unless the candidate is studying on a course approved by the WPFUK and is applying for student membership, election shall be by vote of a branch meeting at which the applicant for membership should be present. The branch's sole duty is to satisfy itself that the candidate is qualified for membership.

(d) Where an applicant is confirmed by a branch official to be in a staff position, membership will date from the first payment of subscriptions. Where the appropriate branch is deemed by the WPFUK to be dormant, an applicant who meets the requirements for membership shall be elected immediately otherwise such an applicant shall be deemed elected 30 days after receipt of the application at head office. If an objection to an applicant being admitted is raised by any branch or member in writing to Head Office, then election shall be delayed until the objection has been considered by the WPFUK whose decision will be final.

(e) An unsuccessful applicant shall be informed in writing by the branch of the decision of a branch to reject his/her application for membership.

(f) The WPFUK shall have power to elect any suitable candidate. A person deemed by the WPFUK not to be a fit and proper person for membership shall not be elected by any branch. Such a person shall have the right to appeal to the Appeal within 28 days.

(g) The nominator of any candidate whose application for election or re-election is rejected by a branch may appeal to the WPFUK. The appeal must reach the Head Office within 28 days of the candidate or his/her nominator being informed in writing of the decision by the branch. The WPFUK, shall have the power to elect such a candidate. The decision of the WPFUK shall be final.

removed from membership for any reason provided he/she agrees to pay contributions by direct debit.

(i)The WPFUK shall have power to revoke and declare void any election if it is found that the information given by the candidate is incorrect, or that the candidate was not qualified according to rule at the time of election.

(j)A member changing employment, address or business sector, shall immediately notify the WPFUK head office in Brighton or, which will notify the relevant branch secretaries.

(k)The WPFUK shall have power to make agreements with federation branches to transfer members from one branch to the another when they change address or work location.

(h)Membership may be terminated by the WPFUK Head Office as detailed elsewhere in these rules for one of the following reasons:

(l)When a member fails to pay subscriptions due 28 days after being sent a warning of lapsing for failing to pay contributions.

(m)When a member who has been excused payment of contributions because of unemployment has failed to inform his/her branch of continuing unemployment.

(n)When a temporary member does not qualify for full membership at the end of the final period of temporary membership.

(o)Membership may be terminated by the WPFUK when it is decided that the member no longer meets the criteria for election to membership. The member shall have the right to appeal to the Appeals Tribunal.

(p)Notwithstanding anything in these rules, the WPFUK may, by giving four weeks' notice in writing, terminate the membership of any member in order to comply with a decision of the WPFUK.

(r)A member may terminate his/her membership by writing to his/her branch secretary or, if the branch is not functioning, to Head Office.

(s)Membership shall be suspended when a member: Ceases to be employed as defined in Rule 2, except in the case of a member who is wholly unemployed or who has retired.

(t)Is attending a full-time course in education and intends to cease working as a journalist. The WPFUK may extend the period of suspense to take account of the duration of the course.

Rule 4

Contributions

- I. Full members shall pay contributions monthly by direct debit or credit card. Where this is not possible, members shall pay in advance by standing order, cheque, cash or deduction at source. All subscriptions shall be paid in sterling other than by international members who will pay in their local currency.

Subscriptions will be calculated according to grade as follows:

Members who joined the union before 1st February 2021:

Grade 1: Members employed in provincial newspapers, commercial local radio, book sectors and on magazines outside London; freelance members working for regional media organisations; members working in new media.

Grade 2: Members working in Public Relations and Communications and in the magazine and freelance sectors (excluding freelancers working for regional media organisations) and as advertising copywriters.

Grade 3: Members employed in national newspapers sectors, broadcasting (excluding independent local radio), national and foreign news agencies; and officials of the WPFUK.

Grade 1: Members earning up to £5,000 or equivalent per annum

Grade 2: Members earning between £5,001 to £15,000 or equivalent per annum

Grade 3: Members earning over £15,001 above or equivalent per annum

Members will pay subscriptions according to their grade as follows:

Sterling Rate (or equivalent currencies)

Grade 1: £5 per month

Grade 2: £10 per month

Grade 3: £15 per month

- II. No member shall be required to pay contributions of more than his/her taxable income. The WPFUK shall have power to authorise appropriate reductions provided that the minimum rate of contribution is not less than one third the rate for grade one. Newly elected members eligible for reduced contributions must apply within one month of election to obtain a reduction to the end of the calendar year.
 - (a) Asylum seeker members who are prevented by law from working in their country of residence shall not be required to pay subscriptions.
 - (b) Members of honour are not required to pay contributions
 - (c) Life members who have not yet retired shall pay subscriptions at a rate of 50% of the appropriate grade for their membership immediately prior to becoming life members but shall not be required to pay subscriptions once they retire.
 - (d) Student members shall pay 25% of the minimum rate to cover the full duration of their course. This may be paid by credit card, PayPal or other web methods. Student membership will expire upon completion of a course at which time student members shall automatically qualify for Temporary Membership and shall receive a 50% discount on fees for the first year of temporary membership. Students shall be offered a 25% discount on the fee for full membership if they apply within six months of completing their course.
- III. Associate members who are not students, retired members or those seeking to establish themselves in journalism, shall pay subscriptions at 50% of the minimum rate.

(e) Temporary members shall remain as temporary members for a maximum of three years.

(f) Any member whose contributions are three calendar months or more in arrears, or who has failed to pay within a period of six months, shall be disqualified from voting in WPFUK elections, from being nominated for or holding a post at any branch office, from continuing to participate in an election as a nominated candidate or acting as a branch delegate.

Rule 5

Branch organisation

- I. The WPFUK shall be divided into branches and each member shall normally be attached to an active branch in who's geographic his/her employment is situated.

(a) Each full-time WPFUK official who is a member of the WPFUK shall be attached to a branch of his/her own choice.

(b) The WPFUK, in consultation with the branches affected, may create, divide or merge branches or establish the organisational means for such inter-branch relationships as may be necessary to meet special circumstances, subject, in the event of a dispute, to confirmation by ballot vote of the members concerned.

Each branch shall hold its annual meeting early in the calendar year to elect the following officers who shall be ex-officio members of the branch committee:

(a) Chair

(b) Vice-chair

(c) A secretary to keep the records and convene meetings.

(d) An equality officer to promote equality issues and provide a focus for questions and complaints arising from the code of conduct.

(e) A treasurer to be responsible for the funds in the care of the branch and for keeping accounts. No treasurer shall be aged under 18.

(f) A welfare officer to care for the interests of members and liaise with the WPFUK.

(f) A learning representative

(h) A membership and recruitment/retention officer.

In addition, the meeting will elect:

(a) Members of the committee

(b) Two auditors who shall not be members of the branch committee. Alternatively, a branch may appoint professional auditors.

Not fewer than seven days' notice of the annual meeting shall be given to members.

- II. The branch committee shall have power to act between branch meetings but shall not have power to table a motion in which the WPFUK is asked to vary the policy of the WPFUK. Any action of a branch committee shall be reported to the succeeding branch meeting.

(a) Each branch shall fix a quorum.

(b) Any member may call for an inspection of the membership records and financial standing of those attending a branch meeting to establish their right to vote.

- III. An ordinary branch meeting shall be convened at least once every calendar month excepting one month of the calendar year, during which the meeting may be waived with the consent of a previous branch meeting. A special meeting may be called by the branch committee or, in emergency, by the branch chair or at the request, in writing, of any 10 members entitled to vote at meetings the branch or at least 10 per cent of the branch membership. The WPFUK may grant permission for meetings to be held at less frequent intervals.
- IV. Not fewer than seven days' notice shall be given to members in the case of ordinary meetings, and in the case of special meetings reasonable notice shall be given, including notice of the matter to be discussed.
- V. WPFUK members shall have the right to attend and speak at meetings of any branch within their own electoral areas. Members the WPFUK Emergency Committee shall have the right to attend and speak at any branch meeting.
- VI. Subject to the approval of the WPFUK, branches shall be allowed to establish sub-branches. All the transactions of a sub-branch shall be reported to the branch.
- VII. All funds held by branches shall be the property of the WPFUK and shall be deposited into such accounts as the branch or WPFUK may direct. Withdrawals shall be made only on the written authority of two out of three branch officers, appointed by the branch for the purpose. Branch officers shall be responsible for the location and safe keeping of funds held by the branch.
- VIII. The expenses of branch management shall be met by an allowance, paid monthly, of 5 per cent of the ordinary contribution collected from the members of that branch. Higher allowances will be paid to branches able to prove to the WPFUK that they have especially high running expenses.
- IX. A branch shall use its management fund for WPFUK purposes and to make contributions in memory of a deceased member Any balance remaining may be used for purposes connected with journalism or, with the WPFUK permission, for local charitable purposes. Notice of such proposal shall be given on the summons convening the meeting.
- X. The branch auditors shall examine the books and attach their report to the annual statement of accounts which shall forwarded to Head office before 31st January in each year.
- XI. A branch shall provide a quarterly statement to Head Office to include details of the number of branch meetings held, the dates on which they were held and details of income and expenditure for the quarter.
- XII. If a branch fails to send proper quarterly branch statements or remittances to Head Office, the WPFUK shall have the power to remove the branch officers and require the branch to elect fresh officers, or to disband the branch and transfer the members to other branches.
- XIII. If the remittances due from any branch on 31st December in any year or the annual membership and arrears statement for year have not been sent to the Secretary and received by 31st January next following, the branch shall be disqualified sending delegates to any delegate meeting held in that following year unless the WPFUK otherwise directs.
- XIV. If a branch is of the opinion that any of the branch officers has been guilty of conduct or omission detrimental to the interests of the branch, the branch may dismiss that officer by a simple majority vote at a properly convened branch meeting. Notice of a proposal to dismiss an officer shall be given at the preceding branch meeting.
- XV. Should the officer not be present at the meeting, notice of the dismissal and of the right of appeal shall be sent within three days to him/her by recorded delivery or registered post.
- XVI. An officer dismissed shall cease to hold office immediately and shall, within five working days of notice of such dismissal hand over to a nominated member of the branch all documents and/or money appertaining to the post. The nominated member shall have

custody of the documents and monies until a successor has been elected or the dismissed member has successfully appealed against the decision of the branch.

- XVII. Any officer so dismissed may appeal against the dismissal to the WPFUK whose decision shall be final. Both the appellant and the branch shall be invited to the hearing of the appeal and may be represented by another person. In the event of a successful appeal an appellant shall be reinstated. Should the appeal fail the member concerned shall not be entitled to stand for election to office for a period of 12 months. The casual vacancy caused by the dismissal shall remain open until the outcome of any appeal is known.

Rule 6

Executive Council

- I. There shall be a central administrative body called the Executive Council,
- II. There shall be one representative for disabled members, one for photographer members and one from each of the following industrial sectors:

Books

Broadcasting

Freelance

Magazines

Newspapers and agencies

Public Relations and Communications New Media

There shall be two or more representatives from each of the following geographical sectors:

- I. Members of the WPFUK shall be elected every two years together with membership elections. Nominations shall be by branches with members in the appropriate geographic sector. The nominee's consent is required. Elections shall be by means of a postal ballot.
- II. A timetable for elections shall be announced by the Secretary at a delegate meeting providing for the result of voting to be announced by 1st February of an election year with nominations to be sent to the Secretary not less than 12 weeks before. The Secretary shall be responsible for the conduct of membership ballots. Each candidate seeking election to the WPFUK shall be invited to supply a statement, not exceeding 400 words, together with details of WPFUK offices held which will be sent to those members entitled to vote. Where nominations do not exceed the number of representatives required for a sector, the nominee or nominees shall be deemed to be elected; otherwise, there shall be a ballot of the members.
- III. The Secretary shall also be a member of the WPFUK and of its committees but shall not be entitled to vote.
- IV. There shall be an Emergency Committee of the WPFUK that shall consist of four members elected from the incoming (or standing) three other members elected by and from the WPFUK at its first meeting following that The WPFUK shall elect, from amongst its number, replacement members to fill any vacancies that occur. The Secretary shall also be a member of the Emergency Committee. The Emergency Committee shall have power to deal with any matter with which the WPFUK has power to deal unless two or more members of the Emergency Committee request that a matter shall be dealt with by the full WPFUK.
- V. At the time of election to office, the President, Vice-President and Treasurer shall have been elected as members of the WPFUK in office following the delegate meeting.

Rule 7

Funds and trustees

- I. The WPFUK shall allocate from the central funds such sums as shall be necessary to provide for the efficient conduct of the WPFUK.
- II. Donations for other than federation purposes may be made at the discretion of the WPFUK. They shall not exceed in the aggregate a sum equal to 20 times the highest contributions rate and they shall be shown in detail in the annual statement of accounts.
- III. The funds of the WPFUK, shall be invested in the names of the trustees and dealt with, by them, as the WPFUK in its absolute discretion directs.
- IV. There shall be three trustees who must be aged over 18: The Chairman, the Vice Chairman and Treasurer, in whose names the funds of the WPFUK shall be invested and in whose names the WPFUK shall sue and be sued. The WPFUK may remove or disqualify any trustee or appoint further trustees at its absolute discretion.
- V. All deeds, documents and securities for money of the WPFUK shall be held in the name of the trustees.
- VI. The WPFUK shall be responsible for the safe custody and preservation of all deeds, securities and documents.
- VII. The WPFUK shall keep the trustees collectively and indemnified in respect of any matter arising out of any steps taken by the trustees on behalf of and with the authority of the WPFUK.
- VIII. The names and numbers of bank accounts opened in the name of the WPFUK by any bodies as defined in these rules shall be notified to the Treasurer, together with the names of the signatories to such accounts. In the event of such a body ceasing to function, such funds must be transferred into the WPFUK central funds. This rule shall not apply to funds required for branch running costs.
- IX. Any member may, on application to the Secretary, inspect the books and names of the members at the head office/ registered office of the WPFUK not earlier than seven days after such application.
- X. The general accounts shall be audited by a professional accountant.

Rule 8

Chapters

- I. A chapter of the WPFUK shall be formed wherever there are three or more members in an office or organisation or where student members are attending a course of study.
- II. The chapter is responsible for maintaining and extending WPFUK organisation in such office or organisation; ensuring that WPFUK agreements are observed; seeking to ensure that its members uphold the code of conduct and that management recognises and respects the code of conduct; and for safeguarding members' interests generally. It may discuss WPFUK policy.
- III. The chapter shall report regularly to its branch and shall immediately inform its branch, the appropriate chapter management or the WPFUK of any dispute. The chapter is subject to the branch but can appeal to the WPFUK against any branch decision.

IV. The chapter shall elect annually

A chairperson of Chapter as their representative,

A treasurer to keep the records,

An equality officer to promote equality issues in house negotiations and to act as a focus for questions arising from clause 10 of the code of conduct,

A welfare officer (if the chapter has more than 50 members) to care for the interests of members.

A WPFUK learning representative,

A membership and recruitment/retention officer

Such other officers as are necessary.

Not less than seven days' notice shall be given of the annual meeting of a chapter.

Chapters should meet monthly and shall meet at least once a quarter. The branch committee or the WPFUK in consultation with the branch may convene a chapter meeting.

A chapter committee may instruct members to attend a mandatory meeting of the chapter providing that a motion to that effect is carried at a previous meeting of the chapter or – in the case of the chapter committee issuing the instruction – at a previous meeting of the committee.

Any chapter member who fails to attend the whole of a mandatory chapter meeting without reasonable cause is liable to disciplinary proceedings. The WPFUK and/or Emergency Committee shall have the power to instruct chapters to call mandatory meetings; in addition, the WPFUK or the Emergency Committee may exercise its power to call a mandatory meeting.

Rule 9

Elections

- I. Full members, members of honour and life members are entitled to vote and stand for office in all WPFUK elections. Each WPFUK chapter shall be entitled to co-opt one student member representative and one 60+ representative who may be a retired member.
- II. All ballots shall be in accordance with conditions laid down by the WPFUK. All elections shall be conducted by the single transferable vote method other than those within chapters, chapter branches and delegations which shall be by the first past the post method.
- III. All non-statutory elections will use online or other voting methods at the discretion of the WPFUK.
- IV. Elections for the Executive Council shall take place concurrently according to the timetable set by the Secretary.
- V. In the case of ballots in any of the elections and for elections of full-time officials the Secretary shall appoint an Electoral Presiding Officer to adjudicate on all matters of dispute relating to the issue of ballot papers and the conduct of the ballot. His/her identity will be published in notices relating to the ballot.
- VI. In the case of WPFUK elections, the Appeals tribunal shall arbitrate in disputes between the Electoral Presiding Officer and individual members over the issue of ballot papers or the conduct of the election. No additional ballot papers may be issued within two weeks of the last day for receipt of ballot papers except on instruction from the Appeals Tribunal.

- VII. The last date for receipt of ballot papers in such elections shall be no less than six and no more than eight weeks after the close of nominations.
- VIII. All election candidates shall adhere to the code of conduct.
- IX. Election candidates or their agents may not incur election expenses of more than £500 or equivalent.
- X. Candidate's statements in elections for the WPFUK published in the Journalist or ballot documentation shall not exceed 400 words
- XI. All candidates for election shall, after publication of the list of candidates, be entitled to ask the WPFUK to circulate election material on their behalf to members entitled to vote in that candidate's electoral constituency.
- XII. Any campaign material produced by any candidate in an election for paid office shall identify supporters' membership status by inserting in brackets after each name where appropriate the letters "NM" to signify non-members.

- a) Chapters shall have rules which shall conform to WPFUK rules and be approved by the branch.
- b) WPFUK members and branch officers shall have the right to attend and speak at meetings of chapters in their electoral areas.
- c) Legitimate chapter expenses may be paid at the discretion of the branch from branch funds.
- d) Chapters should be affiliated to federated chapters.
- e) A federated group chapter shall be formed where a company employing WPFUK members is part of a group of companies or a corporation in which other WPFUK members are employed.
- f) Group chapters may table motions for the WPFUK Delegate Meeting and shall elect a delegate to attend the Delegate meeting with the right to move and vote on motions.
- g) The branch representative elected by each chapter shall be required to attend meetings of the group chapter and to give a report to the group on all matters related to terms and conditions of employment and such other matters as may be considered relevant from time to time at meetings of the group chapter.
- h) Group chapters shall meet at least quarterly and at such other times as deemed necessary by the group chapter or its officers.
- i) Each group chapter shall elect from among the representatives from chapters group, a chairperson and a treasurer who shall jointly have executive authority to act between meetings.
- j) Group chapter business shall be conducted in accordance with the model rules drawn up by the WPFUK. Amendments to these model rules shall not become operative until they have been endorsed by the WPFUK.
- k) The WPFUK can make a grant from the central fund to each group chapter each year to meet the basic running costs of the group chapter and such other specific activities as agreed between the group chapter and the WPFUK.
- l) Each chapter shall pay to the group chapter an amount determined by the WPFUK in respect of each member of the chapter for each calendar year to be raised by a chapter levy. The payment will be made by a date to be determined by the WPFUK after consultation with the group chapter and will be based on membership figures on 31st January.
- m) Each chapter shall have an agreement with it freelances giving them voting rights and full participation in chapter activities. A representative of freelance members shall be invited to attend any negotiations with employers relating to freelance pay and conditions.

Rule 10

Discipline

If after due inquiry, in accordance with the procedures and time constraints the WPFUK is of the opinion that a member has been guilty of conduct which is detrimental to the interests of the WPFUK or of the profession of journalism, or is in breach of the WPFUK code of conduct or membership responsibilities, or the Bullying and Harassment code.

- Impose on that member a fine not exceeding £1,000
- Suspend that member for a period not exceeding 12 months.
- Express its censure in such terms as it deems appropriate.
- Impose more than one of these penalties, or
- Expel him/her from the union.

- a. WPFUK shall be empowered to receive from branches, and WPFUK members, complaints about the work or behaviour for WPFUK members or about the conduct of candidates in WPFUK elections which, in the complainants' view, contravenes the code of conduct. If after due inquiry, in accordance with the procedures and time constraints, WPFUK is of the opinion that a member has been guilty of a breach of the WPFUK code of conduct, it may reprimand the member or refer the matter to the WPFUK with a recommendation to impose one or more of the penalties outlined in clause (a) of this rule.
- b. Any person suspended under this rule shall continue to pay his/her usual contributions to the WPFUK. That member shall not be eligible for any of the financial benefits of the WPFUK or to hold office in the WPFUK or to vote in the WPFUK until the suspension has come to an end.
- c. The records of such findings of guilt and penalties, whether they be imposed by the WPFUK or the Appeals Tribunal, other than expulsions, shall be removed from the member's WPFUK records after 10 years' continuous membership without a finding of guilt under this rule. The 10-year period should start from the date of the offence.
- d. The WPFUK, or in emergency the Secretary in agreement with either the Treasurer or any one of the trustees, all have power to prevent from handling any WPFUK funds or books any member or officer of the WPFUK who is suspected of stealing or misapplying the funds or falsifying the books or accounts of the WPFUK. WPFUK may institute legal proceedings in the name of WPFUK against any member or officer so suspected. WPFUK may appoint auditors to examine the books or accounts of any branch to investigate its workings.

Conduct detrimental to the interest of the WPFUK shall be deemed to include:

- I. Maintenance of membership of the institute of journalist while a member of WPFUK.
- II. The acceptance of voluntary redundancy or redundancy by a member while his/her job is the subject of a dispute between the member and his/her employer.
- III. The unauthorised disclosure of the confidential business of the of the WPFUK branch, chapter or another agency of WPFUK.
- IV. Any breach of the rules of the WPFUK or of the principles laid down in the WPFUK membership responsibilities.
- V. Taking up of a membership of any other organisation the object or purported object of which is the furtherance of the interests of working journalists by the regulation of their conditions of employment.
- VI. Failure, without reasonable cause, to comply with an instruction of the WPFUK, or an instruction of the secretary to withdraw from employment.

Rule 11

Alterations of rules

- I. Alterations to the rules shall be made by the WPFUK only on the instructions of a delegate meeting.
- II. The amendment of a rule by an emergency motion, late notice motion, or by an amendment to a motion which is not itself a motion to amend the rules, shall be precluded.
- III. Any motion to alter the rules should be written as an instruction to the WPFUK to amend the rules to give effect to the principle stated in the motion. A motion to amend a rule which does not seek to change the principle in that rule may be written in the textual form in which it is proposed the amended rule shall appear.
- IV. Any motion to alter the code of conduct should be written as an instruction to the WPFUK to bring an appropriate motion to amend the rules to give effect to the principle stated in the motion at the meeting.
- V. The WPFUK shall amend the rules in accordance with the instructions of a delegate meeting as soon as possible after the conclusion of such a meeting, but in any case, within six calendar months.
- VI. The WPFUK shall also make any such amendments to rules as may be required by the Certification Officer.

Rule 12

Dissolution

- I. In the event of a delegate meeting recommending by a majority of not less than two-thirds of the votes cast that the WPFUK shall be dissolved, a ballot shall be taken of the total membership to determine whether the WPFUK shall or shall not be dissolved. If a simple majority of the votes cast in the ballot supports dissolution of the WPFUK, it shall be so dissolved.
- II. Any ballot paper sent through the post shall be addressed to the member's last recorded address. Proof of posting shall be taken as proof of delivery of the ballot paper and the words in clause (a) above requiring a ballot of "the total membership" shall not be construed so as to invalidate the ballot on the grounds only that any member did not in fact receive the ballot paper so posted.
- III. Should it be so determined to dissolve the WPFUK, the WPFUK shall direct the realisation of the whole of the WPFUK assets, shall discharge all its lawful liabilities, and shall divide the surplus, if any, among the members in proportion to the length of their membership.