

# **Charter and Working Agreements between CND and CND Representative Organisations**

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## **SECTION ONE: THE CONSTITUTION**

### **I The CND Constitution states:**

#### **1.1 Articles of Association<sup>1</sup>**

7. All members of CND shall be encouraged to participate in one or more relevant representative organisations. Representative organisations shall be autonomous bodies, formally recognised by CND Council, pursuing CND's objectives within a particular nation, region, district or locality or field of special interest. The relationship between CND and each of its representative organisations shall be governed by a charter laying down the respective rights of CND and the representative organisation

8. The various categories of representative organisations, their composition, and their rights and duties with respect to CND shall be decided by CND and shall take the form of regulations made from time to time in accordance with Article 56.

#### **Regulations<sup>2</sup>**

The whole of Part Two of the Regulations relates to representative organisations.<sup>3</sup> Below are the key points relating to regions and areas:

- The boundaries of regions and areas are defined in agreement with each other, any adjacent Nations, and by the approval of CND Council (see 2.11 & 2.12).
- Regions and areas shall pay an annual subscription to CND, the sum to be set by CND Council (see 2.11 & 2.12).
- Regions and Areas shall have AGMs and executive committees (see 2.13).
- Regions and Areas shall help to promote activity among groups in their area and assist the setting up of new Groups where none exist (2.14).

#### **1.2 Regulation 2.27**

“The relationship between CND and each one of its Representative Organisations will be governed by a charter (as specified in article 7) which shall contain, but is not limited to:

- a) A licence to use the name Campaign for Nuclear Disarmament, the abbreviation CND and any associated styles and logotypes within the respective geographic or demographic or interest area.
- b) A right to be identified as a representative organisation of CND with regard to CND's internal democracy and decision making process and to hold themselves to be a representative organisation of CND in all publicity and communications.

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<sup>1</sup> The Articles require a three quarters majority at Conference to change

<sup>2</sup> This allows the details regarding representative organisations to be defined in the regulations and therefore changed by a two thirds majority.

<sup>3</sup> The representative organisations of CND National Organisations, Regional Organisations, Area Organisations, Groups, Specialist Sections, Youth CND and Student CND. (point 2.1 of Part Two of the Regulations)

- c) A duty to comply with these regulations and the Memorandum and Articles of Association of CND.
- d) A duty to comply with the decisions of CND Conference and AGM<sup>4</sup>
- e) If in receipt of CND finance, a duty to report to CND Council.”

**IMPORTANT NOTE:**

**The points in Regulation 2.27 above can only be changed by a two- thirds majority at Conference, and make up the basics of the charter. However, if the charter were to include anything else, as this document proposes, those additions could be changed or re-worded by a majority vote at Council (not Conference).**

**SECTION TWO: WORKING PRACTICES AND COMMUNICATION**

**2.1 Overlapping areas of work**

All sections of CND are interlinking. There are, however, some areas of work where there are obvious overlaps between national CND staff and volunteers and representative organisations’ areas of work.

**2.1.1 General**

Members of CND should treat each other with respect, honesty and trust that each has the best interests of the campaign at heart. They should respect each other’s area of expertise.

**2.1.2 Press Work**

In general,

- the national press office should ensure that national press releases are sent to representative organisations. This is because even when media do not act on a story, often a representative organisation can and does
- representative organisations should send copies of all press releases, including local ones, to the national press office. This is to ensure that the national office knows what is happening and can offer support and advice if needed, and if appropriate, can network a story wider
- the national office need to contact any representative organisation about any story connected with their area whether or not it includes a press release

In the event of a national press story either being initiated by the representative organisation, or relating to something within their geographical area or area of interest, the representative organisation should:

- make sure national press releases are discussed with the press officer, for mutual help and advice

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<sup>4</sup> Note: There is no obligation to follow Council decisions.

- always send copies of national press releases (i.e. those that are being sent to national media) to the national office
- always include national office press phone numbers on any national press releases. This is because any press enquiry is guaranteed a response from that number, even if it is diverted to a mobile, 24 hours a day, providing a useful back-up for the representative organisation.

### **2.1.3 “Celebrity” work**

Where a celebrity is a public supporter of both national CND and the representative organisation and/or lives within their geographical area, communication with them should be discussed by both parties. It is the responsibility of the national office membership and fundraising worker to ensure that celebrity supporters are treated with respect and caution, and that support is not jeopardised by duplication or clashing of invitations, or inappropriate approaches (‘inappropriate being something as seemingly simple as a letter requesting donations when the celebrity has recently performed or appeared for CND free of charge). Therefore:

- If wishing to invite celebrities to sign a petition, appear in public or perform at an event on behalf of CND, representative organisations should always discuss it with the membership and fundraising staff for mutual advice and clash avoidance
- The membership and fundraising staff should respect local relationships with celebrities and similarly discuss invitations where a celebrity has local connections

### **2.1.4 Parliamentary work**

- Through Lobby and most other CND publications, the national parliamentary staff should send out to representative organisations information to enable constituency campaigners to inform and lobby their MPs or MEPs about current issues
- wherever possible, regional/area/local campaigners should provide feedback to the national office as to how their MPs or MEPs are responding

In addition, MPs or MEPs fall into the category of being celebrities, and therefore, as above

- If wishing to invite MPs or MEPs to attend an event or appear in public in support of CND, representative organisations should let the national parliamentary staff know for mutual advice and clash avoidance
- National should wherever possible inform representative organisations when they invite individuals or small groups of MPs or MEPs, who represent a constituency in that organisation’s area, to be present at a CND meeting or event

### **2.1.5 Production of general materials**

Staff producing campaigning materials and one-off policy documents (i.e. in national CND’s name), as agreed by Council should:

- send draft versions to any regions/representative organisations directly involved for comments before being finalised (this excludes regular publications from national CND such as Campaign, CND Today, Lobby, and the Website)
- ensure that guidelines for the production of leaflets and posters are adhered to (these include: a space of a consistent size for “local information” on leaflets and posters; contact and membership addresses of the nations on membership forms)

Regions/representative organisations should:

- ensure that comments are fed back.
- where possible provide evaluation feedback on the response from the public on different materials and whether particular groups of people were responsive, indifferent, or resistant

Refers to campaigning materials requested by Council and to be paid for out of the national campaigning or materials budgets.

Campaigning materials guidelines were adopted by Campaigns Group in 1995, and the two mentioned here were included.

### **2.1.6 Events and demonstrations**

Where “national” events or demonstrations are located in a regional organisation’s geographical area (including Conference), co-operation is required from both sides. When the event is project managed, the project management guidelines apply. Campaign Group decisions, endorsed by Council, should be adhered to. In the case of Conference, the organisation is the responsibility of CAWG and the Conference organiser

## **2.2 Communication**

How British CND Council, national office staff, regions and areas and specialist sections communicate with each other.

### **2.2.1 Reports to CND Council**

Reports to CND Council maintain a minimal contact which is egalitarian. Representative organisations who are in receipt of grants are obliged under the regulations to report to Council.

Proposed guidelines for reports to CND Council from Representative Organisations:

1. Reports from Representative Organisations could include:

a) appropriate reports of:

- lobbying/campaigning
- street/public campaigning (i.e. awareness raising)
- local press work
- events/direct action activity or support

b) information on how the representative organisation implemented Council-agreed campaigns

- c) information about other campaigns the region has participated in
- d) feedback and evaluation of specific Council-agreed Campaigns, as requested by Campaigns Groups

## **2. Exclusion of Reports**

The Officers may withdraw a paper from the Council mailing if it:

- a) arrived after the publicised deadline for papers. In this instance, the representative organisation may bring an agreed number of copies of their report to Council
- b) contains language which may be offensive
- c) contains a personal attack on an individual or personalised attack on an organisation in CND

The Officers should undertake to resolve grievances raised in reports and meanwhile request that the authors withdraw offending sections from their report before inclusion.

### **2.2.2 Pigeonholes in the National Office**

Each representative organisation has a pigeonhole in the national office.

Proposed guidelines on what is sent to representative organisations via the pigeon holes:

#### **a) Minutes from the Officers and Council sub-groups**

Officers Minutes, Finance & Admin Group Minutes; Campaigns Group Minutes - and papers; Strategy Dev Group Minutes; Minutes of other Council Working Groups; Council Minutes and papers (unless mailed out directly)

#### **b) Internal team minutes and office briefing minutes**

National Office Staff Team Minutes (Campaigns Team, Finance and Membership Unit; Administration Team); Office Briefing minutes

- c) Information briefings and press releases

Our Nuclear World; Press Releases; plus Press Cuttings/Information Briefings

### **2.2.3 Communicating with national CND**

#### **a) Sending minutes and newsletters to national CND**

- Representative organisations including groups should send copies of their newsletters and/or minutes to the Campaigns Team at the national office. (These are read for information by the staff, used in publications and are filed and archived.)
- Representative organisations (not including groups) should send additional copies of their newsletters and/or minutes to the Vice- Chair (communications) for information

#### **b) Contacting the Officers of CND**

- All the Officers can be contacted via the national office. The contents of their pigeonholes are sent out at least once per week

#### **2.2.4 Interregional meetings.**

It is recommended that there is at least one meeting between regional workers/representatives each year, with representative(s) of national office staff, as thought necessary by the regional workers/ representatives.

#### **2.2.5 The role of Vice-Chair Communications**

##### **Proposed guidelines for the liaison role of Vice-Chair Communications**

- Point of contact for advice and support for representative organisations
- Point of information for people in national CND about representative organisations. Responsible in turn for assisting with giving feedback on campaigning strategy to Campaigns Group

#### **2.3 Sorting Out Problems.**

##### **Proposed guidelines concerning problems and grievances from, concerning, or between the representative organisations:**

1. Problems or grievances concerning any section of CND should be brought to the attention of the Officers, either in writing to the Chair or the Officers as a whole. If the complainant does not want to put their complaint in writing, but would prefer to talk it over first, they should contact the Vice-Chair Communications to talk it over, (unless the complaint is against the Vice-Chair Communications, in which case the Chair should be contacted).
2. The Officers should attempt to resolve the issue amicably and informally.
3. If the issue is not resolved informally, a formal grievance procedure may be brought. This should consist of the appointment of an agreed neutral facilitator (see the staff grievance procedure), meetings between the two parties to resolve the issue and a fixed timetable.

### **SECTION THREE: FINANCES**

#### **3.1 Grants to organisations not managed by the central structures**

There are four types of such organisations:

- a) Regions and Areas;
- b) Specialist sections
- c) Ongoing campaigns (groups such as Nukewatch, which cooperate with, but are not part of, the national structure);
- d) Groups (for one-offs, to be administered by Campaign Group). The first two of these are 'Representative Organisations', as described in the Articles of Specialist sections Association (7,8) and the Regulations (Part Two). Ongoing campaigns are not

Representative Organisations. Bodies applying for one-off grants may or may not be Representative Organisations.

### **3.1.1**

A Regional Representative is elected to the Finance and Administration Group (FAG) every year at December Council.

S/he will always be available to help with and discuss applications.

Her/his name is available from Holloway Road.

### **3.1.2**

Every year, organisations in receipt of a grant, or who seek a grant, from National CND make a bid for the following year to the Regional Representative on FAG. The bid should be accompanied by the latest set of accounts. FAG considers the bids, including in its discussions how any previous grants have been used and makes recommendations to Council.

### **3.1.3**

Representative Organisations receiving £500 or less annually and all On-going campaigns should send with their application form a report of how the previous year's money has been spent.

### **3.1.4**

All Representative Organisations in receipt of a grant of more than £500 annually should write a report, not more than half a side of A4, on activities covered by the grant for each National Council meeting.

### **3.1.5**

Salary top-up grants will be paid by monthly standing order. Other grants of over £500 annually will be paid quarterly by cheque, at the beginning of January, April, July and October. Grants of £500 or less annually will be paid in total on 1 January.

### **3.1.6**

The Regional representative on FAG shall be responsible for telling the regions receiving salary top-up what salary increase is being requested by London based national' staff so that the same percentage increase can be included in the top-up grant application. Although it is the responsibility of the regional management committee to set the salary level, it has been the practice to keep regional salaries in line with national salaries.

### **3.1.7 Recipients should:**

- comply with the regulations and the Memorandum and Articles of Association (regulation 2.26c)
- comply with the decisions of CND Conference and AGM (regulation 2.26)
- report to CND Council, where appropriate (see 3.1.4 above) comply with the charter governing the relationship between CND and its Representative Organisations (regulation 2.26)
- promote membership of National CND
- spend the grant according to the guidelines attached to that grant
- raise the profile of CND in the region or area of interest
- be responsible for implementing Conference campaigning strategy in their geographical area of interest.

## **3.2 What to do if a region wishes to change its grant**

### **3.2.1**

A Region may decide to change the type of grant it needs from CND. This could be because it decides it has enough money to employ a worker and wants to put the amount received into a grant towards the salary. Or it could be because the Region no longer feels that it can sustain the cost of a salary and therefore wishes to move to being run by volunteers. In the latter case, the region would, in accounting terms, be making a saving, but in many other ways could be suffering a huge loss. It is important that there are thorough discussions between the Region, the Treasurer and at least the regional representative on FAG. Ultimately the region must make the decision, as only it knows what its resources are.

### **3.2.2**

Any change in category must be agreed by Council.

### **3.2.3**

FAG can agree interim continued payment, covering the period up to the following Council, provided that this does not exceed the amount that would have been paid out during that period. FAG can forward the submission to Council, making an appropriate recommendation in the light of the current financial position, if the submission requests more money from the current year's budget than was previously allocated.

### **3.2.4**

If the Council turns down an increase because there was not enough money in the budget, the Region may still submit an increased bid for consideration in the following year's budget.

### **3.3 Fund-raising Appeals and Membership**

#### **3.3.1 Regional Fund-raising Appeals**

When Regions are planning fund-raising appeals, they should plan well in advance and liaise closely on timings with the National fund-raising staff. Similarly, national CND should inform Regions, well in advance, of national fund-raising appeals to members. Copies of CND's Membership and Fund-raising Strategy and proposed dates for national mailings/appeals are available on request.

#### **3.3.2 Regional Membership Raising**

While it is recognised that some regions and specialist sections do have membership schemes, it is recommended that rather than starting any new membership schemes, organisations advertise subscriptions to their newsletters, keeping people in touch and informing them of local events and campaigns.

## **SECTION FOUR: REGIONAL STAFF MANAGEMENT**

### **4.1 Management of Regional Staff**

Management of regional staff, including voluntary staff, is the responsibility of regional management committees. From time to time regional workers may be asked to take on some national work or specific campaigns. The time spent should be agreed by the regional management committee, in co-operation with the Vice-Chair Communications.

### **4.2 Management Policies**

#### **4.2.1**

Conditions and contracts of employment shall be substantially the same as those for national CND employees.

#### **4.2.2**

A Management Committee shall oversee and support the employees, including ensuring that proper holidays and time off in lieu are taken. One member of the Management Committee shall be responsible for administering the payment of salaries, tax and National Insurance.

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