



RULE BOOK & OUR VALUES



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Advance Union

RULE BOOK

PART A: NAME, AIMS, AND VALUES

Rule 1: Union Name

The title of the Trades Union shall be 'Advance Union' (AU).

Rule 2: Aims and Objectives

The aims and objectives of Advance Union shall be:

- 2.1 To act collectively as a trades union for people who are employed by United Kingdom subsidiaries (including the Crown Dependencies) of the Santander Group and other companies where we have recognition agreements.
- 2.2 To protect and promote the individual and collective interests of members and to regulate the Terms and Conditions of Employment of all members by negotiation and consultation with their employer.
- 2.3 To provide and maintain such services to members as may be deemed appropriate.
- 2.4 The promotion of equality for all including through:

(i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;

(ii) the union's own employment practices.

(b) To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.'

2.5 To enable members to co-operate with other organisations to promote the aims of Advance Union and the wider interests of working people.

Rule 3: Our Values

- 3.1 Passionate – we are committed to delivering a first-rate service to members by challenging

the Bank responsibly in the spirit of collaboration, by working in Partnership.

- 3.2 Trusting – When members engage with us, they know that they are "in a safe pair of hands" and can trust us to deliver exceptional service for them by always acting with integrity.
- 3.3 Knowledgeable – Our team are experts in our field and are fully versed in agreed policies.
- 3.4 Caring – We genuinely care about our members and their opinions matter. We are their informed voice at work.
- 3.5 Professional – We are fully committed and consistent in everything we do, by acting ethically, responsibly and with accountability.

PART B: MEMBERSHIP

Rule 4: Membership Categories

- 4.1 Ordinary membership: All people, other than those in Executive Management who are employed by Santander, an associated company or company where we have a recognition agreement, and who are in the bargaining group of our recognition agreement with their employer, are eligible to be considered for ordinary membership.
- 4.2 Associate membership: All people who are outside of Advance Union's

bargaining group(s), who are employed but not by Santander or an associated or recognised company

- 4.3 Non-employed member: Any member who was either an ordinary member or associate member and is no longer working.
- 4.4 It remains the responsibility of each member to advise the union of any change in membership category and no retrospective changes can be implemented.

Rule 5: Admission and Termination of Membership

- 5.1 Admission: Every applicant for membership shall complete an application and provide for the payment of subscriptions. Membership shall commence on receipt by the Union of the first payment.
- 5.2 Termination: Membership will cease if a person cancels their membership. If an ordinary member leaves paid employment from the bargaining group, their



membership will revert to that of Associate Membership, unless they are in dispute with their employer over the termination and have sought the assistance of the Union prior to the termination of employment, in which case they will remain an ordinary member.

5.3 Arrears: Members whose subscription is two months or more in arrears shall be suspended from membership and the associated rights. After four months in arrears, membership shall cease. Any exception to this rule must be authorised by the General Secretary.

5.4 Re-admission: Re-admission of a lapsed member will require a fresh application and the payment of any funds owed to the Union.

Rule 6: Subscriptions

6.1 The rate of subscriptions for all Membership categories shall be fixed and determined by the National Executive Committee by a majority vote.

6.2 The subscription will be paid by direct debit.

6.3 In the case of members on unpaid Sick Leave, the General Secretary has the discretion to waive all or part of member subscriptions in exceptional circumstances of financial

hardship with evidence of demonstrated hardship and whilst employment continues. Any approved fee waivers will be periodically reviewed at least once every 6 months.

Rule 7: Register of Members

7.1 A Register of Members will be maintained by Advance Union. The Union must, so far as is reasonably practicable, ensure that the entries in the register are accurate and are kept up-to-date.

7.2 The register must contain the names email and postal addresses of the members.

7.3 Advance Union will retain members' information in accordance with current data protection regulations.

Rule 8: Duties of Members

8.1 All members shall abide by the rules of Advance Union and the Code of Conduct for Members as set out in Appendix 1 of this rulebook.

8.2 No member shall harass, abuse, assault or unlawfully discriminate against another member, representative, third party or a member of Advance Union's staff.

8.3 All members are required to update the Union of any change of their workplace and/or private contact details.

8.4 All members shall use their best endeavours to recruit further members.

PART C: DEMOCRATIC STRUCTURES

Rule 9: National Conference

9.1 The supreme policy-making body of the Union shall be the National Conference, held at least biennially.

9.2 The National Conference shall consist of the National Executive Committee and lay member delegates elected from the Area Committees including Area Committee Representatives.

9.3 The function of the National Conference is to determine the strategic direction and policy of the Union. Decisions of the Conference are binding on the National Executive Committee, which is responsible for their implementation.

9.4 The National Executive Committee shall be responsible for convening the Conference and determining the number of delegates from each Area Committee including Area Committee Representatives as set out in the conference policy, and will consider the Union's budget when determining the number of delegates.

Rule 10: Area Committees

10.1 The primary local democratic body of the Union shall be the Area Committee. The National Executive Committee shall determine the geographical or workplace constituencies ("Area") of each Area Committee.

10.2 Area Committees shall consist of elected Area Committee Representatives. Each committee must have at least four voting members to be quorate, with a maximum of ten members.

10.3 Each Area Committee shall be chaired by a National Executive Committee member.

10.4 Area Committees shall hold no fewer than four meetings per year, which all Area Committee Representatives are expected to attend.

10.5 The functions of the Area Committee are to:

- Represent and campaign on behalf of members in the Area.
- Elect delegates to the National Conference.
- Submit motions for consideration by the National Executive Committee and National Conference.
- Submit minutes of all meetings to the National Executive Committee.

10.6 Being absent from an Area Committee meeting on two occasions within a calendar

year without a legitimate reason will result in the Area Representatives position becoming vacant.

10.7 If an area committee remains not quorate for over 6 months the Area Committee will be merged with an existing area agreed by the NEC.

PART D: GOVERNANCE AND OFFICERS

Rule 11: The National Executive Committee (NEC)

11.1 The governing body of Advance Union shall be the National Executive Committee (NEC). The NEC shall be responsible for the implementation of policy as determined by the National Conference.

11.2 The NEC shall:

- Appoint Sub-Committees as required.
- Appoint Trustees for a period of two years
- Approve the monthly Financial Accounts of the Union.
- Determine the remuneration paid to the General Secretary and all other staff.

11.3 The NEC will meet at least four times per year. The quorum for the NEC shall be a majority of the elected voting members.

11.4 Being absent from an NEC

meeting on two occasions within a calendar year without a legitimate reason will result in the NEC position becoming vacant.

11.5 The National Executive Committee shall hold an annual meeting each year to approve accounts and appoint auditors for the current year.

Rule 12: General Secretary and Deputy

12.1 The General Secretary shall be the Chief Operating Officer of the Union and shall be accountable to the National Executive Committee and Conference.

12.2 The General Secretary's duties shall include the overall management of the Union's finances, staff, and offices; acting as the principal spokesperson and negotiating officer; and advising the NEC on the implementation of policy.

12.3 The General Secretary shall be an ex-officio, non-voting member of all Union Committees.

12.4 The General Secretary shall be elected for a term of five years.

12.5 The General Secretary shall appoint a deputy who can act in their absence in accordance with the expectations of the General Secretary.

Rule 13: President and Vice-President

13.1 The President shall be the Principal Lay Officer of the Union, elected from and by the membership.

13.2 The President's primary role is to preside over meetings of the NEC and National Conference, ensuring the democratic functioning of the Union.

13.3 The President shall, on behalf of the NEC, provide oversight of the work of the General Secretary to ensure the effective implementation of policy as determined by the NEC and Conference.

13.4 The Vice-President shall deputise for the President in their absence.

13.5 The President and Vice-President shall be elected for a term of three years.

Rule 14: Trustees

14.1 The NEC will appoint no fewer than five Trustees to be the legal custodians of all properties and funds of the Union, in accordance with current legislation.

14.2 The Trustees shall ensure that the Union's assets are managed and dealt with strictly in accordance with this rulebook and in accordance with directions given to them by the NEC. The Trustees shall have a

right of access to all financial documents of the Union.

14.3 Four Trustees will be required to act as signatories to approve any transaction other than day-to-day operational expenses.

14.4 Trustees shall be appointed for a term of two years by the NEC and where necessary appointed to close any vacancies to ensure the Trustees remain quorate.

14.5 Trustees may be removed in accordance with current legislation. Trustees' terms of office may be terminated either automatically on expiry under Rule 14.5, or by death, resignation, resolution of Conference or Order of a Court.

PART E: ELECTIONS AND BALLOTS

Rule 15: Conduct of Elections for Executive Office

15.1 All elections for the positions of General Secretary, President, Vice-President, and members of the National Executive Committee shall be conducted in strict accordance with the Trade Union & Labour Relations (Consolidation) Act 1992 (TULRCA 1992) and this rulebook.

15.2 Independent Scrutineer: For any contested election, the Union shall appoint an independent scrutineer to supervise the production and distribution

of voting papers and to be the person to whom voting papers are returned. The Union shall notify members of the name of the appointed scrutineer and their contact details.

15.3 **Ballot:** Voting shall be by secret postal ballot. Every member entitled to vote must, so far as is reasonably practicable, be sent a voting paper by post to their proper address and be given a convenient opportunity to return it by post at no cost to themselves.

15.4 **Election Address:** Every candidate shall be entitled to prepare an election address and have it distributed to all members entitled to vote, at no cost to the candidate in a timescale specified by the Union

15.5 **Register:** The Union shall compile and maintain an accurate register of members' names and addresses, which shall be provided to the independent scrutineer for the purpose of the ballot.

15.6 **Result:** The Union shall not publish the result of the election until it has received the scrutineer's report, which must state the number of voting papers distributed, returned, and the number of valid votes cast for each candidate. The Union shall notify members of the contents of the report.

15.7 The union will follow its own Election procedure when organising Elections.

Rule 16: Eligibility and Nomination for Office

16.1 **General Secretary:** Any person who is a fully paid-up Ordinary Member for at least five years and is an employee within a recognised bargaining unit and been an active member of the National Executive Committee or held an official role in Advance for at least 3 years is eligible to stand. Nominees must be proposed by one eligible member and seconded by five others from no fewer than three separate Areas.

16.2 **President or Vice-President:** Any person who has been a member of the National Executive Committee in the last three years and works within the bargaining group is eligible to stand. Nominees must be proposed by one eligible member and seconded by four others from no fewer than three separate Areas.

16.3 **NEC Member:** Any person who is a current member of the Area Committee for that NEC's Area and works within the bargaining group is eligible to stand. Nominees must be proposed by one eligible member and seconded by three others from

the relevant Area. The term of office shall be three years.

16.4 **Area Committee Representative:** Any fully paid-up Ordinary Member of more than 12 months standing who works within the bargaining group and in the Area they are standing for is eligible for nomination. Nominees must be proposed by one eligible member and seconded by one other from that Area. The term of office shall be three years.

16.5 A member shall not be unreasonably excluded from standing for any office for which they are eligible.

16.6 Where the restrictions of the above rule limit eligibility the NEC can authorise a decision to make adjustments to allow an election process to complete.

17.2 Every grant of legal assistance shall be on the understanding that the Union may withdraw its support if the member fails to pay subscriptions as required by rule, does not follow the advice of appointed solicitors or if in its view the continued provision of support would be unreasonable.

PART G: FINANCE AND PROPERTY

Rule 18: Levies

18.1 A levy may be imposed upon Ordinary Members in addition to the normal subscription. Such a levy must be proposed by the NEC, agreed by a two-thirds majority of it, and endorsed at a General Meeting of the Union by a simple majority.

Rule 19: Auditors and Financial Statements

19.1 The auditors shall be appointed to audit the Union's accounts annually for their presentation at the Union's Annual General Meeting.

19.2 **Statement to Members:** The Union shall provide a statement to its members within eight weeks of submitting its annual return to the Certification Officer. This statement will contain details of the Union's income and expenditure and other information as prescribed

PART F: MEMBER SERVICES AND REPRESENTATION

Rule 17: Entitlement to Representation and Assistance

17.1 The Union provides advice and representation to members in accordance with the categories and qualifying periods set out below. Representation for any formal process that commenced before a member joined or before their qualifying period was completed is excluded.

SEE TABLE 1

TABLE 1

Membership Category	Service Level	Eligibility / Qualifying	Key Conditions / Discretion
Ordinary Member	<p>Telephone Advice</p> <p>Full Representation any matter concerning employment.</p>	<p>Immediate, upon first payment.</p> <p>Immediate, if joined within 3 months of starting employment.</p> <p>After 1 month of paid-up membership, for members who join after 3 months of starting employment</p>	<p>For any issue.</p> <p>For any formal process at work, including pre-existing, if joined within 3 months of starting employment.</p> <p>For all other ordinary members, excluding processes that commenced before completion of 1 month of paid-up membership.</p>
	Legal Assistance (Tribunal)	After 12 months of continuous paid-up membership.	Subject to a formal merit assessment that the claim has reasonable prospects of success and Gen Sec approval.
Associate Member	<p>General Telephone Advice</p> <p>Full Representation any matter concerning employment</p>	<p>Immediate, upon first payment.</p> <p>Immediate, if joined within 3 months of starting employment.</p> <p>After 1 month of paid-up membership, for members who join after 3 months of starting employment</p> <p>Attendance in person discretionary</p>	<p>On general employment matters.</p> <p>For any formal process at work, including pre-existing, if joined within 3 months of starting employment.</p> <p>For all other ordinary members, excluding processes that commenced before completion of 1 month of paid-up membership.</p> <p>Attendance in person discretionary</p>
	Legal Assistance (Tribunal)	Discretionary for members with 12 months continuous paid-up membership	In exceptional circumstances, requires General Secretary approval and at General Secretary's discretion

by the Certification Officer and will advise members of their right to complain about financial irregularities.

PART H: CONDUCT, DISCIPLINE, AND COMPLAINTS

Rule 20: Complaints into Breaches of Rules

- 20.1 Any member may complain if they believe that these rules have been breached.
- 20.2 In the first instance, complaints should be referred in writing to the General Secretary, who will appoint someone to investigate the matter and provide a written response as set out in the complaint's procedure.
- 20.3 A second stage to appeal the outcome will provide any final position of the union.
- 20.4 Full details of the complaints process are in our complaint procedure.

Rule 21: Complaints against Representatives

- 21.1 In the event of complaints being raised against an Advance Union Representative, the procedure outlined in Rule 20 shall be followed.

PART I: INDUSTRIAL ACTION

Rule 22: Ballots for Industrial Action

- 22.1 Any industrial action taken shall be strictly in accordance with the provisions of TULRCA 1992 (as amended).
- 22.2 No industrial action can be taken without a secret postal ballot of the members concerned, approved by the National Executive Committee.
- 22.3 For a ballot to be valid and for industrial action to be approved:
 - a) At least 50% of all members entitled to vote must have voted in the ballot; and
 - b) A simple majority of those who voted must have voted in favour of the industrial action.

PART J: GENERAL PROVISIONS

Rule 23: Communications

- 23.1 Any general communication or statement made on behalf of Advance Union must be authorised by the General Secretary.

Rule 24: Alteration of the Rules

- 24.1 These Rules may be altered by a majority vote at the National Conference

24.2 If in the opinion of the NEC there is an urgent need to amend the rules between Conferences, the NEC may amend the rules by a resolution supported by not less than 75% of its members, provided that the amendment shall cease to have effect at the end of the next Conference unless it has been ratified by a resolution of that Conference.

Rule 25: Data Protection

25.1 Advance Union will adhere to all relevant Data Protection legislation. Anyone with access to members' personal data will deal with it in line with the Union's Data Protection policy.

Rule 26: Dissolution of Advance Union

26.1 Advance Union may be dissolved with the consent of two-thirds of the membership, given by ballot.

26.2 The NEC and the Trustees will remain in office until all matters and financial arrangements are settled.

26.3 Any surplus funds will be distributed evenly between the current membership, each of whom must have one year or more of continuous membership at the date of dissolution.

APPENDIX 1: CODE OF CONDUCT FOR MEMBERS

This Code of Conduct outlines the standards of behaviour expected of all members of Advance Union. It is intended to ensure the Union is a safe, respectful, and effective organisation for everyone. Breaches of this code may result in action under the rules.

ALL MEMBERS MUST:

- 1 Treat all other members, union representatives, and union staff with dignity and respect, regardless of any personal differences or disagreements.
- 2 Not engage in, condone, or encourage any form of harassment, bullying, abuse, or unlawful discrimination.
- 3 Uphold the democratic decisions of the Union made through its proper constitutional channels.
- 4 Act with honesty and integrity in all matters relating to the Union.
- 5 Respect the confidentiality of information shared within the Union where appropriate.
- 6 Not act in a way that brings the Union into disrepute or is otherwise contrary to the law, membership at the date of dissolution.

Advance Union OUR VALUES



PASSIONATE

We to deliver a first-rate service to members by challenging responsibly in the spirit of collaboration by working in partnership

TRUSTING

When you engage with us you know you are in a safe pair of hands and can trust us to deliver exceptional service to our members by always acting with integrity.

KNOWLEDGEABLE

Our team are fully trained and accredited. We are experts in our field and are fully versed in agreed policies.

CARING

We genuinely care about our members and their opinions matter. We are their informed voice at work.

PROFESSIONAL

We are fully committed and consistent in everything we do by acting ethically, responsibly and with accountability.



Your Voice at Work!

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