

University and College Union

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To	Branch and local association secretaries
Topic	Retired Member Branches Annual Meeting – Wednesday 5 November
Action	Submit names of delegates for the Retired Member Branches AGM, submit motions for the meeting, and nominations to the Retired Members' Committee
Summary	Make all relevant submissions
Contact	Charlotte Nielsen (cnielsen@ucu.org.uk)

Dear Colleague

Retired Member Branches Annual Meeting – Wednesday 5 November

Delegates can [register here](#) by **Friday, 24 October 2025**. **The entitlement is two members per branch. The conference will be hybrid using Zoom. For those participants who would like to attend in person the conference will be at UCU headquarters. Carlow Street, London, NW1. 7LH. The conference will take place from 11am – 4:30pm, with an hour lunch break from 1pm, and suitable breaks throughout the day.**

Dietary Requirements

Please give clear details on the registration form if there are any particular dietary requirements (e.g. vegan/halal/gluten free/allergies etc.), so that we can make suitable arrangements for members' requirements.

Access Requirements

If members have any specific access requirements (e.g. documentation in Braille, audio loop, wheelchair access etc.) please provide us with full details on the relevant section of the registration form to ensure that we can make suitable arrangements to accommodate members' requirements. Alternatively, please contact Sue Bajwa (sbajwa@ucu.org.uk) directly.

Expenses

UCU members are entitled to claim expenses (including caring expenses) for attending the meeting. Reasonable travel and subsistence expenses will be paid to cover costs necessarily incurred in attending the Conference, including delegates' travel from work or home addresses within the UK, the Channel Islands and the Isle of Man. Expense claim

forms will be available at meeting. UCU expect members not to incur any more expense than necessary.

Branches can send up to 3 motions to the meeting. Please use the form below or email Sue Bajwa for a form and send back by the deadline of **Wednesday, 15 October 5.00pm**. The Motion form can be found at the bottom of this circular or downloaded [here](#).

Nominations to the Retired Members' Committee - deadline Wednesday 22 October 2025.

Each year representatives attending the annual meeting of retired members branches will elect three members to serve for a period of two years immediately following the annual meeting. Each retired member's branch can nominate one person to the committee. Candidates must be retired members of UCU, and in membership of a retired members branch.

Please complete the nomination form by clicking on the following link http://www.ucu.org.uk/rmb_annualmeeting and downloading the relevant form (or the attached form) and **return by (the latest) Wednesday 22 October**.

Dr Jo Grady
General Secretary

UNIVERSITY AND COLLEGE UNION

RETIRED MEMBERS ANNUAL CONFERENCE

FORM FOR SUBMISSION OF MOTIONS FOR RETIRED MEMBERS

1 Information about the submission of motions

This form should be completed by branch secretaries to submit a branch's motion(s) to the Annual Retired Members Meeting. The branch or LA secretary (or other local officer) should sign this form.

Each branch/LA may submit motions to the meeting. Motions for consideration and decision are limited to matters of direct concern to **Retired members**.

The deadline for motions is **5:00pm on Wednesday, 15 October 5pm**. Motions should be submitted by email to demservices@ucu.org.uk receipt of motions will be acknowledged. If you do not receive acknowledgement, please contact demservices@ucu.org.uk. before the deadline for the receipt.

3 Text of motion(s)

Motions may be given a title. There is no word limit for motions, but branches are reminded that the word limit for Congress motions is 150 words, which provides a useful guide.

Annual meeting of Representatives of Retired Members Branches

FORM FOR NOMINATION TO THE RETIRED MEMBERS COMMITTEE

1 Vacancies to which nominations are sought

The following vacancies exist on the retired members committee from the close of the annual meeting of retired members branches in 2025:

3 vacancies for a term of two years

Nominees must be retired members of UCU, and in membership of a retired members branch.

Each retired member's branch may nominate one member to the committee.

Nominations must have been approved either by a quorate branch meeting of a retired members branch, or by a quorate branch committee meeting of a retired members branch. The secretary of the branch/local association will confirm that nominations submitted have received such approval.

2 Submission of nominations

This nomination form has two sections:

Section 1 should be completed by the nominee and includes declarations about eligibility to stand for the committee, and the opportunity to submit 150 words in support of the nomination.

Section 2 should be completed by the branch officer who is confirming the branch's nomination and asks how the nomination was approved.

Both the branch secretary (or other local officer) and the nominee must sign this form where indicated. If necessary, the relevant parts of the form can be returned separately by the nominee and branch officer. (**An electronic signature or a photo of the signatures must be provided**)

Completed nomination forms (including nominees' brief notes in support of their nomination) must be received by **5:00pm on Wednesday 22 October 2025**. The nomination form should be emailed demservices@ucu.org.uk.

Receipt of all nominations will be acknowledged to both the nominee and the branch officer signing the form. If you do not receive acknowledgement, please email demservices@ucu.org.uk **before** the deadline.

UCU cannot accept responsibility for nominations not received due to a failure of electronic communication and nominees and branch officers are urged not to leave submission to the last minute.

3 Declaration – qualifying employment

At the time of nomination, candidates must be retired members of UCU, and in membership of a retired members branch.

Nomination to the retired members committee

Section 1: To be completed by the nominee

Name:
UCU membership number:
Branch/local association:
Contact address
Email address:
Telephone number:
Declaration – eligibility for nomination a. I confirm that I am in good membership standing, <i>and</i> b. I am a retired member of UCU, and in membership of a retired members branch Signed <i>(Under the committee's standing orders, these criteria must be fulfilled for a member to be eligible for nomination.)</i>

Section 1 (continued)

Notes in support nomination (to be provided by the nominee)

Nominees are asked to submit a maximum of 150 words brief notes of past service and special interests, in support of their nomination. Responsibility for the content and accuracy of these notes rests entirely with the nominee.

Consent of nominee

I confirm that I consent to be nominated to the retired members committee, and to the publication of my brief notes of past service and special interests to branch/LA secretaries and to delegates attending the national annual meeting, and understand that if elected to this committee, my name and institution may be displayed on the UCU website.

Signed.....

Date:

Nomination to the retired members committee

Section 2: to be completed by the branch officer

Name:
UCU membership number:
Branch office held:
E-mail address:
Telephone number:
Name of nominating branch:
Declaration of approval of nomination I confirm that the nomination of (insert name of nominee): to the retired members committee has been approved, in accordance with the branch's local rules, by (please indicate which): <input type="checkbox"/> a quorate general branch meeting <input type="checkbox"/> a quorate branch committee meeting Date of meeting..... Signed
Date: