

Rules

of United Nations Association - UK (Company number 7824306) (the "charity")

in accordance with article 59 of the Articles of Association of the charity (the "Articles")

1.	<p>Legal status</p> <p>The charity is a company limited by guarantee governed by the Articles adopted from time to time. In the event of any conflict or inconsistency between these Rules and the Articles, the Articles shall prevail. Unless otherwise indicated, capitalised terms in these Rules have the meanings established in the Articles.</p>
2.	<p>Title</p> <p>The charity is a member of the World Federation of United Nations Associations (WFUNA) which, based in New York and Geneva, initiates and coordinates international activities (both global and regional) in the name of the national UNAs in membership of WFUNA.</p> <p>WFUNA has General Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations. UNA-UK has Roster Consultative Status with ECOSOC and is affiliated to the UN Department of Public Information.</p>
3.	<p>Objects</p> <p>The objects of the charity are as stated in the Articles.</p>
4.	<p>Renewal subscriptions</p> <p>Persons or organisations may become members of the charity at any time, subject to the provisions set out in the Articles and to their having paid their first subscription. Subscriptions for members will be renewable annually except where members have agreed to pay their subscriptions electronically on a monthly basis. All membership subscriptions are payable directly to UNA-UK.</p> <p>Membership subscriptions shall be paid in accordance with the "Statement of categories of membership" which can be found on the UNA-UK website at www.una.org.uk/join.</p>

5.	<p>Categories of membership</p> <p>The directors may establish categories of membership of the charity. Such categories will carry different privileges recorded in a "Statement of Categories of Members" adopted by the directors from time to time. This may include categories that recognise age or income levels as well as joint or institutional membership.</p> <p>The Rules set out above in relation to categories of membership of the charity shall be without prejudice to the class rights of Ordinary Members and Voting Members under the Articles and applicable law.</p> <p>In addition, honorary membership may be awarded by the directors from time to time in recognition of distinguished or exceptional service to UNA-UK or its charitable objects.</p> <p>All members must be in agreement with the charitable objects of the charity.</p>
6.	<p>Local UNAs</p> <p>The Basis of Recognition document contains affiliation and structural requirements for UNA-UK's minimum affiliation requirements for local groups, student associations, regional and national committees and can be found on the UNA-UK website at https://www.una.org.uk/localUNAs.</p>
7.	<p>Finance & Governance Committee</p> <p>A Finance & Governance Committee (F&GC) shall be established as a formal committee of the Board. The F&GC shall act in accordance with the F&GC Terms of Reference adopted by the Board from time to time and report to the Board.</p> <p>The F&GC Terms of Reference can be found on the UNA-UK website at https://www.una.org.uk/who-we-are/how-we-are-governed/governance-documents.</p> <p>The Board reserves the right to establish other formal committees as it sees fit.</p>
8.	<p>Conference Committee</p> <p>A Conference Committee shall be established as a committee of the Ordinary Members. The Conference Committee will be open to all ordinary members.</p> <p>The Conference Committee will be responsible for:</p> <ul style="list-style-type: none"> (a) overseeing the organisation of the conference of the charity; (b) regulating the procedures at the conference; and (c) dealing with any matters referred to it by the conference or the

	<p style="text-align: center;">Chair of the conference.</p> <p>The committee shall consist of at least five members. The Chair of the Conference, Deputy Chair of the Conference and three representatives will be elected during the conference by members present at the conference. All members of the committee will be paid up or honorary members of the charity.</p> <p>All elected Conference Committee members, including the Chair of the conference, hold office from the end of the conference at which they are elected until the close of the next conference. They may then be re-elected for a further term of office.</p> <p>The Conference Committee has the power to appoint up to three additional members.</p> <p>The Executive Director and other charity members of staff may be invited to attend meetings as appropriate; provided that their attendance will be in a non-voting capacity.</p> <p>The candidates' application forms for the posts of Chair of Conference, Deputy Chair of Conference and the three other members of the committee should be submitted in writing to the Secretary at least 20 working days prior to the start of the conference. The elections are by a ballot of members present at the conference.</p> <p>The Conference Committee will meet at least three times in every Conference Period. The quorum for a meeting will be three members of the Conference Committee. The Conference Committee will keep minutes of its meetings.</p> <p>The procedure at the conference is regulated by separate Standing Orders.</p> <p>Supporters may attend the conference but cannot vote.</p>
<p>9.</p>	<p>Eligibility for Office</p> <p>Only members of the charity shall be eligible for office either as a director or an officer of the charity.</p>
<p>10.</p>	<p>Election process for Elected Appointed Directors</p> <p>The following rule sets out the process to be followed in respect of the poll voting for the Elected Appointed Directors, as referenced in the Articles:</p> <p>Each member of the charity has one vote, joint members have two votes. Members registered with UNA-UK for a minimum of 6 months are eligible to vote in the election.</p> <p>The election process will be administered by UNA-UK, in accordance with a</p>

	<p>timetable and process set by the Board.</p> <p>Members can cast their votes either by:</p> <ul style="list-style-type: none"> a. post, using hard copy ballot paper; or b. Online voting, please visit www.una.org.uk <p>All votes received (whether by post or online) will be processed and stored in a confidential manner. Postal and online ballots will be counted by the Company Secretary and independently verified, with date and time of receipt recorded.</p> <p>UNA-UK will make every reasonable effort to inform members of this ballot and assist them in participating. If, despite these efforts, a member is not able to participate, for example, due to an erroneous address on the database, this shall not invalidate the proceedings.</p> <p>More information on the voting system can be found on the UNA-UK website at https://www.una.org.uk/trustee-elections-2016.</p>
<p>11.</p>	<p>Attendance of the directors</p> <p>Directors will make reasonable efforts to attend every Board meeting. If a director fails to attend two consecutive board meetings, the director's non-attendance will be an item on the agenda of the subsequent Board meeting. The remaining directors shall decide at the subsequent board meeting what action (if any) they wish to take in respect of such non-attendance, including, without limitation, removal of the non-attending director in accordance with Article 38(6) of the Articles.</p>
<p>12.</p>	<p>Nolan Principles</p> <p>The Board will endeavour to apply the Nolan Principles, as set out in the Trustee Handbook from time to time.</p>
<p>13.</p>	<p>Chair and Vice Chair of the Board</p> <p>The Chair of the Board is appointed by the Board under Article 35(1) and the term of office and re-election requirements for the position are set out in Article 34(2).</p> <p>The Chair of the Board shall be an ex officio member of the Board. When the Board needs to elect a new Chair of the Board, it will receive recommendations from Board members and then approach the agreed nominee(s) to seek their agreement to stand as Chair of the Board. The Board will be provided with information on the nominee(s) and at a Board meeting, preferably prior to the end of the term of office of the previous Chair of the Board, will agree the preferred nomination.</p> <p>One or more Vice Chair(s) of the Board may be appointed under Article 32(3)</p>

	<p>and will be appointed for a term of three years. The Vice Chair(s) may hold office for a further term of three years after which there must be a break of two years before seeking office again.</p> <p>The nominations(s) for the post of Vice Chair(s) of the Board will be submitted, with the nominee's approval, to the Chair of the Board and the Board will approve the preferred nomination at a subsequent Board meeting.</p> <p>This Rule is subject always to the Articles from time to time, including Article 32(1).</p>
<p>14.</p>	<p>Executive Director</p> <p>The Executive Director shall be appointed in accordance with the Articles. The Executive Director shall be the head of the charity's staff and shall regularly submit a report on the work of the charity to the Board.</p>
<p>15.</p>	<p>Policy Advisers</p> <p>Policy advisers will provide support and guidance to the Board and the staff on the charity's stance on international policy issues. The Policy Advisers will not be a formal sub-committee of the Board.</p> <p>Consultation with the Policy Advisers will be at the discretion of the Board, but will not be formally set, so as to be able to include policy expertise relevant to current global issues.</p> <p>The Policy Advisers will meet on an ad hoc basis with the Chair of the Board, the Executive Director, and/or UNA-UK staff and may include other experts as appropriate.</p> <p>The secretariat to the Policy Advisers will be provided by UNA-UK staff. Minutes of any formal meeting of the Policy Advisers will be kept and, which will be reported to the Board. A list of policy advisers can be found on the UNA-UK website at https://www.una.org.uk/policy-advisors.</p>