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Circulation to: Branches, SOGs and EC

ANNUAL DELEGATE CONFERENCE - ITEM 56 GUIDANCE NOTE CHANGES

The EC motion for Item 56, Guidance Note Changes, is as follows:

That this Conference endorses the EC Report.	1
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The report is attached.

Amendments (not more than one for each branch or SOG) may be submitted on the attached form, addressed to Pam Collins at the above address before **03 May 2019**. Please email a copy of the amendment text to support@tssa.org.uk and soc@tssa.org.uk.

ITEM 56 EC Report - GUIDANCE NOTE CHANGES

The following is the report of the Executive Committee in respect of Guidance Note Changes since the 2018 Annual Delegate Conference.

Guidance Notes contain the administrative processes required to maintain the standards of and give effect to the Rules. Rule 3.3 allows Guidance Notes to be varied by the Executive Committee provided that changes made to the Guidance Notes are:	1
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i. be opened up for consultation with Branches, etc;	5
ii. require changes to be presented for ratification at the next Annual Conference;	6
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iii. need to receive a simple majority of those voting at Annual Conference.	8
During the redraft of the political fund rules in 2018, which required the approval of the Certification Officer, the rule whereby the EC may pay to branches up to 0.5% for branch political expenditure was omitted inadvertently. To address this oversight, the EC agreed in January 2019 to an amendment to the Guidance Notes to include all of the wording of the original rule. The change to the Guidance Notes was to insert a new C1.8 as follows:	9
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Guidance Note C 1.8	15
“The Executive Committee may pay to any branch making application an amount or amounts not exceeding one half of 1% (0.5%) of the annual value of the subscription rate for the time being per member of the sum allocated to the political fund from the subscription paid by members of such branch, providing that acceptable assurances are given that the money will be spent locally on political objects which are in harmony with the national policy of the Association. Branches will be advised as soon as practicable at the beginning of each year as to the amount standing to their credit in the fund.”	16
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This change was reported to Branches and SOGs for consultation in Circular 20/19 dated 11 February 2019. Conference is now asked to endorse the change by agreeing the motion “Conference endorses the EC Report”.	24
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This form must be signed by the Chair and Correspondence Secretary of the Branch. (In the absence of the Branch Chair and Correspondence Secretary, the form must be signed by two Branch Officers)

Name of BranchBranch

Number/SOG

**AMENDMENT TO ITEM 57 FOR 2019 ANNUAL CONFERENCE
AGENDA**

NOT MORE THAN ONE AMENDMENT TO ITEM 57 MAY BE SENT BY ANY BRANCH or SOG

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Chair Sign name Print name Date of Branch meeting.....

Correspondence Secretary Sign name Print Name

THIS FORM MUST REACH HEAD OFFICE NOT LATER THAN 03rd MAY 2019