

Couriers and Logistics Branch Constitution

Updated – 14/09/2023

1. Branch Name

A. The branch shall be called “Couriers and Logistics” branch of IWGB and will henceforth be referred to as “the branch”.

2. Objects

- A. To improve and protect the terms and conditions of the members;
- B. To promote the primacy of members' own decision making in all matters covered by the branch constitution, and in the development of all of the branch's policies;
- C. To preserve, promote, and protect the independence of the branch;
- D. To settle disputes between the members and their employers and/or contractors;
- E. To initiate movements for increased rates of pay, or improved conditions of employment;
- F. Cooperate, directly or indirectly, with the work of any organisation, local, national, or international, which holds objects or policies which are similar to those of the branch;

3. Membership

- A. Open to all couriers in London, all Deliveroo, Stuart, Just-Eat, Uber Eats, Amazon Flex & M3J couriers nationwide, and former couriers [as long they joined the union when they were active couriers].
- B. Membership dues shall be set at £10 per month. For couriers who have the means they can opt to pay a solidarity contribution of £12.

4. Branch Structure

- A. There shall be an annual general meeting, held once per year before the union-wide Annual General Meeting (AGM), to elect officers and representatives.
- B. The AGM shall need 5% of the branch present to be considered quorate.
- C. In addition to the AGM, the branch shall hold monthly meetings, to decide branch policy.
- D. Branch monthly meetings are open to all members, and every member has equal rights to voice and vote.

E. Branch monthly meetings shall be considered quorate when 10 members of the Branch are present.

F. An emergency branch meeting can be convened at any time, by the Chair or Vice-Chair, with a minimum of 48 hours' notice. The meeting will need to have 10% of the membership in order to be considered quorate.

G. Ordinary members may convene an emergency branch meeting without the chair or vice-chair if need be. This meeting will need 40% of the membership present to be considered quorate.

H. The Branch shall keep membership fees separate for members outside of London, so that they may use this money to run their own campaigns.

5. Branch Officers

A. The officers shall be elected at the AGM, by a show of hands vote, for the period of one year. Any individual interested in becoming an officer needs to be proposed and seconded by branch members before a vote can take place. If an officer position becomes vacant between AGMs, the vacancy shall be filled on the basis of a show of hands vote at a monthly branch meeting. The term of office for this position shall be temporary - until the next AGM.

B. For contested positions candidates will be invited to make a brief speech to the members on their candidacy. If an officer position is uncontested, the position will still need to be voted on in a "yes or no" manner. An uncontested candidate for officer position must receive a majority of "yes" votes in order to be confirmed.

C. If the positions of Branch Chair or Branch Secretary are contested, there will need to be a postal ballot in order to comply with the Trade Union and Labour Relations (consolidation) Act. 1992. These officers are ex officio members of the IWGB Executive Committee.

D. The group of officers is purposefully small as the officers' principle role is to carry out the policies of the branch on a day to day basis. The group of officers shall not be considered an executive committee with the remit of deciding policy. The ultimate executive authority of the branch is the democratic will of the members as expressed in monthly branch meetings, rather than through delegates on a committee. The following officer positions and their respective duties are listed below:

a. Chair - This person will be the branch spokesperson and representative both within the IWGB and with the public at large. This individual will chair branch meetings and the AGM and be expected to carry out branch business on a day-to-day basis. This person shall have the authority to convene branch meetings. This person will be a member of the IWGB Executive Committee.

b. Vice-Chair - This person will assist the chair in their duties. In the chair's absence, this person will assume the chair's role. This person will also act as a delegate to IWGB conferences. This person shall have the authority to convene branch meetings.

- c. Secretary- This person will be in charge of membership records, producing minutes from branch meetings and the AGM, and other administrative duties as required. This person will be a member of the IWGB Executive Committee.
- d. Assistant-Secretary- This person will assist the Secretary in their duties.
- e. Treasurer- This person will keep records of the branch's income and expenditure, have access to the branch bank account, produce monthly reports for the branch meetings on the accounts, and facilitate the execution of financial decisions taken in branch meetings.
- f. Womens & Non-Binary Members Officer - This person will be first point of contact for women and non-binary members and to lead on issues at branch level relating specifically to these groups. The Women's Officer should also actively engage with and support the national Women's Officer on union-wide issues, projects and campaigns relating to these areas. Only members who identify as non-male are eligible to stand as and vote for the position
- g. BAME Officer - This person will be the first point of contact for BAME members and to lead on issues at branch level relating specifically to these groups. The BAME Officer should also actively engage with and support the national BAME Officer on union-wide issues, projects and campaigns relating to these areas. Only members from black and other minority ethnic groups are eligible to stand as and vote for the position.
- h. Communications Officer – this person will implement effective communication activities for internal members an/or external non-members. Write, manage, and optimize social media presence, press enquiries, newsletters and publications. Ensuring consistency of union/branch branding and frequency.

6. Representatives

- A. The branch shall elect, or appoint (in exceptional circumstances, where necessary, by agreement of the Branch Officials), as it sees fit, Workplace Representatives. Workplace Representatives should cover companies and/or functions (e.g. pushbike courier, van drivers, etc.)
- B. Elected Company Representatives: Members in any courier company may nominate and elect, by a show of hands vote, as many Workplace Representatives as they choose, at any meeting of those members. The elections must be facilitated and ratified by either the CLB Chair, CLB Secretary, or any IWGB National Officer (General Secretary, President, Vice President, Women's Officer, BAME Officer or Treasurer).
- C. The elected reps shall serve one-year terms from April-April (or for the remainder of the year until the next AGM).
- D. The role of all Workplace Reps is to organise and run campaigns at the companies at which they work. This can include, but is not limited to:
 - a. holding campaign meetings with their fellow members on workplace issues,

- especially for the facilitation of collective decision-making by their fellow members
- b. organising demonstrations, protests and strikes,
- c. organising outside support for their campaign,
- d. liaising with the press and non-members,
- e. supporting individual members with individual grievances where possible.

E. Workplace Reps shall represent members at a certain company in a certain local geographical area, such as London, Bristol, Brighton etc, in a way that is consistent with the management of that company, for the purpose of facilitating collective bargaining on behalf of members.

F. When a Courier joins the IWGB:

- a. They are welcome to attend branch meetings (in person or remotely), have full voting rights within the branch and the ability to bring their own motions forward.
- b. They will have access to the legal department in line with union policy.
- c. They will invited to join a Whatsapp chat related to the company the work with (i.e IWGB Deliveroo Action) and can expect advice and support from their fellow members.
- d. They can seek advice from branch officers/organisers over the phone/email. If the member is located outside of London, branch officers/organisers will only be able to make face-to-face visits in exceptional circumstances. “Exceptional circumstances” includes, for example, when there is a small number of members but a larger level of wider organisation or struggle, in which this additional support could be instrumental in helping it develop, and encouraging people to join the IWGB.
- e. Expenses such as printing out leaflets, travel costs etc, will need to be agreed in advance with the Branch Treasurer
- f. They may observe a National (“Company Name”) Committee, whose purpose is to coordinate nationwide campaigns, organising, strategy and action, but will have no voting rights.

G. In each local area, when the area membership exceeds 10 members, they shall be able to:

- a. Irrespective of which company they work with (as long as they are entitled to IWGB membership), they can choose to affiliate to the IWGB as a local group by a show of hands (eg: IWGB Couriers York, IWGB Couriers Nottingham);
- b. Local meetings will require a 50% turn out of members to be considered quorate. If a meeting is considered quorate then enough members have turned up to make the decisions reached at that meeting valid (can be rounded down e.g. if there are 13 members and 6 show up to the meeting it will still be considered quorate).
- c. They must use the IWGB logo either on its own, or in conjunction with the group’s own logo, on all communications, leaflets, social media and emails, so that it is clear to the world they are part of the IWGB Trade Union, Couriers and Logistics Branch.

d. Elect lead reps, by default this is Chair and Treasurer, although the local group can choose to elect two different people as their lead delegates. For example Chair and Secretary, or two other people, may seem more appropriate. Other positions we suggest are Secretary and Media/Communications Officer.

e. Lead Rep: Chair – spokesperson of the local group, calls local meetings, drafts meeting agendas and chairs them by facilitating fair and equal member involvement, votes on decision-making, list of speakers and time-keeping.

f. Lead Rep: Treasurer – applies for funding from the IWGB Couriers and Logistics branch, keeps records of money spent, deals with requests for strike support funds.

g. Secretary – keeps in touch with local members, sends information out to people e.g. minutes from meetings

h. Media & Communications – sets up and runs a local social media account, writes local press releases and carries out day-to-day press liaison

i. Local social media posts will be shared on IWGB CLB social media accounts (maybe not every post, but some).

j. The local group will be assigned its own funds. Money will be earmarked for their use, and the local treasurer will be kept informed with how much they have in their budget each month. The budget will be calculated based on the amount of money that members in that group have paid in subscription fees minus the proportion of those fees that goes to the central union. This is currently about £2.55/member, so for 10 members is a monthly budget of £25.50. Expenses beyond this budget, expenses such as printing out leaflets, travel costs etc, can sometimes be covered, but will need to be agreed in advance with the Branch Treasurer.

k. Currently the Couriers and Logistics Branch receives roughly 42.5% of its members' subscription fees with the rest going towards the central union for functions such as the press team and the legal department. Therefore 42.5% of the total subscription fees that members of a local group have ever paid towards the union before hitting the 10 member category will be earmarked for their use.

l. One lead rep (by default the Chair) will gain a seat on a National (“Company Name”) Committee [i.e National Deliveroo Committee], whose purpose is to coordinate nationwide campaigns, organising, strategy and action.

H. In each local area, when the area exceeds 20 members irrespective of company or half the active workforce in that company, whichever is lower:

a. Access more support from the CLB Officers and the wider IWGB Union, as defined.

b. Local group meetings will be considered quorate with 10 members in attendance.

c. The groups social media strategy can be fully integrated into the branch – groups can of course retain their own local social media pages too, and it is encouraged that they do so, so that a local identity is established and maintained.

d. The local group can expect press support from the Couriers and Logistics branch officers and central union.

- e. The local group will no longer just have its own budget and will have full access to Branch funds in accordance with the Branch's expenses policy.
- f. The lead reps shall receive IWGB Email accounts, paid for by the branch, which will allow them access to membership data and facilitate better membership contact and organising, in line with the Union's Data Protection policies.
- g. The lead reps will gain seats on a National ("Company Name") Committee [i.e National Deliveroo Committee].
- h. The National ("Company Name") Committee will be convened at least once per year, to discuss national strategy, campaign tactics and agree on the direction of campaigns. It may elect 2 lead reps of its own to represent the committee where necessary.
- i. The National ("Company Name") Committee will consist of the Local lead reps from each city, the Couriers and Logistics Branch Chair and Branch Secretary will also sit on this committee and have voting rights. Any other member of the Branch may observe meetings, but will not have any voting rights.

7. Branch Autonomy

- A. The branch recognises that it is part of a larger union and that all actions and policies should be mindful of this. The branch shall not undertake any policies which bring disrepute to the IWGB nor which contravene the IWGB rules.
- B. Considering the above, the branch shall have complete autonomy within the IWGB in the following areas:
 - a. Ability to set its own membership fees;
 - b. 50% of the money accruing to IWGB from this branch's membership fees shall be returned to the branch, each month;
 - c. Ability to decide its own policy, in accordance with the objects of the IWGB;
 - d. The branch shall elect its own negotiating committee for the purposes of collective bargaining;
 - e. Social media- the branch shall have the ability to create its own website, email, Facebook page, and twitter account to promote the objects and aims of the branch.

8. Motions, Policy, and Altering the Branch Constitution

- A. Motions or branch policy must be proposed and seconded by branch members at a quorate branch meeting. With the exception of the alterations to the branch constitution, policy and motions may be passed by a simple majority in a show of hands vote.
- B. The branch constitution may be altered at any time in a quorate branch meeting or AGM, with a two thirds majority vote.