

**Northern Ireland Certification Office
For Trade Unions and Employers' Associations**

**NOTIFICATION OF COMPLAINT
AGAINST A TRADE UNION**

**under the
Industrial Relations (Northern Ireland) Order 1992 (as amended)
or the Trade Union and Labour Relations (Northern Ireland) Order 1995 (as amended)**

10-12 Gordon Street, Belfast BT1 2LG
Tel: 028 90237773 Fax: 028 90232271
Website: www.nicertoffice.org.uk Email: info@nicertoffice.org.uk

Notification of Complaint against a Trade Union

The details requested on this form are to help the Certification Officer progress your complaint as speedily and effectively as possible. **Please complete each relevant section fully and legibly, in black ink.** Incomplete or illegible Information may delay the processing of your complaint. You should be aware that a copy of the completed form will normally be provided to the union you are complaining about.

Most complaints must be made within time limits. Details of these are given at paragraph 6 of the leaflet “Making a complaint to the Certification Officer”, which is enclosed with this form. Further information may be obtained by ringing the Certification Office on 028 9023 7773.

YOUR DETAILS

1. Your name.

2. Your contact address.

(Please advise the Certification Office of any change of address)

3. Your phone, fax or e-mail number where we can contact you.

Phone

Mobile

Fax

E-mail

THE UNION COMPLAINED ABOUT

4. What is the name of the union you are complaining about?
5. Are you currently a member of this union? **YES/NO**
(see paragraph 5 of "Making a complaint.....")
6. Were you a member at the time of the events complained about? **YES/NO**
7. What is (or was) your union membership number?
(A photocopy of your most recent membership card would be helpful)
8. Are you a member of a branch or section of this union? **YES/NO**
If yes, which branch or section?
9. Is your complaint about a branch or section of this union? **YES/NO**
If yes, please give the name of the branch or section
and state how many members it has.
10. If you are complaining about an election, were you a candidate **YES/NO**
in that election?
11. Are you (or were you) an employee of this union? **YES/NO**
If so, please describe your position.

YOUR COMPLAINT

(Please continue on a separate sheet if necessary)

12. What is it in general terms that you are complaining about? Please describe the circumstances giving rise to your complaint.

COMPLAINT ABOUT BREACH OF STATUTE

13. Do you think there has been a breach of the 1992 or 1995 Order? **YES/NO**

If **YES**, complete section 14.

If **NO**, go to section 15 (Complaint about breach of union rules).

NOTE: If you think that more than one Article has been broken, please answer questions 14 (a), (b) and (c) separately for each alleged breach, using separate supplementary sheet, see page 10.

14. (a) Which Article of the 1992 Order or the 1995 Order do you think has been broken?

(b) When (on what date) do you allege this Article was broken?

(c) In what way(s) was this Article broken, in your view? Please set out the facts on which you rely.

COMPLAINT ABOUT BREACH OF UNION RULES

It is the Certification Officer’s normal practice to refuse to accept an application to him about breach of union rules unless the applicant has taken, or attempted to take, all reasonable steps to resolve the claim by the use of any internal complaints procedure of the union.

15. Do you think there has been a breach of the rules of the union relating to a matter within the Certification Officer’s jurisdiction? (see section 16(b) below). **YES/NO**

If **YES**, complete sections 16 and 17 below.

If **NO**, go to section 18.

NOTE: If you think that more than one rule has been broken, please answer questions 16 (a) to (d) separately for each alleged breach, using a separate supplementary sheet, see page 11.

16. (a) Which rule of the union do you think has been, or is about to be, broken?

- (b) The Certification Officer’s jurisdiction to determine complaints about breach of union rules is restricted to union rules relating to certain matters (see paragraphs 3(d) and 3(i) of “Making a complaint...”). Please tick the matter to which this alleged rule breach relates;

• the appointment or election of a person to, or the removal of a person from, any office;	<input type="checkbox"/>
• disciplinary proceedings by the union (including expulsion);	<input type="checkbox"/>
• the balloting of members on any issue other than industrial action;	<input type="checkbox"/>
• the constitution or proceedings of any executive committee or of any decision making meeting;	<input type="checkbox"/>
• political fund rules or political fund ballot rules.	<input type="checkbox"/>

(c) In what way(s) has this rule been broken, in your view? Please set out the facts on which you rely.

(d) When (on what date) do you allege the union breached or threatened to breach this rule?

17. (a) Have you complained to the union about the breach or threatened breach of this rule/these rules?
(see paragraph 7 of “Making a complaint....”) **YES/NO**
- (b) If **YES**, please state on what date you complained to the union in respect of each breach or threatened breach.
- (c) How did you complain?
(Please enclose copies of any relevant correspondence, minutes of meetings etc).
- (d) Has there been any outcome from your complaint? If so, what is it?
- (e) If your complaint is still being dealt with, when do you expect it to be resolved?

GENERAL

18. Have you at any stage started Court proceedings about the events you are now complaining of?

19. Is there anything else you would like to add?

20. Is there any compelling reason why your name should not be supplied to the union as the person making the complaint? (see paragraph 12 of "Making a complaint....") **YES/NO**

If **YES**, please explain.

Please ensure that you have enclosed copies of all documents and material in your possession which you think are relevant to your complaint.

Signature:

Date:

Please return this form as soon as possible to the Certification Officer,

**Certification Office for Trade Unions and Employers' Associations,
10-12 Gordon Street,
Belfast,
BT1 2LG.**

SUPPLEMENTARY SHEET

COMPLAINT ABOUT BREACH OF STATUTE (continuation)

- (a) Which article of the 1992 or 1995 Order do you allege has been broken?

- (b) When (on what date) do you allege that this article was broken?

- (c) In what respect(s) do you allege that this article was broken? Set out the facts on which you rely.

If you need further supplementary sheets please photocopy this page or follow the format of the above

SUPPLEMENTARY SHEET

COMPLAINT ABOUT BREACH OF UNION RULES (continuation)

- (a) Which union rule do you allege had been, or is about to be breached?
- (b) Please tick which of the following matters the alleged breach of rule relates to.
- The appointment or election of a person to, or the removal of a person from, any office;
 - Disciplinary proceedings by the union (including expulsion);
 - The balloting members on any issue other than industrial action;
 - The constitution or proceedings of any executive committee or of any decision making meeting;
 - Political fund rules or political fund ballot rules.
- (c) In what ways(s) do you allege that this rule was broken? Set out the facts on which you
- (d) When (on what date) do you allege that the union breached or threatened to breach this rule?

If you need further supplementary sheets please photocopy this page or follow the format of the above