



# Information for School Stewards

The ASTI represents 16,500 teachers in Community and Comprehensive Schools, Community Colleges and Voluntary Secondary Schools. The ASTI is a democratic organisation and it is essential that each member exercises his/her right to be heard and to influence decisions made by the union.

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## 1. MEMBERS DECIDE ON POLICY

ASTI rules and policies are determined by Annual or Special Conventions. Any member may propose a motion to his/her branch for Convention. Any member may seek election to attend Convention. Each ASTI member is a member of a branch operating in the area in which he/she is employed or normally resides. Branch meetings discuss professional, educational and trade union issues of local and national importance to teachers and, through their branches, individual members may influence the policy direction of the union.

## 2. MAKING YOUR VOICE HEARD

You can express your opinions by being actively involved in your local branch and by attending your branch meetings.

- You can influence the direction of the union through the election of your branch officers or by seeking election yourself.
- You may wish to seek election to the Central Executive Council, which is chosen at branch level in October / November and meets twice yearly. CEC members also attend Annual Convention.
- You may wish to act as a delegate to Annual Convention, which meets at Easter. Delegates are elected at branch level in December and their attendance at Convention is funded by the union.
- You may wish to seek election to Standing Committee which is elected in February every two years (nomination in December). Any member of two years' standing may seek election to Standing Committee.
- Your voice will be heard when you play an active part in your ASTI branch.

## 3. STRUCTURES OF YOUR UNION

### Officers

The Officers of the union for the 2018/2019 school year are President, Breda Lynch; Vice-President, Deirdre Mac Donald; Immediate Past President, Ger Curtin; Honorary Treasurer, Ray St. John; and, General Secretary, Kieran Christie. With the exception of the General Secretary and the Immediate Past-President, the Officers are elected at Annual Convention. The President holds office from August 1st to the following July 31st and is seconded to Head Office on a full-time basis.

### Standing Committee

There are 18 regional representatives on Standing Committee, which meets on a monthly basis. Standing Committee acts as the day-to-day executive of the Association. It is the governing body of the Association when the Central Executive Council is not in session. Election to Standing Committee takes place in February (nomination in December).

### Central Executive Council

There are 185 members on this council, which meets twice yearly. It is the governing body of the Association when Annual Convention is not in session. Elections to CEC take place at branch meetings in the Autumn term.

### Branch Officers

The ASTI membership is divided into 56 branches. Branches are locally organised and usually meet each month. Each branch has a Chairperson, Vice-Chairperson, Secretary, Treasurer, Equality Officer and Branch Organiser who are elected each October.

### Annual Convention

Annual Convention is the supreme policy making body of the Association. Annual Convention decides on rules and policy and addresses issues of importance to teachers and education generally. Local branches nominate between one and twelve delegates to attend Convention depending on branch size. Annual Convention takes place during Easter Week.

### Head Office

ASTI Head Office is situated on Winetavern Street, Dublin 8. The General Secretary, Kieran Christie and staff provide a wide range of services, advice and representation for ASTI members. Each school is assigned to a specific official for purposes of advice and representation (see overleaf).

### Standing Committee Representative's Role

Standing Committee is the ASTI governing body when Central Executive Council is not in session. It makes policy decisions in accordance with the rules and Annual Convention decisions. Standing Committee members are elected by members every two years.

## Industrial Relations Official's Role (IR)

The IR Officials are responsible for industrial relations issues and negotiate for and represent individual members and staffs with School Management and the Department.

## Industrial Relations Staff Officer's Role (SO)

Members seeking advice related to leave, career breaks, job-sharing, payment issues, and the Teaching Council should contact Staff Officers, Emer Hynes and Caroline Mohan (01) 604 0160.

## Retirement / Teaching Council Fitness to Teach

Members seeking advice and information on retirement options and Teaching Council Fitness to Teach should contact Executive Officer, Desmond O'Toole / [Desmond.OTOole@asti.ie](mailto:Desmond.OTOole@asti.ie) / (01) 6040189.

**Region 1: Donegal, Iar Thuaisceart, Sligo**  
Standing Committee Representative  
Sean Carr / [seancarr2@eircom.net](mailto:seancarr2@eircom.net) / 087 6121485  
**Donegal, Iar Thuaisceart:**  
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**Sligo:**  
Conor McDonald (IR) / [cmcdonald@asti.ie](mailto:cmcdonald@asti.ie) / 01 6040175

**Region 2: West Mayo, East Mayo, Carrick-on-Shannon**  
Standing Committee Representative  
James Duffy / [jduffy55@hotmail.com](mailto:jduffy55@hotmail.com) / 087 9816271  
**East Mayo, Carrick-on-Shannon:**  
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**West Mayo:**  
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**Region 3: Galway, Tuam, East Galway**  
Standing Committee Representative  
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**Region 4: Clare, Limerick South, Limerick North, Nenagh**  
Standing Committee Representative  
Geraldine O'Brien / [germcw@gmail.com](mailto:germcw@gmail.com) / 087 9422879  
**Clare:**  
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**Limerick South:**  
Maire Collins (IR) / [mairec@asti.ie](mailto:mairec@asti.ie) / 01 6040182  
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**Region 5: Desmond, Kerry, West Limerick**  
Standing Committee Representative  
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**Region 7: Fermoy, Cork North, East Cork, West Waterford, Dungarvan**  
Standing Committee Representative  
Michael McGrath / [burgessland2006@hotmail.com](mailto:burgessland2006@hotmail.com) / 087 1046978  
**Fermoy, Cork North:**  
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**East Cork:**  
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**West Waterford, Dungarvan:**  
Ann-Marie Ryan (IR) / [annmarie@asti.ie](mailto:annmarie@asti.ie) / 01 6040173

**Region 8: Wexford, New Ross, Waterford, Enniscorthy**  
Standing Committee Representative  
Paul O'Reilly / [jporeilly77@gmail.com](mailto:jporeilly77@gmail.com) /

**Wexford:**

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**New Ross:**

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**Waterford:**

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**Enniscorthy:**

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**Region 9: Tipperary, Kilkenny, Roscrea**

Standing Committee Representative

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**Region 10: Laois, Kildare, Carlow**

Standing Committee Representative

Eamon Dennehy / [eadennehy@gmail.com](mailto:eadennehy@gmail.com) / 087 9120985

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**Carlow:**

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**Region 11: Longford, Tullamore, Navan, Athlone, Mullingar**

Standing Committee Representative

Brian Burke / [brianburke@gmail.com](mailto:brianburke@gmail.com) / 087 6097596

**Longford, Athlone:**

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**Tullamore, Navan, Mullingar:**

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**Region 12: Dundalk, Monaghan, Cavan, Drogheda**

Standing Committee Representative

Vacant

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**Cavan:**

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**Region 13: Dublin South 2, Dublin South County**

Standing Committee Representative

Vacant

Conor McDonald (IR) / [cmcdonald@asti.ie](mailto:cmcdonald@asti.ie) / 01 6040175

**Region 14: Stillorgan, Wicklow, Dun Laoghaire, Bray**

Standing Committee Representative

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**Region 15: Dublin South West, Dublin North West**

Standing Committee Representative

Andrew Phelan / [phelanfit@gmail.com](mailto:phelanfit@gmail.com) / 087 4369829

Maire Collins (IR) / [mairec@asti.ie](mailto:mairec@asti.ie) / 01 6040182

**Region 16: Dublin North 1, Dublin North Central**

Standing Committee Representative

Miriam Duggan / [miriamduggan1@eircom.net](mailto:miriamduggan1@eircom.net) / 087 4351837

**Dublin North 1:**

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**Dublin North Central:**

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**Region 17: Dublin North East, Fingal**

Standing Committee Representative

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**Region 18: Dublin South Central, Dublin South 1**

Standing Committee Representative

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Maire Collins (IR) / [mairec@asti.ie](mailto:mairec@asti.ie) / 01 6040182

## 4. Duties and responsibilities of school stewards

The duties of the School Steward are stated in ASTI Rule 55 as follows:

- (a) Each ASTI school staff group shall elect a School Steward to be their official union representative.
- (b) The election shall take place on or before 1st May each year and the newly elected School Steward shall, as soon as possible, notify ASTI Head Office of his/her election.
- (c) The School Steward shall be the official representative of the ASTI in the school. He/she shall be responsible to the Association for the conduct of the affairs of the Association within the school.
- (d) The School Steward shall endeavour to ensure that all eligible teachers employed in the school become and remain members of the Association
- (e) The School Steward should arrange the distribution to members of ASTI literature and information.
- (f) The School Steward shall forward to Head Office information on ASTI membership in the school if requested by the General Secretary.
- (g) The School Steward shall act in consultation with and on behalf of the ASTI members in the School.
- (h) The School Steward shall convene at least one school ASTI meeting per term.
- (i) On receipt of an agenda and a request for a meeting signed by at least half of the ASTI members in the school, the School Steward shall convene a meeting of ASTI members.
- (j) Necessary expenses of the School Steward may be reimbursed by the local ASTI Branch.
- (k) The School Steward may if he/she sees fit arrange for the election of a School Union Committee, this committee to consist of three members including the School Steward. The School Steward may delegate some duties to the other members of the School Union Committee. Where deemed appropriate by the school steward this committee may act on behalf of the ASTI staff.
- (l) The School Steward has responsibility for distributing ASTI ballot documentation to members, ensuring that the electoral register is correctly signed and returning the completed ballots to ASTI Head Office.

## 5. School ASTI meetings

- 1 A meeting of members in each school should be convened at least once in every term.
- 2 At least three days notice should be given of the intention to hold an ordinary meeting.
- 3 An extraordinary meeting may be called at shorter notice by the School Steward or at the request of not less than fifty per cent of the members in the school having signed a requisition indicating the purpose of the proposed meeting.
- 4 No business other than indicated on the requisition may be discussed at such an extraordinary meeting.
- 5 A record of those present and the business discussed and the decisions taken at all meetings must be kept.
- 6 At the beginning of each meeting, the minutes of the previous meeting should be read and, if approved, signed by the School Steward.
- 7 In general, it is desirable that the School Steward should be assisted in keeping the minutes so that he/she can more effectively participate in the meeting.
- 8 A motion for inclusion on an agenda shall not be in order unless signed by the proposer and seconder.
- 9 If there is no consensus on an issue or resolution it should be put to a vote by a show of hands.
- 10 Should a tied vote occur, the chairperson, who is usually the School Steward, shall use his/her casting vote except where an election involving a secret ballot is taking place, e.g. Board of Management election. In the event of a tied ballot a second ballot shall be held. The matter should be decided by lot if a second tied ballot occurs.
- 11 Should serious matters arise under "Any Other Business" it may be desirable to postpone taking a decision and to put the matter on the agenda for another meeting.
- 12 In no circumstances may a motion be accepted which seeks to circumvent ASTI policy or a union directive.
- 13 It is desirable that the union have the use of rooms in the school during or after school hours. (A standing arrangement should be made between the School Steward and management on this matter).

## 6. School Stewards and the ASTI website

### Information:

The ASTI website provides comprehensive information on second-level teachers' terms and conditions of employment. It is often a case that a member's question is answered in full on the ASTI website. The website also contains an archive of ASTI publications including ASTIR and Nuacht. In addition, there is a section for School Stewards which includes ASTI correspondence to School Stewards filed in date order.

### Contact details:

The Members' Area of the ASTI website contains contact names and details for ASTI elected representatives including Branch Officers, Members of ASTI Central Executive Council and ASTI Standing Committee. To login to the Members' Area you must have your ASTI membership number, which is available on your ASTI membership card, or through ASTI Head Office.



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