

PUBLIC & COMMERCIAL SERVICES UNION

TO: NATIONAL EXECUTIVE COMMITTEE
FROM: CHRIS BAUGH
DATE: 1 SEPTEMBER 2017
SUBJECT: SUBSCRIPTIONS POLICY 2017 - 2018

ISSUE

To agree the updated Subscriptions Policy 2017-2018.

TIMING

For decision at the NEC meeting 5-7 September 2017

RECOMMENDATION

That the NEC agrees the revised Subscription Policy 2017-2018

COSTS

Total Cost: N/A

This is within an agreed budget

BACKGROUND

Attached is the revised Subscriptions Policy for 2017-2018 which includes harmonisation for new GCG members in 2017.

CHRIS BAUGH
ASSISTANT GENERAL SECRETARY

NEC Subscriptions
Policy
2017 to 2018

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PCS Rules

PCS subscriptions are set out in the following Supplementary Rules: -

SUBSCRIPTIONS

3.14 Subscription rates shall be as follows:

- a) (i) The primary payment method for members (ordinary and associate) paying subscriptions shall be by direct debit. The NEC shall make alternative payment arrangements for those who are not able to pay by direct debit. All new members or members rejoining PCS shall be required to pay by these methods.
- b) The subscription for ordinary members paying by direct debit or the alternative arrangements agreed under paragraph (a) will be governed by an affordable banding mechanism subject to a maximum rate. This mechanism and maximum rate shall be increased on 1 January each year by an amount set at the discretion of the NEC taking account of pay rates, settlements and pay differentials of PCS members. The NEC may suspend any such increase at its discretion.
- c) Where members continue to pay by check-off the subscription rate shall be a common percentage equal to 0.6 of gross, basic pay, subject to the maximum rate set by the NEC.
- d) The subscription payable by associate members shall be determined annually by the NEC
- e) Members not covered by collective bargaining arrangements shall pay subscriptions according to the affordable banding mechanism capped at the band rate identified as half of the ordinary maximum, or one quarter of the ordinary rate if they work fewer than 25 hours a week.
- f) Casual workers, and workers on fixed term contracts (including apprentices), shall pay no subscriptions for the first six months from the date of signing their application form.
- g) Annually, at its first full meeting following ADC the NEC shall consider a "Subscription policy document". This document will have full regard to the policies set by the ADC and will cover issues concerning:
 - i harmonisation rates for sections of members transferring from other employee organisations
 - ii non-standard workers not covered by any other part of this rule,
 - iii subscription waivers and refunds
 - iv subscription rate payable by associate members.
- h) The subscriptions rates determined via (a), (b), (c) and (d) shall be published annually with the PCS rules.
- i) The NEC shall determine the level of subscriptions in any case where doubt arises.

3.15 No subscriptions shall be payable by a life member, or by an associate member who is a Full-time Officer.

3.16 A member in arrears by 3 months' subscriptions or more shall be given written notice by the Branch that they may be excluded from the Union unless within 28 days of the notice date:

(a) The arrears are paid, or arrangements satisfactory to the BEC for their payment are made; or

(b) A written explanation is given which is satisfactory to the BEC.

If at the end of the 28 days the conditions provided for in (a) and (b) above have not been satisfied, the person's membership shall terminate. The BEC or Head Office shall confirm to any such person, in writing, that their membership has terminated and that any appeal to the NEC against loss of membership must be received by the General Secretary within 14 days of the date of the letter confirming termination. The NEC decision on the appeal shall be final.

Introduction

At conference 2015, rule 3.14 was amended to align PCS into being a union relying primarily on direct debit as its primary method of payment. This NEC subscriptions policy has been produced to meet the terms of rule 3.14 (g) which states;

Annually, at its first full meeting following ADC the NEC shall consider a "Subscriptions Policy Document". This document will have full regard to the policies set by ADC and will cover issues concerning:

- i harmonisation rates for sections of members transferring from other employee organisations
- ii non-standard workers not covered by any other part of this rule
- iii subscription waivers and refunds
- iv subscription rate payable by associate members.

Scope of the policy

This policy document aims to take the framework provided by rule 3.14 and policy agreed at Annual Delegate Conference (ADC) to establish principles and provide written guidance on implementation that covers a range of the most commonly encountered circumstances.

This document informs our Membership Section (informally referred to as Membership Department hereafter), on how they should implement a range of commonly encountered consequences of our rules and practical issues. It is intended that this policy is reviewed and updated on an annual basis; at the first full meeting of each National Executive Committee (NEC) following ADC.

Current membership and how they pay their subscriptions - Ordinary

As at the 31st of July 2017, PCS has a membership of 171878 ordinary members. Of these 134473 paid by direct debit and 37333 were collected through salary deduction. These are arranged via their employer, at an agreed rate of 0.6% of their gross, basic pay, subject to a maximum rate determined by the NEC. 65 pay by standing order and 7 pay by cheque.

There are no longer any members (down from 933 in 2016), on the old maximum DD subscription rate (pre 2013) who require harmonising onto the banding structure. All members were moved to the equivalent band (A) in November 2016.

Members in areas where there is no working union recognition agreement in place are entitled to pay rates in accordance with new rule 3.14(e). There are no longer any members (down from 1181 in 2016) on the rates allocated to the old rule. The rates have not changed but the salary banding system has been implemented.

Current membership and how they pay their subscriptions - Associate

As at 31st of July 2017, PCS has an associate membership of 10668. Of these 4423 pay by direct debit, 3499 by check off, 0.3% of their pension (capped at £2.09 per month), 434 pay by cheque, 2312 have subscriptions waived (though 808 are honorary or life members and no payment is due under rule 3.15; effectively 1504 associate members are not paying for historical reasons).

A. HARMONISATION OF RATES

We want all of our members to pay the same subscriptions rates. There are areas where there remain differences. These are:

Government Communications Group (GCG)

Agreement was reached with GCG on a harmonisation of the subscription formula.

Current subscription rates for GCG members will be updated annually in line with rule 3.14a.

GCG members joining from (insert start date) will pay the standard PCS rate set out in BB/59/16 and updates annually in line with rule 3.14.

Successful Recognition Campaigns

Members in these areas are actively recruited using our non-recognised rates paid via Direct Debit. However, formal recognition followed by immediate transfer to recognised rates can create organisational difficulties. In February 2011, the NEC (NEC.8/33/11) endorsed a protocol recommended by the Organising and Learning Services Committee to phase in subscription arrangements in these situations. The protocol is that for each Recognition Agreement achieved, the allocated Full Time Officer will report on the potential impact of increasing the affected members' subscriptions to the National Organiser and Head of Membership. The National Organiser and Head of Membership will review and agree, on a case by case basis, any need to defer or stage the subscription increase for blocks of three months.

Unrecognised Areas Under Rule 3.14 (e)

Members in unrecognised areas have their subscriptions set at half the ordinary subs maximum or a quarter if they work less than 25 hours a week, and under the revised rule these rates must be governed by an appropriate direct debit band.

This prevents any anomaly where a member in an unrecognised area is paying a higher monthly subscription than a member on an equivalent salary in a recognised area where the subscriptions are 0.6% of salary.

ADC 2013 instructed the NEC to address this in the next subscription policy document. The introduction of the direct debit banding system provided the opportunity to address this anomaly. From 1 January 2014 members in unrecognised areas are recruited using the direct debit banding system with a full time cap at band H (the closest rate to half rate) and a part time cap at band K (the closest rate to quarter rate)

B. SUBSCRIPTION MAXIMUM

Rule 3.14(b) provides for an annual up-rating of the ordinary maximum every 1st of January, based on the cumulative average pay increases for union members. To not raise the maximum results in an increased proportion of the union's income deriving from those members paying a rate less than the maximum, who will, by consequence, be those earning less than those paying the maximum rate.

Since 2005, this has been agreed at the NEC meetings held in November/December and implemented on the following 1 January (1 February if NEC meets in December).

However, as the majority of our members are now paying by direct debit, the NEC will need to adjust the timings of these decision making meetings to allow for the timely production of schedules to members. The NEC will need to decide the annual up rate at its September/October/November meeting for implementation of 1 January (1 February if NEC meets in November)

The NEC agreed the maximum subscription payable be increased to **£13.72 per month from 1 January 2017**, with equivalent increases for those paying direct debit in non recognised areas (other members continue to pay 0.6% of their gross basic pay).

C. DIRECT DEBIT BANDING

In response to the Government's attacks on check off, the NEC have agreed that new members should pay their subscriptions by Direct Debit using a direct debit banding system. The banding was reviewed by the September NEC at the same time as the subscription maximum.

Salary Bandings Table for 2017:

| Level | Salary | Subscription rate (£) |
|-------|-------------------|-----------------------|
| A | £26,001+ | 13.72 |
| B | £24,001 – £26,000 | 12.99 |
| C | £22,001 – £24,000 | 11.96 |
| D | £20,001 – £22,000 | 10.94 |
| E | £18,001 – £20,000 | 9.90 |
| F | £16,001 – £18,000 | 8.87 |
| G | £14,001 – £16,000 | 7.84 |
| H | £12,001 – £14,000 | 6.81 |
| I | £10,001 – £12,000 | 5.78 |
| J | £8,001 – £10,000 | 4.75 |
| K | £6,001 – £8,000 | 3.72 |
| L | Up to £6,000 | 2.69 |

D. LAPSING PROCEDURES & REQUESTING ARREARS

PCS previously made no attempt to collect arrears of subscriptions, as check off made this prohibitively complicated, and employers would not collect arrears on PCS's behalf. However, the move to direct debit makes collection of arrears for more accessible.

The lapsing process is as follows;

1st Missing subscription

After the first months missing subscription, a letter will be sent making polite enquiries as to the reason for the missing payment. Members, who have cancelled their direct debit, will receive additional separate correspondence in line with the rules of the direct debit scheme.

Members paying by direct debit will be advised on the next payment run that we will be requesting the arrears in addition to the next payment. Members paying by alternative methods, including check off, will be asked to supply a cheque to cover the missed payment.

2nd Missing Subscription

After missing 2 payments, and in order to comply with rule 3.16 Branches will be written to and asked to approach the member directly. Branches will be asked to either confirm that the member is no longer in membership, or to encourage members to contact PCS to consult the membership department with a satisfactory explanation or to seek for themselves a satisfactory reason for non-payment. Branches will also be asked to explain to direct debit members that in line with direct debit protocol one further attempt to collect the arrears will be made where the direct debit is still active.

Branches will have 14 working days to supply membership with any responses, before the third and final attempt to collect payment (by any payment method).

3rd Missing Subscription

After missing 3 payments, and if members have failed to respond to either the 1st enquiry letter or to branch enquiries, members will be issued with another letter. This will explain that they have now missed 3 payments, and in line with rule 3.16, have 28 days to either pay the arrears or supply a written satisfactory explanation.

4th Missing Subscription

The 28 day notice will include another collection period. PCS will make no further attempt to collect subscriptions (particularly by direct debit) as direct debit rules prevent us from doing so. Members must contact HQ within 28 days to repay the arrears, provide satisfactory explanation and reconfirm their direct debit.

Should a member not respond, they will be deemed lapsed, and a termination letter will be issued.

Members who are lapsed will not normally be reinstated, but be treated as a new joiner, and be given a fresh joining date and required to rebuild their service for any service related benefits. Members rejoining the union will not normally be required to repay any arrears of subscriptions.

If members wish to be reinstated they will be required to pay the balance of their arrears, as a lump sum, by Direct Debit, at the next collection date. Successful payment will result in the retention of their original join date.

E. REFUNDS

Members will receive a refund of subscriptions where there has been an error made by the union up to a maximum period of two years.

Only in exceptional circumstances, where there has been an error made by the member concerned, refunds can be considered up to a **maximum** period of six months prior to the date of application for the refund claimed. This applies but is not exclusive to:

- 1 **Changes in salary** (Where a member has failed to notify of an increase or decrease in salary which will affect their subscription rate)

The responsibility falls on the member to contact the membership department as salary information is no longer accessible following the switch to direct debit. The membership department will provide a schedule of future payments immediately after changes in salary band are recorded, or at least once per year, where changes have not occurred and after the NEC agrees any subscription increase.

- 2 **Changes in membership status**

All requests to cancel membership are to be made directly to the membership department. No refund will be actioned where this has not been received. Where payment is made through checkoff it is the member's responsibility to contact their payroll as PCS does not have the authority to start or stop voluntary deductions on behalf of members. The Membership department actively pursue third party subscriptions providers where they have continued to deduct subscriptions from members who have cancelled union membership. Where incorrect deductions have been made by third parties, the Membership department send a letter and spreadsheet to inform them that they no longer wish to accept the payment and those refunds will need to be paid for by the provider. The Membership department will also contact cancelled members who continue to have deductions to alert them, and to request them to end their deduction with the pay provider.

In cases of employment changes, retirement or redundancy it is a member's responsibility to inform PCS of changes in circumstances. Requests for back-dated refunds will only be considered with supporting documentation at the discretion of the membership department. The maximum refund will be six months.

Members who were historically paying by direct debit in recognised areas have been moved to the salary band system. The band can be amended, if required, on contact with the Membership department. No refund will be available for direct debit payers moving from the maximum to the banding system.

Applications for refunds can be made by e-mail or letter to the Membership department who will investigate and determine the amount owed by the union. The Membership department will then instruct the Finance Department to raise a cheque or BACS transfer for the amount, with confirmation sent to the member's ballot address.

F. WAIVERS & SATISFACTORY EXPLANATIONS FOR NON-PAYMENT

Membership subscriptions are waived in the following circumstances (NB: In the following points 1 – 4 it is the responsibility of the member to contact the Membership department to advise of the absence and agree the necessary reduction):

1. Members receiving reduced pay or nil pay due to sickness absence.
2. Members receiving reduced pay or nil pay due to maternity/adoption leave.
3. Members receiving reduced pay or nil pay due to carers leave.
4. Members taking a career-break.
5. Members receiving representation beyond employment, supplementary rule 3.3 refers. It will be the responsibility of the relevant Full-Time Officer to inform the Membership department of waiver periods.
6. Those requesting to join the union (excluding those recently processed via our lapsing procedures), but unable to pay appropriate subscriptions due to nil or reduced pay, should not be accepted into membership until such time that a view is

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received from the Branch in writing. The applicant is responsible for contacting the branch secretary and providing this information attached to their application form.

All waivers for those paying by direct debit are dependent on an active direct debit being maintained. PCS will not take a deduction until after the waiver period ends. In cases where no end date has been supplied, a standard six month waiver will apply. Cancellation of the direct debit or refusal to supply bank details will result in immediate lapsing procedures. The waiver reasons are also considered to be the satisfactory explanation reasons for non-payment of subscriptions. Any other reason, members will be asked to pay arrears.

Members may designate one of their branch officers to notify the Membership department on their behalf of any of these changes. Branch officers will be expected to provide clear and agreed implementation dates and may be asked to provide evidence to support these requests, such as copies of correspondence or emails.

Applications for a waiver can be made to the Membership department by e-mail to membership@pcs.org.uk,

In writing to: -

FREEPOST – RTSB – BTTZ –
BXYE PCS
160 Falcon Road
London
SW11 2BR

Supplementary Rule 3.2(b) includes provision for the union to seek arrears of subscriptions from former members reapplying to join and that this can be waived in whole or part by the NEC.

G. JOINING AND LEAVING DATES & EXTENDED BENEFITS

These dates are used to determine issues such as qualification for legal representation and death benefit payments. (These subjects are set out in Supplementary Rules 9.27 and 9.22 to 9.26 respectively.)

The joining date will be set at the date at which the Member's application form is signed or online/telephone joining submission date (subject to the applicant satisfying Supplementary Rules 3.17 & 3.18) or the rejoining date following a lapsing period.

The leaving date will be determined from the following sources:

1. Information supplied by the member which will be confirmed by reference to the relevant pay tape or payment date (for DD).
2. Information provided by branch officers which will be confirmed by reference to the relevant pay tape or payment date (for DD).
3. Date created by the union's lapsing procedures.

Following this sequence, in rank order and bringing all available data up-to-date, will enable us to establish the appropriate date depending on the available information.

The qualification for death benefit and benevolent fund applications is a minimum period of six months ordinary membership.

H. GROUP OF WORKERS.

There are additional groups of workers that are not specifically mentioned in our rules. The rates and payment methods for the following groups of workers are as follows:

SEASONALWORKERS

- a) We have seasonal workers with the:

- Maritime and Coastguards Agency (Auxiliary Coastguards);

These seasonal workers currently pay £3.30 per month by direct debit. There are currently no members in the MCA paying this rate. New members falling into this category shall pay subscriptions at band K.

- b) Seasonal Workers in the following areas may be paid monthly for their total annual hours and are therefore able to pay subscription via 0.6% check off. However some may only be paid in the months they work and therefore cannot be taken through the lapsing process.

For direct debit purposes, seasonal workers will be required to pay 12 monthly payments, on a forecast or average of earnings over a year. These members can be lapsed where a member cancels their direct debit.

The current list of employers which have seasonal workers is detailed below. Full time officers may apply to have employers added to this list in writing to the Head of Membership.

DWP

English Heritage

Historic Scotland

HMRC

National Museums of Scotland

Home Office

Welsh Assembly Government

Forestry Commission

Portrait Gallery

Tate Gallery

Steria

The Membership department aim to fully harmonise subscriptions for all seasonal workers at the

0.6% of basic pay rate, via check off, by direct debit either on the quarter rate (Band K) or using the Direct Debit Banding System on average earnings over a year.

EMPLOYMENT AGENCY WORKERS

Agency (i.e. employment agencies such as REED or ADECCO) workers shall pay subscriptions in accordance with rule 3.14(f) resulting in the first six months being free. After the first six months, their subscriptions will be based on the whether they work in a recognised or unrecognised area. PCS currently have no active recognition agreements with employment agencies

- a) In unrecognised areas the subscriptions will be set at half the ordinary subs maximum or they are able to opt for the Direct Debit Banding System with the subs max being set at Band H(See Para A6 above)
- b) In recognised areas the subscriptions will be set on the Direct Debit Banding System

CASUAL, FIXED TERM WORKERS & APPRENTICESHIPS

Rule 3.14 (f) states Casual workers, and workers on fixed term contracts (including apprentices), shall pay no subscriptions for the first six months from the date of signing their application form. This will include apprenticeships where the member does not have a permanent post and /or a guarantee of a permanent post at the end of the apprenticeship and members on zero hours contracts.

In line with existing, established practice, casual workers and workers on fixed-term contracts including apprenticeships and zero hours contract workers are only entitled to one period of free subscriptions with the PCS union regardless of whether they change their employer.

DIRECT DEBIT IN RECOGNISED, CHECK OFF AREAS

Prior to the introduction of the Direct Debit Banding System members in recognised areas choosing to pay by direct debit paid the subscriptions maximum. With the introduction of the direct debit banding system these members may opt to move to the direct debit banding system by contacting the membership department.

SPECIFIC RECOGNITION CAMPAIGNS

From 1st April 2010 (and via NEC 1/28/10 at its March meeting) the NEC agreed workers on the Mitie security guarding contract in the Ministry of Justice, shall pay subscription equivalent to one quarter of the PCS subscriptions maximum. This specific campaign rate was agreed as part of an overall strategy to unionise these workers and results from the severe low pay they endure.

I. ALTERNATIVE PAYMENT METHODS

Revised rule 3.14 (a) reads, The NEC shall make alternative payment arrangements for those who are not able to pay by direct debit. All new members or members rejoining PCS shall be required to pay by these methods.

Alternative payment methods are not a choice that will be made readily available to all members, but genuine solutions for members that cannot pay by direct debit. The alternative methods currently available are cheque and standing order.

Any members paying by cheque or standing order must pay the appropriate direct debit rate, and ensure that payments are made on time and in good order.

Payments received incorrectly will be treated as non-payment and the lapsing process invoked.

Cheques incorrectly completed and received will be returned uncashed.

Payments by cheque will be for quarterly or annual payments.

Payments by alternative payment methods are paid in advance and not in arrears.

J. LIFE AND ASSOCIATE MEMBERS

Amended Rule 3.14 (d) states "The subscription payable by associate members shall be determined annually by the NEC".

As at 31st of July 2017, PCS has an associate membership of 10668. Of these 4423 pay by direct debit, 3499 by check off, 0.3% of their pension (capped at £2.09 per month), 434 pay by cheque, 2,312 have subscriptions waived (though 808 are honorary or life members and no payment is due under rule 3.15, effectively 1,504 associate members not paying for historical reasons).

Following extensive discussions and consultation between the NEC and the ARMS National Committee about a harmonisation process it was agreed that the subscription rate for PCS Associate and Retired Members (ARMS members) should be amended to a single rate of £25.00 per annum paid monthly by Direct Debit.

New ARMS members joining PCS directly will join solely by direct debit and pay a flat rate of £2.09 per month.

Under rule 3.14(D) the subscription rate is agreed annually by the NEC. The NEC has agreed to set the current rate at £25 per annum for new ARMS members. The rate will be reviewed at the same time as the subscription maximum and the DD banding rates. As existing ARMS members paying by check off would see a significant increase switching to direct debit they will be permitted to continue paying by check off at their existing rates unless they chose to move to DD on a voluntary basis at which point they will move to the flat rate.

Currently, members with a gap of 3 years since their last payment as an ordinary member are prevented from becoming associate members. Any applicant seeking associate membership where there is a gap of over 3 years or more will be referred to the National ARMS committee for approval into membership. This process will require a hard copy application form being submitted.

Annex A – Other PCS Rules referred to in this document

ORDINARY MEMBERSHIP

3.2 The procedure for admission shall be as follows:

(a) Application shall be made to a local representative, Branch Secretary, or the General Secretary, in such form as the NEC may prescribe. A decision as to whether an application shall be accepted or rejected shall be communicated to the applicant within three months of the application being received.

(b) A decision under (a) to accept an application shall be subject to ratification by the NEC (or by a person or body acting under delegated powers), and shall not take effect until then. A former member shall be readmitted only after paying subscriptions accruing since the last payment: these subscriptions may be waived in whole or part by the NEC.

(c) Where a local representative or Branch Secretary considers that an application should not be accepted, they shall refer it to the Branch Executive Committee ("BEC"). Where a BEC considers that an application should not be accepted, it shall refer it to the General Secretary.

(d) Where the General Secretary considers that an application should not be accepted, the applicant shall be so informed and given reasons. The applicant shall be informed that they may within 14 days make written representations to the NEC, whose decision shall be final.

ASSOCIATE MEMBERSHIP

3.6 The following shall be qualified for associate membership:

(a) A member who has retired (whether due to ill health or reaching retirement age or under an early retirement scheme).

(b) A member who is made redundant, or who resigns from their employment.

(c) A Full-time Officer of the Union. Any former full-time officer of the Inland Revenue Staff Federation ("IRSF") shall continue to receive those benefits to which they would otherwise have been entitled as an ordinary member of the IRSF. Application shall be made in such form as the NEC may prescribe.

3.7 Associate membership shall cease automatically where a member either:

(a) takes up a post not represented by the Union, unless

(i) they have been an ordinary member for the 2 previous years, and

(ii) they belong to a union which the NEC considers an appropriate union, and which is recognised as independent by the Certification Officer for Trade Unions and Employers' Associations; or

(b) becomes qualified again for ordinary membership.

3.8 An associate member may attend General Meetings of the Branch of which they were last an ordinary member or which is nearest to their place of residence. They may not speak (except at the invitation of the Branch), or propose or second any motion or amendment, or vote on any issue, or hold any Union office specified in the Union's Rules (subject to supplementary rule 3.19(f)). They shall have those rights and benefits expressly provided for in the Union's Rules, and those determined by the

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NEC. Nothing in this rule shall limit the powers of a Fulltime Officer to perform the duties of their post.

- 3.9** The NEC shall establish machinery for representing the interests of associate members who are retired

MEMBERSHIP: GENERAL

- 3.17** Any person who is, or becomes, a member of an organisation which the [NEC](#) considers to be a fascist or racist organisation, or who supports, or speaks or circulates material on behalf of, any organisation concerned with disseminating racist beliefs, attitudes and ideas, or who undertakes actions against others (whether members or non members) designed to discriminate on grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age or other status or personal characteristic, shall be subject to the disciplinary procedures under these Rules and may be expelled from the Union.
- 3.18** Where any doubt arises as to whether a person is qualified to be a member, the decision of the [NEC](#) shall be final.

DEATH BENEFIT

- 9.22** Death benefit of ten times the maximum annual subscription, at 31 December of the year prior to death, shall be paid to the nominee of an ordinary member who dies while a member.
- 9.23** Death benefit shall not be payable where death results from war or invasion, except in the course of duty outside the UK.
- 9.24** A member may nominate a person(s) to whom death benefit shall be paid. The member may revoke or vary their nomination by submitting a new one. The marriage of a member shall nullify a previous nomination, and necessitate a further nomination. A nomination shall not be revoked by a subsequent will. In the absence of a nomination the NEC may make the payment to the person whom it considers to be the legal personal representatives of the deceased or, pending their appointment, to the person it considers to be beneficially entitled. All nominations shall be made on the prescribed form and sent to the Head Office. Any valid nomination in respect of death benefit under PTC or CPSA rules shall be accepted as valid by the Union.
- 9.25** The death of a member shall be immediately notified to the Head Office by the relevant Branch Secretary (or by such person as the Branch may authorise), in such form and with such information as the NEC may direct.
- 9.26** Nothing in this Section of the Rules gives the nominee, next of kin or any other person a right of legal action against the Union. The NEC may, at its absolute discretion, grant benefit in any exceptional case where the conditions of benefit are not satisfied

LEGAL HELP

- 9.27** The NEC may, at its absolute discretion, give free legal help to a member or their partner or dependants (provided the subscriptions of the member by or

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through whom legal help is sought are paid and remain paid up to date), or to the dependants of a deceased member. Any member requiring free legal help shall apply to the Head Office and give such information as the NEC may require.