

1921

Women's Co-operative Guild.

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GENERAL RULES

As amended at the Annual Congress, 1921,
and previous Annual Congresses.

To be obtained from the General Secretary,
Women's Co-operative Guild, 28, Church Row, Hampstead,
London, N.W. 3.

PRICE 3^d.

June, 1921

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MANCHESTER:
CO-OPERATIVE WHOLESALE SOCIETY'S PRINTING WORKS,
LONGSIGHT.

JUNE, 1921.

RULES.

Interpretation Clause.

A "Branch" means any body of women, connected with a Co-operative Society, having not less than ten members, and with local officers and rules. An "Associate" means any person admitted by the central committee not belonging to any branch, and subscribing not less than 1s. annually to the central fund.

I.—Name and Objects.

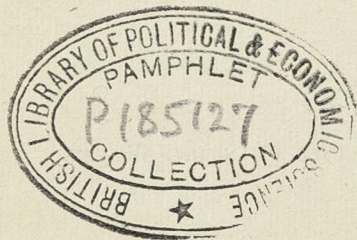
1. The name of the association, hereinafter called "the guild," is "THE WOMEN'S CO-OPERATIVE GUILD."
2. The object of the guild is to organise women as co-operators for the study and practice of
 - (1) Co-operation and other methods of social reform; and
 - (2) Improved conditions of domestic life.

II.—Members.

3. The members of the guild shall consist of such branches as shall be affiliated according to Rule 4.

III.—The Affiliation of Branches and Associates.

4. The central committee may affiliate as a branch any association not having less than ten members, which shall subscribe to the central fund, as provided in Rule 5.
5. Each branch shall subscribe out of its branch fund, to a central fund, not less than 9d. per member per annum. This subscription is payable in advance in January of each year. Branches joining in any quarter



after the first shall pay only for the then remaining quarters of the year, such payment to be made within six months of date of admission.

6. Subject to the approval of the central committee, all associations desiring to be affiliated shall be supplied with a form of admission, and shall be counted as branches of the guild from the date on which this form is received by the general secretary.

7. The central committee shall have power to expel a branch under the following circumstances:—

(a) If they are of opinion that it is not a *bona-fide* branch. (See interpretation clause.)

(b) For action detrimental to the interests of the guild.

The branch so expelled shall have a right of appeal to the annual meeting.

8. The central committee may affiliate any associate without membership.

IV.—Government.

9. The guild shall be governed by an annual congress, which shall be held in June or July. The congress shall last for two days, or such longer time as the central committee shall decide.

10. The place of the annual congress shall be decided by the previous annual congress.

11. The annual congress shall consist of delegates from the branches. Each branch shall be entitled to send one delegate for every one hundred members, or fraction of one hundred, for whom it has subscribed for the current year beginning January 1st.

12. Each branch shall decide the mode of electing its delegates. A delegate must be a member of a branch, but need not be a member of the special branch she represents. No delegate may represent two branches.

13. Each branch delegate, member of central committee, sectional secretary, and one representative of

each sectional council and of each district committee, shall have one vote, but no person shall vote in more than one capacity.

Proceedings at Congress.

14. The congress shall have two sittings in each day, in the morning and afternoon, at such times as the central committee fix, subject to any resolution of the congress itself.

15. The president of congress shall be appointed by the central committee.

16. Subject to any resolution of congress for the time being the proceedings of the congress shall be regulated as follows:—

X I. They shall include—

(a) The opening address of the chairman, the first day.

(b) The discussion of the report of the central committee.

(c) The declaration of the results of elections.

(d) The discussion of any papers, proposals, or resolutions, directed or authorised by the central committee or standing orders committee, to be brought before congress.

(e) The discussion by the congress of any matters arising out of (b) and (d).

(f) The discussion of any subject or proposal sent by any branch to the central office not less than eight weeks before the first day of congress. All such proposals shall be classified and arranged by the central committee, and shall be included in the programme and papers sent to delegates.

II. The report of the central committee, with the statement of accounts, audited by a certified auditor, together with the agenda of business, shall be sent out to branches at least six weeks before the first day of congress. Any resolution or amendment arising out of these papers can be sent in by a branch not less than twenty-three days before the first day of congress, and

shall be printed and sent out to delegates with their credentials a fortnight before congress. The report of the central committee and amendments to rules shall be considered immediately after the inaugural address and reception of deputations.

III. A standing orders committee shall be appointed by or in such manner as the central committee directs from time to time, which shall regulate all matters requiring decision connected with the congress proceedings. The committee shall meet at such time before congress as the central committee may fix.

IV. Amendments to resolutions and new resolutions may be moved at congress if handed in to the standing orders committee in writing, signed by five persons entitled to vote, not later than 11 a.m. on the first day of congress.

V. A motion to suspend a standing order for the purpose of altering the order of business for the discussion of any particular subject shall only be received if notice has been given, in writing, by at least 20 members, and announced by the chairman before the close of the previous session; and should such motion be defeated, no second motion to suspend the standing orders for the purpose of discussing the same subject shall be permitted.

17. Cards of admission may be issued to visitors by the central committee, but visitors shall not be allowed to take part in the discussion without the consent of the standing orders committee.

V.—Administration.

The Central Committee.

18. The affairs of the guild shall be administered by the central committee, which shall consist of eight members, who shall be elected by the branches in their respective sections (one from each section).

19. Candidates for the central committee must be members of branches. Not more than one member from any one branch may sit on the central committee at the same time.

20. The central committee shall retire annually, but shall be eligible for re-election for a period of three consecutive years. After this time any member must retire for one year.

21. Nomination papers for the central committee shall be sent out on March 1st, by the general secretary to branches whose subscriptions have been paid for the current year, beginning January 1st, and returned not later than March 28th. Voting papers shall be sent out not later than May 3rd, and returned not later than May 31st, in envelopes to be sent out with the voting papers, which shall be delivered to the scrutineers unopened.

22. Nomination and voting papers not returned within the specified dates shall be void.

23. Each branch may nominate one candidate for the central committee.

24. The method of voting shall be that of the alternative vote. Each voting paper shall state the number of votes to which the branch is entitled, which shall be one for every twenty-five members, or fraction of twenty-five, for whom it has subscribed for the current year, beginning January 1st. (See Rule 5.) Each such vote shall give the candidate for whom the branch shall vote as many votes as are equal to the full voting power of the branch.

25. The votes for the central committee shall be counted by scrutineers, who shall be appointed by the Co-operative Union Office at Manchester.

26. If a vacancy occurs on the central committee during the year, a fresh election shall be held to fill the vacancy.

27. The central committee shall elect from amongst themselves, at their first meeting following the annual congress, a president, vice-president, and treasurer.

28. The central committee shall hold at least three ordinary meetings in the year. A special meeting may be summoned by not less than three members of the central committee.

29. The central committee shall have power to make bye-laws, provided they are not contrary to these rules.

30. The resolutions of the central committee shall, subject to its directions, be sent to each member of the council. Four shall form a quorum.

The Sectional Secretaries and Councils.

31. Sectional secretaries shall be elected, one in each section.

32. The sectional councils shall be formed in such number of sections, with such number of members in each section as the guild may direct from time to time; which, subject to such directions, shall be as follows:—

1. Midland	Number of Members.....	5
2. Northern	”	3
3. Lancashire	”	6
4. Yorkshire	”	4
5. South-Eastern	”	4
6. Southern	”	4
7. South-Western.....	”	1
8. Western	”	2

In addition, the members of the central committee and the sectional secretaries shall be *ex-officio* members of the council in their section.

33. The sectional secretaries shall be the secretaries of the councils in their respective sections.

34. The council shall retire annually, but shall be eligible for re-election for a period of three consecutive years. After this time, any member must retire for one year, except the sectional secretary, who shall always be eligible for re-election. Any member who has sat for three years on the central committee shall retire for one year before being eligible to stand for the council.

35. In the election of central committee, council, and sectional secretaries, no candidate can stand for more than one of these offices at a time.

36. Any member of a branch is eligible as a candidate for the council in her section, but not more than one member from a branch may sit at the same time on the council, nor may a member of the same branch as the sectional secretary sit on the council.

37. The sectional councils and the sectional secretaries shall be elected at the same time as the central committee, and the voting power of each branch shall be the same as for the central committee election. Each branch may nominate as many candidates for its sectional council as there are vacancies to fill; and one candidate for the sectional secretaryship. The method of voting shall be by proportional representation if two or more seats have to be filled, and by the alternative vote if one seat has to be filled.

38. If a vacancy occurs on a sectional council during the year, a fresh election shall be held to fill the vacancy. Should an insufficient number of candidates be nominated to fill the vacancies in any section, the members of the council in that section shall have power to fill the vacancies.

39. There shall be two meetings of the sectional councils in each section during the year.

40. A special meeting of the sectional councils may be called by the central committee.

41. The following number of members shall form a quorum in each section:—

1. Midland Section.....	4
2. Northern Section.....	3
3. Lancashire Section.....	5
4. Yorkshire Section.....	3
5. South-Eastern Section.....	3
6. Southern Section	3
7. South-Western Section	2
8. Western Section	2

The General Secretary.

42. The general secretary shall be a full-time paid officer, her salary being fixed by the central committee,

at a minimum salary of £300 a year. She shall be appointed as follows:—

(a) The post of general secretary shall be advertised in the co-operative press, and a copy of the advertisement shall be sent to every branch.

(b) The central committee shall receive the applications and act as a committee of selection to select the most suitable candidates.

(c) The names of the selected candidates in order of suitability shall be sent to the branches, and the branches shall vote as to which should be selected.

(d) The election shall be by alternative vote.

(e) The appointment shall be permanent, the central committee having the power of removal.

If any member of the central committee applies for the office of general secretary, she must retire from the central committee before applying.

43. The general secretary shall attend all meetings of the central committee, but shall not be entitled to vote. She shall conduct correspondence, collect subscriptions, send out nomination and voting papers, keep a record of proceedings, and prepare an annual report and balance sheet. She shall be entitled to attend all meetings of the sectional councils, but not to vote.

The Treasurer.

44. The treasurer shall receive and pay out all moneys as directed by the central committee.

VI.—Funds.

45. The central fund shall be in charge of the treasurer, and shall be used for printing, postage, propaganda, organisation, and any incidental expenses incurred in the work of the guild as a whole.

46. The district fund in each district shall be in charge of the district secretary and committee (see Rule 54), and shall be used under the direction of the district committee for conferences and other district expenses.

It shall consist of voluntary subscriptions from branches and associates.

Payment of Officials and Speakers.

47. The expenses of members of the central committee, when attending a committee meeting, may be authorised to be paid out of the central fund.

48. The general secretary and other officials are authorised to accept or refuse applications for speakers and invitations to meetings and conferences; the meetings and speakers to be reported to the central committee at their next meeting.

49. The expenses of speakers, when not paid by the society or branch visited by them, may be paid by the general secretary out of the central fund, such payment to be submitted to and confirmed by the central committee at their next meeting.

50. The expenses of the general secretary, and of the central committee and the councils and sectional and district secretaries, in attending the annual congresses of the guild, may be paid out of the central fund.

51. An honorarium may be paid to each sectional secretary, the amount to be arranged from time to time by the central committee.

Sectional Conferences.

52. The expenses of sectional secretaries, and half the expenses of one delegate from each branch, to sectional conferences, may be paid out of the central fund. The expenses of a delegate representing or appointed by the central committee may be paid out of the central fund.

District Conferences.

53. The expenses of the delegates representing or appointed by the central committee may be paid out of the central fund.

VII.—Sections and Districts.

54. The guild shall be divided (1) into sections as directed by the annual congress, and (2) into such

sectional districts as shall be directed from time to time by the central committee.

55. When a branch vote is taken at a sectional conference, the voting shall be taken on the basis of one delegate for every twenty-five members, or fraction of twenty-five, for which the branch has subscribed to the central fund for the current year, each delegate having one vote.

VIII.—Alteration of Rules.

56. (1) No new rule of the guild shall be made, nor shall any rule be rescinded or altered, except by a vote of a two-thirds majority of the delegates voting at the annual congress when the resolution for such alteration is passed. (2) No such proposal shall be brought before the annual congress unless it proceeds from the central committee or a branch that is affiliated as a member of the guild according to Rule 4. (3) All such proposals shall be sent to the central office in a distinct form eight weeks at least before the annual congress, and shall be printed and circulated with the announcement thereof.

NEW RULE.—After Rule 56 insert Rule 57, as follows:

“No new rules shall be made, nor shall any of the rules be amended, altered, or rescinded, except by the Annual Congress every third year, unless recommended by the Central Committee, in which case the proposed alteration shall be brought before the next Annual Congress after such recommendation.”

C.W.S. Printing Works, Longsight, Manchester. —S 25769.

as passed at Cambridge
Congress.



—S 6,444—