

 **GMB@SAS Staff Constitution**

The trade union constitution belongs to GMB. It will be reviewed and amended by the trade union as and when appropriate. GMB members and Shop Stewards in SAS will operate under rule and the Regional Committee of GMB Scotland.

All GMB Shop Stewards will be appointed in line with the GMB rule book. GMB members are entitled to nominate candidates to act as a station Shop Steward. Those who accept a nomination will be expected to work in line with GMB rule and policy as set out by the governing authorities of the union.

In Scottish Ambulance Stations Divisions, GMB members will normally nominate and elect a lead spokesperson who will be a fully accredited GMB Shop Steward. The elected Shop Steward will be accredited by the appropriate GMB Scotland. Initial Support Training (IST) for all Shop Stewards will be provided via the GMB Scotland. GMB Shop Stewards are also accredited Health and Safety Representatives.

For reasons of continuity, it is the responsibility of the Station Shop Steward to ensure their period in office is endorsed with the station members in the respective station/Divisions at least every 4 years.

In cases where there is more than one nomination for a Shop Steward an election process will be overseen by the Branch Secretary or GMB Scotland as appropriate.

The GMB official will also act as station and divisional shop stewards when no other Shop Steward can attend.

Where a Station Shop Steward cannot be appointed a Station Organiser should be sought to act as a branch representative within that station.

Branch President and Branch Secretary will be voted on by the members through a postal ballot every 4 years. Branch Convenor will be voted by the Shop Stewards, by post, every 4 years.

**Shop Steward Election/Endorsement**

It is the responsibility of the Branch Secretary and GMB Official to oversee elections/endorsements of station Shop Stewards.

It is the responsibility of the Branch Secretary and GMB Official to oversee elections/endorsements of Divisional Lead Stewards.

The full time National Officer will ensure the election/endorsement is carried out in accordance with the constitution.

A record of all elections/endorsements will be held by the GMB and Branch Secretary.

**Role of Station Organisers**

The appointed Station Organiser for each operational station in a geographical area will be appointed by the Branch Secretary and will be under the guidance of the Branch Secretary and their local Shop Stewards.

A Station Organiser will ensure there are high levels of union density on their patch. It is fundamental that the Station Organiser aims to recruit all station members into the GMB.

A Station Organiser will take responsibility for providing and maintain effective communication on a station.

A Station Organiser will also be a conduit for passing information about members concerns to their local Shop Steward and Branch Secretary as appropriate.

**Role of Shop Steward**

The appointed Shop steward for each operational station in a geographical area will coordinate arrangements for the conduct of joint and trade union specific duties in accordance with the facilities agreement.

A Shop Steward will ensure there are high levels of union density on their patch. It is fundamental that the Shop Steward aims to recruit all station members into the GMB.

A Shop Steward will take responsibility for providing leadership and maintain effective communication on a station.

A station Shop Steward will also be a conduit for passing information about members concerns to the Divisional Lead Steward and Branch Committee as appropriate.

In addition the station Shop Steward must operate and oversee the smooth running of the industrial relations, in line with the collective bargaining agreements.

For reasons of continuity it is the responsibility of the station Shop Steward to ensure their position is endorsed with the GMB members in the respective geographical area at least every 4 years.

**Divisional Lead Shop Steward**

From within each division as defined in the GMB@SAS Constitution, the station Shop Stewards will nominate a Lead Shop Steward from amongst their number.

A Divisional Lead Shop Steward will have to provide strong leadership where appropriate and commit to effectively communicating with members and Shop Steward Colleagues.

For reasons of continuity it is the responsibility of the Divisional Lead Shop Steward to ensure this is endorsed with the station Shop Stewards in the respective Division at least every 4 years.

The Divisional Lead Shop Steward will ensure there are high levels of union density on the stations they have responsibility for. It is fundamental that the Divisional Lead Shop Steward monitors and keeps up to date membership information for the respective Division. We operate the principle of being “ballot ready”.

Divisional Lead Shop Stewards will support recruitment, training and development work across the whole of GMB@SAS as directed by the National GMB official or GMB@SAS Branch Committee.

**The GMB@SAS Committee**

The GMB Committee will consist of a minimum of 9 representatives, President, secretary, convenor and a minimum of 1 steward from each Division and each branch within the service.

1 full time representative will be nominated by the National GMB Official, endorsed by the Branch Committee and ratified by the branch secretary.

For reasons of continuity, it is the responsibility of a member of the branch committee to ensure their period in office is endorsed with the Branch Shop Stewards in their respective Divisions at least every 4 years.

Where a shop steward is elected to carry out the local role and responsibilities of a member of the branch committee, it is the responsibility of that respective member of the committee to ensure the station Shop Steward carries out the role effectively and that the period of office is endorsed with the members at least every 4 years.

Members of the committee will support recruitment, training and development work across the whole of GMB@SAS as directed by the National GMB official.

By definition the committee is tasked with leading. As has always been the case it is the responsibility of the committee to seek to build a consensus amongst the service Shop Stewards too. The work of the branch committee has always been based on trust and trade union unity.

The Branch Committee along with the Stewards will also appoint at each AGM,

2 x Auditors

Branch Health and Safety officer

Branch Communications Officer

Branch Equality Officer

Branch Recruitment Officer

PTS Lead Steward

**Succession Planning**

The branch committee and Divisional Shop Stewards will need to be mindful of succession planning. The committee member will mentor and support station Shop Stewards in line with the agreed Trade Union procedures to ensure Shop Stewards get the appropriate development opportunities. The branch committee members need to be mindful of promoting and supporting equal opportunities amongst Shop Stewards.

Station Shop Stewards should take steps to ensure that a deputy acts on their behalf and attends appropriate meetings during periods of annual leave etc.

Division Lead Stewards should arrange to have a deputy who must be ratified by the Shop Stewards in the respective division/s. The deputy should be encouraged to attend appropriate meetings on behalf of the Divisional Lead Shop Steward during periods of annual leave etc.

Branch Secretary should look to provide opportunities for Divisional Shop Stewards to participate in a range of activities to encourage development.

Where possible the member of the branch committee and or the Divisional Lead Shop Steward should allow at least 3 months notice where it is intended to end the period in office. The GMB Official and Branch Secretary should ensure a period of coaching and training is implemented and invites the nominated replacement to shadow them at meetings as appropriate.

**Decision making under GMB Constitution: Collective Responsibility.**

Shop Stewards must always represent their members concerns and interests. Station and Divisional Shop Stewards will vote in line with their members wishes through the decision making process. However, when a trade union position has been arrived at, all Shop Stewards at every level of the trade union will be mandated by that decision and expected to support that position.

**GMB@SAS Area Structure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| North Division | East East Central Division | South East Division | West Central Division | South West Division  | Workshops | ACC | Sort |
| Highlands RegionGrampian Region | Tayside RegionForth Valley RegionFife Region | Edinburgh BordersEast LothianMidlothianWest Lothian  | Lanarkshire RegionGreater GlasgowDunbartonshire Region | Ayrshire RegionArgyll & Clyde RegionDumfries & Galloway Region | South  | NorthWestEast | NorthWest East |