



CUMANN NA MEÁN MHÚINTEOIRÍ, ÉIRE
ASSOCIATION OF SECONDARY TEACHERS, IRELAND

ASTI RULES AND CONSTITUTION

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CONTENTS

Objects	3
Membership	4
Branches	8
School Steward	10
Convention	11
Steering Committee and Motions for Convention	13
Central Executive Council	14
Standing Committee	16
Indemnity	19
Serving on Committees	20
Education Committee	20
Equality Committee	20
Officers	21
Honoraria to Officers	21
President and Vice President	21
Honorary Treasurer	22
Removal of Officers	23
General Secretary	23
Trustees	24
Honorary National Organiser	25
Industrial Action	25
Financial Year	26
Funds	26
Legal Expenses	30
Publicity	30
Inspection of Registers and Accounts	30
Notices	31
Rules	31
Dissolution	31
Political Fund	31
Standing Committee Regions	39

TITLE

1.
The Association shall be called “Cumann na Meánmhúinteoirí, Éire” or in English “the Association of Secondary Teachers, Ireland” and is hereinafter referred to as “The Association”.

REGISTERED OFFICE

2.
The Registered Office of the Association and its place of meeting for business shall be situated at ASTI House, Winetavern Street, Dublin 8, or at such other place as the Association may from time to time by resolution appoint.

OBJECTS

3.
The Association is a Trade Union.

4.
The objects of the Association shall be

- (a) To regulate the relations between members and their employers and between members and Local Authorities and Government Departments;
- (b) to promote post-primary education in Ireland and to co-operate with kindred organisations for that purpose;
- (c) to unite and organise those categories of teachers eligible for membership and to promote their interests and to improve their conditions of employment;
- (d) to safeguard the interests of the post-primary teaching profession by maintaining a suitable system of registration;
- (e) to secure for members adequate salaries with regular increments, adequate pension schemes, reasonable fixity of tenure, and an impartial Appeal Board;
- (f) to obtain direct representation on such educational boards, committees, and other public bodies as the Association may approve;
- (g) to act as a scholastic bureau in the interests of its members;
- (h) to advise and assist individual members of the Association in professional matters;
- (i) to foster among members a sense of professional honour and esprit de corps;
- (j) to purchase, take on lease or in exchange, to hire, or otherwise acquire in the names of the trustees, any real and personal property and any rights or privileges which the Convention may think necessary or convenient for the attainment of the objects of the Association and to see, improve, manage, develop, exchange, lease, mortgage, dispose of, turn to account, or otherwise deal with all or any part or parts of the said real and personal property and rights of the Association;
- (k) to establish and administer a fund or funds for the purpose of providing assistance to members or their dependants;
- (l) to publish and produce a periodic journal;
- (m) to guarantee up to such limits as shall be determined by the CEC from time to time housing loans sought by members from any bank, building society, or any other financial institution approved by the CEC;
- (n) to represent, as a trade union concerned with education, the views of the membership on questions relating to education both in Ireland and outside Ireland, and to take such action as Convention considers to be appropriate in furthering those views;
- (o) to represent the views of the membership as trade unionists in Ireland;

- (p) to affiliate to any trade union group which Convention or CEC determines to be of advantage to the Association in the pursuit of its objectives, and to support the policies of any such group insofar as those policies do not conflict with these rules or the policy of the Association;
- (q) to encourage the promotion and development of ASTI Credit Union.
- (r) to promote equality in education and in society as a whole.

5.
No political or sectarian topic shall be introduced or discussed at any meeting of the Association.

MEMBERSHIP

6.
A member may not belong to any other teachers' trade union.

7.
There shall be six classes of members, namely full members, associate members, student members, members on leave, emeritus members and honorary life members.

Full Membership

8.
Full membership of the Association shall be open to:

- (a) all serving lay teachers who hold the qualifications necessary for registration as secondary teachers in the Republic of Ireland,
- (b) all serving lay teachers who hold a primary university degree or other qualifications acceptable to the Registration Council, other than those who teach in the schools which comply with the Rules for Secondary Schools as defined in the Intermediate Education (Ireland) Acts 1878 to 1924, and
- (c) all those entitled under the Rules of the Association to become "associate members" or "members on leave", who elect to apply for full membership.

Notwithstanding anything contained in parts (a), (b) and (c) above, lay principal teachers who have or may assert the sole power to appoint or dismiss members of a school's teaching staff shall not be eligible for membership of the Association.

Associate Membership

9.
The following are eligible for Associate Membership of the ASTI:

- (i) All lay part-time teachers qualified as in (a) or (b) of Rule 8 and who are teaching in Secondary, Community and Comprehensive Schools and Community Colleges, and,
- (ii) such category or categories of teachers as defined by Standing Committee from time to time.

10.
Associate members shall have the power to exercise all the rights and privileges of full members.

Student Membership

11.
Higher Diploma in Education lay students, final year students in colleges who, when qualified, would be entitled to register as secondary teachers are eligible for student membership of the ASTI. Student members shall be eligible for ASTI membership rights and privileges subject to the following provisions:

a student member shall not be entitled to act as an officer of a branch, as a representative on the Central Executive Council or as a member of Standing Committee.

Members on Leave

12.

Teachers who were in receipt of incremental salary and who for the time being are on approved, unpaid leave of absence under the terms approved by the Department of Education and Skills are eligible for “member on leave” membership of the ASTI. Such members shall be eligible for ASTI membership rights and privileges subject to the following provisions:

- (a) a “member on leave” shall not be entitled to act as an officer of a branch, as a representative on the Central Executive Council or as a member of Standing Committee;
- (b) a “member on leave” shall not be eligible to benefit from ASTI Sickness Benefit while on leave, however, entitlement to benefit from this fund shall recommence without penalty on resumption of full membership.

Honorary Life Membership

13.

The Annual Convention shall be empowered to elect a member an Honorary Life Member on the recommendation of the Central Executive Council. Honorary Life Membership shall be conferred only in recognition of outstanding service to the Association and shall entitle the Honorary Life Member to all rights and privileges of full membership including the right to hold office. Convention shall be empowered to revoke such Honorary Life Membership.

Emeritus Membership

14.

- (a) All serving teachers who were deemed to be members as in Rule 8 and who retire from teaching
 - (i) on the grounds of having reached retirement age; or
 - (ii) on medical grounds, as approved by the Department of Education and Skills shall, if they so wish, become Emeritus members provided that they have been fully paid up members of the Association immediately prior to their retirement.
- (b) Emeritus members shall have the power to exercise all the rights and privileges of all members except the right
 - (i) to act as a Branch Officer, as a member of Standing Committee or as a representative on the Central Executive Council
 - (ii) to vote on any ballot on industrial action or to be a candidate in any election for Trusteeship of the Association.
- (c) Emeritus membership shall not confer entitlement to benefit under the Sickness Benefit or Benevolent Fund Schemes.

Subscription

15.

The rate of subscription to the Association shall be determined by Convention and such subscription shall be paid in the manner laid down by the Convention.

16.

- (i) If a member’s subscription is in arrears by an amount equal to or greater than five months subscription membership shall cease, unless Standing Committee, having regard to all the circumstances, shall decide by resolution, supported by a vote of two-thirds of the members present and voting, to deem such a member to be in benefit and to waive arrears due by the member.
- (ii) Standing Committee, having regard to all the circumstances, may decide by resolution, supported by a vote of two-thirds of the members present and voting, to waive arrears of subscription due by a member and deem that member to be in benefit.

17.

A member who has been away from school owing to illness for a period of three consecutive months or more is not liable for subscriptions during the period of the member's illness.

18.

Members who have become involuntarily unemployed and who have been in the Association for at least two consecutive years immediately prior to the date of unemployment may while so unemployed retain the rights and privileges of membership without paying any subscription. The retention of such rights shall be subject to review after the lapse of one year by Standing Committee.

19.

All members who are attending any full time course, where such course is approved by the Standing Committee, may retain membership and eligibility for benefit on payment of their subscriptions.

Levies

20.

Convention shall have the right to make a levy on all or some of the members of the Association. Notice of the intention to make such levy must be given in the notice convening the Convention.

21.

Any Branch shall have the right to make a levy on all or some of its members. Such levies shall be made only at a meeting, notice of which has been given to all members of the Branch, and the resolution to make such a levy shall be specifically set out in the notice convening the meeting.

22.

The amount of any levy shall be determined by the Branch meeting or Convention which makes the levy. Any levy made on members of a Branch or of the Association shall be for the purpose of furthering one or more of the objects of the Association, and such purpose shall be stated in the resolution proposing the making of the levy.

Membership of Branch

23.

Every member shall belong to one or other of the several branches into which the Association shall be divided for the purpose of organisation. In special cases, and by permission of the Central Executive Council, members may, on application, remain unattached to any Branch; in such cases all subscriptions being then payable by such member to the Head Office of the Association.

Application for Membership

24.

- (a) Every applicant for full membership or associate membership shall make application in such forms as are provided by the Standing Committee, and shall furnish such information as is required by the Association for the maintenance of the records. In addition, an applicant for full membership may be required, unless Standing Committee otherwise decide, to complete and sign an authorisation for the deduction of the membership subscription from salary. The applicant shall submit those forms, duly completed together with the minimum subscription if applicable and all outstanding fines, arrears, and levies for acceptance by a Branch of which the applicant is eligible to become a member, and shall be proposed and Seconded for membership by members of that Branch.
- (b) A member who is transferring from one branch to another shall complete the approved transfer form and submit it to the General Secretary, who shall notify the appropriate branches.

- (c) An applicant for membership shall not be entitled to attend the branch meeting at which the application is considered.
- (d) Where a member of the Association fills an application form at the dictation of an applicant for membership that member shall be deemed to be acting as agent for the applicant.
- (e) A statement shall appear in the application form for membership that the person who signs it agrees to be bound by the rules of the Association while a member.

25.

- (a) When a candidate for membership or readmission to membership has been accepted by a Branch, the candidate's application and authorisation forms together with all necessary payments as specified in 24(a) shall be forwarded within 14 days to the General Secretary.
- (b) The General Secretary shall examine the application forms and shall confirm the candidate's eligibility or ineligibility for membership.
- (c) If the candidate is eligible for membership, then the General Secretary shall so inform Standing Committee and shall issue the appropriate membership card to the member and such membership shall be effective from the date of the branch meeting at which the candidate's membership application was accepted.
- (d) If, in the view of the General Secretary the candidate is ineligible for membership, then the General Secretary shall advise Standing Committee which shall make a decision on the application.
- (e) The Standing Committee shall also have power to direct a branch to refuse admission or readmission to any person who, in their opinion, though otherwise eligible, is not desirable as a member of the Association.
- (f) Should Standing Committee confirm that the candidate is ineligible for membership or declare that a candidate is not desirable as a member, the General Secretary shall so inform the candidate and the relevant branch secretary, stating the reason for such decision and informing the candidate of the right to appeal the matter to CEC.

26.

Notwithstanding any other provision of these Rules, a candidate whose membership conflicts with a finding of the Irish Congress of Trade Unions concerning disputes between unions on the organisation of members may be excluded by Standing Committee from membership of the Association.

27.

A branch shall have power to refuse membership to any person against whom there is a valid objection, particulars of such objection to be submitted to the Standing Committee by the Branch Honorary Secretary within one month of the date of the person's application. As soon as may be convenient after receiving such particulars the Standing Committee shall consider the application, and the applicant and a representative of the Branch which refused the application shall be entitled to appear before and make submissions to the Standing Committee and the applicant shall have the right to be legally represented. Where the application is rejected by Standing Committee, the reason for such rejection shall be communicated in writing to the applicant.

Re-admission to Membership

28.

- (i) An ex-member may be readmitted to membership under the following conditions:
 - (a) on payment of full arrears, or
 - (b) on first application for readmission by payment of a fine equal to half of the current yearly subscription and on second application for readmission by payment of a fine equal to the current yearly subscription; or,

- (c) in exceptional circumstances, by special resolution of Standing Committee. The special resolution shall require the support of two-thirds of the members present and voting.
- (ii) The readmission of ex-members applying for readmission under (a) or (b) must be in accordance with the Rules governing the admission of new applicants by a branch.
- (iii) In the case of (a) or (c) above, Standing Committee, having regard to all the circumstances shall have power by resolution, supported by a vote of two-thirds of the members present and voting, to deem such a readmitted person never to have lapsed and waive arrears due.

29.

An ex-member who has been on approved unpaid leave of absence and who is returning to teaching immediately after the end of such leave of absence, shall be deemed to have been readmitted to membership with effect from the commencement of the school year in which the ex-member returns to teaching provided that deduction of membership subscription from salary has been re-activated. Such readmission to membership shall be effective provided that there is no objection from Standing Committee or from the relevant branch. Any such objection to membership shall be dealt with in accordance with the Rules of the Association.

Change of Membership Status

30.

Full members who qualify for and who wish to transfer to associate membership status and associate members who qualify for and who are transferring to full membership status shall complete the approved form and submit it to the General Secretary, who shall notify the appropriate branch secretary or secretaries. Membership shall be continuous provided such member completes the necessary procedure within five months of becoming eligible for the new status.

BRANCHES

31.

The Association shall be organised into local branches in centres throughout the country.

32.

Local branches may be formed in centres where at last fifty qualified persons shall have expressed their willingness to become members. The formation of all new Branches shall be carried out through the General Secretary and shall be subject to ratification by the Standing Committee.

33.

Should branch membership fall below ten members for a period of twelve consecutive months, it may be dissolved by the Standing Committee and the existing members thereof assigned to another Branch or Branches.

34.

A Branch established under any previous rules and which is in existence at the time of coming into operation of these Rules shall be deemed to be a Branch established under these Rules and shall continue in existence until dissolved or otherwise dealt with in accordance with these Rules.

35.

Every member must be a member of the branch operating in the area in which the member is employed or the branch operating in the area in which the member normally resides.

36.

When a member is obliged to transfer to a different branch the member shall on payment of all arrears, levies and fines due by the member be furnished with a transfer form to be signed by the national Honorary Treasurer.

Branch Officers

37.

Each branch shall on formation elect

- (a) a Chairperson;
- (b) an Honorary Secretary;
- (c) an Honorary Organiser;
- (d) an Honorary Treasurer;
- (e) an Honorary Equality Officer.

Branches may also elect a Vice-Chairperson as they think fit. Any two of the following offices

– Honorary Secretary, Honorary Organiser and Honorary Treasurer may be amalgamated.

38.

Each branch shall, as soon as possible after October 1st in each year, but in any case not later than October 22nd, elect its officers for the ensuing year.

39.

No member shall be eligible to hold any office in a Branch who has not been a member of the Association for at least one year prior to election. This rule does not apply to newly-formed or reformed Branches.

40.

Not later than October 31st in each year the newly elected Honorary Secretary shall furnish to the General Secretary, on the official form, full particulars of the Branch election.

41.

The Branch Honorary Organiser shall endeavour to ensure that the numerical strength of the Branch is maintained and, where possible, increased. Each year the Branch Honorary Organiser shall prepare and forward to Head Office and to the Regional Organiser, during the Autumn term a Register of all the Secondary, Comprehensive and Community Schools and Colleges within the Branch area with the names of the teachers engaged therein, indicating who are members of the Association and who, although eligible, are not.

42.

The officers of each Branch shall be collectively responsible for the proper conduct of the affairs of the Branch.

Branch Meetings

43.

Branches shall meet at least once every three months during the School Year. The quorum for Branch meetings shall be arranged by each Branch, but in no case shall be less than five.

44.

Every member of a Branch and the regionally elected Standing Committee Representative for the region in which the Branch is situated shall receive from the Branch Honorary Secretary such notice in writing of the date, time and place of every Branch meeting as shall be decided by that Branch.

45.

The Honorary Secretary of each Branch shall keep the Minute Book in which the Honorary Secretary shall enter an accurate record of the proceedings of each Branch meeting, and the minutes of every Branch meeting shall be read out at the next Branch meeting.

46.

A report of every Branch meeting shall be forwarded within thirty days of such meeting by the Branch Honorary Secretary to the General Secretary, together with the number of

members at the meeting concerned. If requested the names of those present at such meeting shall also be submitted to the General Secretary.

47.

A Special Meeting of a Branch shall be called by the Branch Honorary Secretary (a) on receipt of instructions from the General Secretary or (b) by a written request signed by at least a majority of the Officers of the Branch or (c) by a written request signed by at least 40% of the members of the Branch.

48.

Each Branch shall provide itself with a supply of official stationery. Official forms for Application for Membership and for Applications for Transfer will be issued to Branches on application to the General Secretary.

Branch Accounts

49.

All Branch bank accounts shall be opened in the name of the Branch and all monies lodged shall be in the name of the Branch. Each Branch shall, not later than November 1st each year, hold an audit of the accounts of the Branch, and a duly authenticated copy of the Balance Sheet shall be sent to the General Secretary, and shall be available for examination by members of the Branch, within one month from the date of the audit. Such audit shall be carried out by the Auditor to be appointed at a meeting of the Branch. No Branch Officer shall be eligible to act as Auditor of the Branch accounts.

50.

The funds of every Branch shall be the property of the CEC and, in the event of any Branch being dissolved, all funds on hands shall at once be handed over to the General Secretary, together with a properly vouched statement.

51.

All Branch accounts shall, before payment, be submitted to a meeting of the Branch.

52.

On relinquishing office, Branch office holders shall hand over to their successors in office all books, papers, and monies appertaining to or connected with the business of the Branch or in the case of dissolution to Head Office.

53.

Each Branch Honorary Treasurer shall forward as directed to the General Secretary of the Association the subscriptions, fines and levies and any other sums which may be determined by Convention.

54.

The Register of members and books of account of each Branch shall be open for inspection at all reasonable times by every member of the Branch and by every person having an interest in the funds of the Branch. They shall also be open for the inspection of the General Secretary or of any person authorised by the CEC or by the Standing Committee to inspect such books.

SCHOOL STEWARD

55.

- (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.

CONVENTION

56.

The Convention of the Association shall be the supreme governing body of the Association.

57.

A meeting of the Convention shall be held annually at such time and place as shall have been determined upon by the Central Executive Council.

58.

The Convention shall consist of:-

- (a) the Officers of the Association;
- (b) the members of the incoming Central Executive Council;
- (c) the current regionally elected representatives on Standing Committee; and
- (d) delegates from Branches appointed upon the following basis:-
 - (i) One delegate for 20 to 60 members;
 - (ii) Two delegates for 61 to 120 members;
 - (iii) Three delegates for 121 members to 180 members and so on.

Election of Branch delegates shall be computed on the numerical strength of each Branch on December 1st each year. Branch delegates must be members of the Branch they represent and must have been members of the Association for at least one year prior to election.

The Trustees shall also attend Convention but shall not be members of Convention.

59.

Members who are not delegates to Convention shall be admitted to Convention only on production of a valid membership card.

Branch Delegates

60.

The names and addresses of Branch delegates shall be forwarded by each Branch Honorary Secretary to the General Secretary so as to reach the General Secretary not later than January 31st in each year. Credentials for delegates shall be sent by the General Secretary to delegates along with the Convention Programme. In the event of an elected delegate being unable to act, a substitute may be appointed by the Branch, in which case the delegate withdrawing must return the delegate's credentials to the General Secretary who will then issue credentials to the substitute.

Convention Handbook

61.

A Convention Handbook shall be issued and a copy sent at least two weeks before the date of the Convention to all members of the incoming CEC, to all Branch delegates to Convention, to all Branch Officers (including Branch Organiser), to all School Stewards and to all other members who, in writing, shall have requested a copy from the General Secretary. It shall contain:-

- (a) the annual report of the Central Executive Council,
- (b) a Programme of the business to be transacted at the Convention,
- (c) the Balance Sheet and the accounts,
- (d) such resolutions from Branches and from Standing Committee and composite motions as are selected by Steering Committee for debate by Convention,
- (e) the names and addresses of the incoming CEC members and delegates in the Convention,
- (f) such other particulars as may be decided upon by the CEC or Standing Committee.

Chairing of Convention

62.

- (a) At the meeting of the Annual Convention the outgoing President or in the case of the President's absence or unwillingness to act, the Vice-President shall preside.
- (b) If neither the said President nor Vice-President is able or willing to preside the Convention shall elect a Chairperson from amongst the members present and eligible to vote.
- (c) If at any time or times during the Convention or any adjournment thereof the Chairperson for the time being shall desire to vacate the chair the chairperson may do so with the consent of the Convention and the chairperson's place shall be taken by the said President or Vice-President as the case may be and if neither of them is present or able to act the Convention shall elect a new Chairperson in the Chairperson's place from amongst the members present and eligible to vote.
- (d) At the Convention the Chairperson shall have a second or casting vote.
- (e) The General Secretary (on in the General Secretary's absence a deputy appointed by the CEC) shall act as secretary to the Annual Convention.

63.

The quorum for Conventions of the ASTI shall consist of one-third of the duly accredited members of Convention.

64.

Members who are not Branch Delegates may attend the Convention and may, with the Chairperson's permission, speak on any item on the Agenda, but shall not have the right to vote. Each delegate and CEC representative present shall have one vote.

65.

The Association candidates for election to Seanad Éireann shall be elected by Convention.

66.

A public session may be held in connection with the Annual Convention to which distinguished visitors and representatives of kindred bodies may be invited.

Special Convention

67.

- (i) A Special Convention of the Association shall be summoned:-
- (a) at the discretion of the President,
 - (b) on receipt of a notice in writing signed by the Chairperson and Honorary Secretary of each of at least twelve Branches in accordance with resolutions so empowering them, passed at properly convened meetings of each of the twelve branches concerned, or
 - (c) on receipt of a notice in writing signed by at least eight hundred members of the Association.
- (ii) Such notice must contain a full statement of the reasons for requiring the summoning of a Special Convention. The General Secretary shall call a Special Convention within six weeks of the receipt of such notice.
- (iii) If the Special Convention shall be called at the discretion of the President the business transacted thereat shall be confined to an Agenda to be drawn up by the President and if the Special Convention is called pursuant to a notice the business shall be confined to the matters stated in such notice.
- (iv) The decisions of a Special Convention shall have equal validity with those of the Annual Convention.

68.

The membership of a Special Convention shall consist of the existing CEC and of Branch delegates elected on the same basis as for the Annual Convention. The minutes of every Special Convention shall be read at the next Annual Convention and shall be signed by the Chairperson thereat.

Elections at Convention

69.

In the cases of all elections for office at Convention, the voting figures shall be announced and placed on record.

Auditors

70.

The Trustees shall annually nominate, for adoption by Convention, a reputable firm of accountants who shall carry out an annual audit of the accounts of the Association. Such firm of accountants shall be entitled to charge and be paid for such audit at their usual rates. The Trustees shall cause the annual audit to be held.

STEERING COMMITTEE AND MOTIONS FOR CONVENTION

71.

The Annual Convention shall appoint a Steering Committee from among those present which shall prepare the agenda for the following Annual Convention. The Steering Committee shall so arrange the agenda that a minimum period of three hours be set aside for the discussion of motions and topics which pertain to education policy, which session shall be open to the public.

72.

All motions and resolutions for the Annual Convention shall be notified to the General Secretary such notification to arrive at ASTI Head Office not later than November 30. These motions shall be dealt with as follows:-

- (a) motions which are already Association policy shall be so designated by the Steering Committee;
- (b) motions which have approximately the same objective shall be listed consecutively, and the Steering Committee may select one motion to represent the set or may produce on its authority a composite motion to represent the set;
- (c) the Steering Committee shall prepare a list of all the motions, annotated as necessary. This list shall be circulated by the General Secretary to all branches not later than January 7th;
- (d) branches may propose amendments to motions, and may also indicate to the Steering Committee, in such manner as that committee recommends, which motions they favour for inclusion in the final agenda; notification of amendments and recommendations shall be sent to the General Secretary to arrive at ASTI Head Office no later than January 31st;
- (e) the motions and amendments shall be considered again by the Steering Committee in drawing up its final agenda for the Annual Convention. Steering Committee may produce on its authority a composite motion to represent the motions and amendments which have approximately the same objective;
- (f) in the case of composited motions or of one motion which has been chosen to represent a set with approximately the same objective the right to propose the motion at Convention shall be determined by the Steering Committee on such basis as it considers to be equitable;
- (g) the Steering Committee shall circulate to all Branches the final agenda containing the complete list of motions and amendments and the support given by the branches to each motion.

CENTRAL EXECUTIVE COUNCIL**73.**

The supreme governing body of the Association shall be Convention; when Convention is not in session, the Central Executive Council; and when the Central Executive Council is not in session, the Standing Committee.

74.

When Convention is not in session, the CEC shall manage the business of the Association and shall have full powers to act on the behalf of the Association. They shall decide all questions not provided for by these Rules. Without prejudice to the generality of the foregoing, CEC shall have power to guarantee, on behalf of the Association, housing loans sought by members and to do all things necessary in that behalf including the execution of such documents as may be required to implement any such guarantee.

75.

The Central Executive Council of the Association shall consist of the President, Vice-President, Honorary Treasurer, and members elected from the Branches in manner hereinafter appearing. The outgoing President and the regionally elected members of Standing Committee shall be ex-officio members of the CEC.

76.

No member shall be eligible for election to the CEC by a Branch unless the member shall have been a member of the Association for the three consecutive years prior to the

member's election. This rule shall not apply to a Branch formed less than three years prior to the election.

77.

Branch representatives shall be elected to the Central Executive Council on the following basis:

- One representative for 1 to 49 members;
- Two representatives for 50 to 99 members;
- Three representatives for 100 members or over.

The three representatives shall be the maximum for any Branch.

78.

Each Branch shall conduct its own election of representatives, the number of which shall be computed on the numerical strength of that Branch on December 1st prior to such election.

79.

Each Branch shall forward on the appropriate form the names of the CEC representatives to the General Secretary not later than December 31st each year.

80.

Not later than January 6th in each year the General Secretary shall forward to each Branch Honorary Secretary the names of all the incoming CEC elected by the various Branches.

81.

Branch CEC representatives who transfer to other Branches of the Association during their term of office may, with the agreement of their former Branch, continue to represent that Branch on CEC for the remainder of their term of office.

82.

The CEC shall come into office at the commencement of the Annual Convention and shall hold a meeting in May. At least two CEC meetings shall be held in each year.

83.

The General Secretary shall issue an agenda to each member of the CEC of the business to be conducted at every meeting of the CEC at least ten days before the date of that meeting, such agenda to be drawn up by the Standing Committee. This rule shall not apply to the first meeting of the CEC under the preceding rule.

84.

- (i) The General Secretary shall call a Special Meeting of the CEC:-
 - (a) at the direction of the President, or
 - (b) on receipt of a written request signed by twenty-five members of the CEC, containing a full statement of the reasons for summoning a Special Meeting of the CEC.
- (ii) At least ten days' notice of such meeting shall be given to each member by circular specifying the time, place and agenda of the meeting.
- (iii) If it shall be certified in writing by the President that the matters to be discussed at the Special Meeting are of great urgency, a Special Meeting may be summoned on two days' notice.
- (iv) The business of each Special Meeting shall be confined to the specific matter stated on the Agenda.

85.

The quorum at any meeting of the CEC shall not be less than one third of the total number of members, exclusive of the President.

86.

The CEC may appoint officers or committees, in addition to those already defined in these Rules, for particular purposes.

87.

With a view to deciding matters of policy or principle, the CEC may take or cause to be taken a plebiscite or ballot of all members of the Association. The format of any plebiscite or ballot of association members shall be by postal ballot or by school based ballot, such format to be decided by CEC. All branches shall, where possible, convene information meetings prior to such plebiscites or ballots.

88.

(a) Any final salary offer shall be referred to the CEC. The CEC shall not be entitled to accept such an offer without a ballot of members. The CEC may reject an offer by a two-thirds majority. If a ballot is held a decision to accept such an offer shall be by simple majority of members voting.

(b) In the case of salary proposals emerging as a result of centralised bargaining by the ICTU, the CEC prior to and only prior to any ICTU Special Delegate Conference at which a final decision is to be made, shall ballot all members.

89.

The CEC shall have full powers to make representations to and carry out negotiations with any employer or local or government authority in respect of the terms or conditions of employment of members of the Association, and may, from time to time, appoint representatives to carry out such negotiations on its behalf.

90.

An appeal shall lie to the CEC on behalf of an official or officials of the Association as provided for in their contracts.

91.

Any member of the CEC or of the Standing Committee may retire on giving one month's notice in writing to the General Secretary.

92.

Any member who is removed from CEC shall ipso facto be deemed to have been removed from all committees or offices for which membership of CEC is a necessary qualification.

93.

Should a vacancy occur in the CEC, the Branch in representation of which such vacancy has occurred may appoint another representative to fill such vacancy, and shall notify the General Secretary of the name and address of the new representative within thirty days of the election.

94.

The CEC shall have power to allocate such sum as they may deem advisable to reserve funds, which shall be under the control of the CEC.

95.

The CEC shall have power to levy the whole or part of the Association membership for any purpose.

STANDING COMMITTEE

96.

(a) The President, Vice-President, Honorary Treasurer, Immediate Past-President (from August 1st to the end of next Annual Convention), President Elect (from Annual Convention to July 31st), Honorary National Organiser and regionally elected representatives shall be members of Standing Committee. Members may not hold office concurrently as regionally elected representatives and as President, Vice-President, Honorary Treasurer, President-Elect or Honorary National Organiser.

- (b) For the purposes of electing representatives to Standing Committee on a regional basis, the branches of the Association shall be divided into eighteen regional divisions as defined in Appendix C of the Rules and Constitution of the ASTI.
- (c) The branch elections of representatives to Standing Committee shall be by the proportional representation system at secret ballots held at a specific time, date and venue or venues as determined by the branch in accordance with (f) below; such determination shall be reached following agreement with the candidates concerned and where such agreement is not possible, the matter shall be determined by Standing Committee.
- (d) Members in the branches in the regions defined in Appendix C of the Rules and Constitution of the ASTI, shall elect a member from the region to Standing Committee; such election shall be held in accordance with (c) above in the respective region during the period commencing not more than eight weeks before the first day of Annual Convention and ending not less than two weeks before the first day of Annual Convention and the elected member shall take up office at the end of Annual Convention.
- (e) Candidates for election as regionally elected representatives on Standing Committee shall be nominated from amongst those who are full members of the Association for at least two years, by a branch in the relevant region or by 50 members in a branch or branches in the relevant region. Notice of nomination shall be given, on the appropriate nomination form, to the General Secretary not later than 7th January of the year in which the election is scheduled. Copies of the appropriate nomination form shall be available from the General Secretary. Not later than 31st January, the General Secretary shall forward to each branch secretary in the appropriate region the names of those candidates duly nominated for election in that region.
- (f) The elections shall be conducted and the votes counted in accordance with procedures approved by CEC from time to time.
- (g) The successful candidate shall be the one securing the highest cumulative vote cast at the branch meetings in the respective region.
- (h) The term of office for regionally elected representatives shall normally be two years and a member may be re-elected to serve for a maximum of three consecutive full terms.

Members of Standing Committee who serve as regionally elected representatives for the maximum number of consecutive terms shall have the right to stand for election to office as regionally elected representatives after a minimum period of one term out of office. At the end of the first year of the first term of office of the regionally elected representatives on Standing Committee, half of the seats of the regionally elected representatives, chosen in alternate numerical sequence, shall become vacant and an election shall be held to fill such vacant seats; all subsequent terms of office for all regionally elected representatives on Standing Committee shall be of two years' duration other than in the case of a by election as provided for in (i).
- (i) In the event of a vacancy for a regionally elected representative on Standing Committee arising, other than at the end of a term of office, such vacancy shall be filled by election held within 70 school days of the vacancy occurring. The timetable for nominating candidates and for the conduct of the ballot will be as decided by Standing Committee. The organisation of the ballot shall be in accordance with the standard procedures as approved from time to time. The successful candidate shall serve until the expiry of the term of office of the representative from the relevant region.
- (j) Regionally elected representatives on Standing Committee shall have the right to attend branch meetings in their regions, and the role and activities of regionally elected representatives of Standing Committee shall otherwise be as defined by Standing Committee from time to time.

- (k) A review of regional electoral divisions and procedures shall be undertaken by a special committee, consisting of the Honorary National Organiser and five members, elected by Convention for that purpose every five years.

97.

When the CEC is not in session, the Standing Committee shall be the Governing Body of the Association and it shall manage the business of the Association with the full powers to act on behalf of the Association and decide all questions not provided for in the Rules, subject to the exemptions herein stated, and provided that it does not change the policy of the Association as decided by Convention on any matter.

98.

Standing Committee shall be empowered to accept resignations from the CEC and any of its committees, and from the Standing Committee itself.

99.

The Standing Committee shall not be empowered to act in any of the following matters:

- (a) the acceptance or rejection of a final offer in respect of incremental salary;
- (b) the appointment of members to the Registration Council.

100.

Standing Committee shall decide its own rules and procedure. A quorum for the transaction of business by the Standing Committee shall be five. Nothing in this rule shall impede a Standing Committee member from sharing his/her opinion with CEC or Convention or from voting according to his/her own judgement.

101.

The Standing Committee shall be empowered to admit a member to a Standing Committee meeting, or part thereof, when they deem such attendance to be necessary.

102.

All accounts shall, before payment, be presented at a meeting of the Standing Committee or of the CEC. All cheques must be signed by the Honorary Treasurer for the time being, or, in the absence of the Honorary Treasurer, by the President for the time being, and by any one of the three designated members of Standing Committee. The three members of Standing Committee shall be designated at the first meeting of Standing Committee after each Annual Convention.

Conduct Injurious to the Association

103.

- (a) In the case of alleged conduct by any member meriting investigation as possibly being injurious to the welfare of the Association or the interests of its members, Standing Committee or an investigations sub-committee of the Standing Committee shall conduct an initial investigation following which Standing Committee may by notice in writing by registered post, summon such member to attend at a meeting of the Standing Committee.
- (b) Such notice shall specify briefly the nature of the complaint against such member and notify the member that the member should attend and/or be represented at or submit an explanation in writing, to a meeting of the Standing Committee to be held at a date which is not less than fourteen days from the date on which the notice is, or in the ordinary course of post would be, received by such member. Where an investigation sub-committee has conducted the initial investigation, its members shall not participate in the Standing Committee meeting, unless required by Standing Committee to attend the meeting in which case they shall not be present at or participate in Standing Committee's deliberations and decision-making.

- (c) A copy of any report prepared on the basis of the initial investigation shall be forwarded to the member at least seven days prior to the meeting to which the member is invited.
- (d) If the member or the member's representative fails to attend at, or fails to give a satisfactory explanation, in writing, or, having attended fails to give a satisfactory explanation of the conduct, the Standing Committee shall have the power by vote of two thirds of the members present and voting to expel such member from the Association or by a simple majority of those present and voting to reprimand, fine or suspend the member from membership.
- (e) If a fine is imposed, the resolution shall fix a time within which such a fine shall be paid and if such a fine is not paid within such period such member shall (without further resolution of the Standing Committee) be suspended from membership on the expiration of such period until fine is paid.
- (f) Any decision of the Standing Committee to reprimand, fine or expel a member shall be communicated by the General Secretary to the member concerned by registered post within seven days of such decision being taken and the member's attention shall be drawn to the provisions of Rule 104.
- (g) The member may attend and or be represented at, or send a submission in writing to any appeal against a decision made under Rule 103.

Appeal Against Standing Committee Decision

104.

- (a) An appeal by a member affected by any decision of Standing Committee or any part of it, shall lie to CEC against that decision. No appeal shall lie against decisions made in relation to industrial action under the terms of Rule 152.
- (b) Such appeal shall be lodged in writing with the General Secretary within 28 days of the receipt of notice of such decision and shall come before the CEC at its next meeting. Where it appears to the Standing Committee to be feasible and equitable, the implementation of any decision against which an appeal has been lodged shall be deferred until the CEC has had the opportunity to consider the appeal.
- (c) In the case of an appeal brought by a member against a decision made under Rule 103 or in the case of appeals against decisions other than decisions on issues of Association policy, such appeal shall be considered on behalf of the CEC by a sub-committee elected by the CEC from among its members; any such sub-committee shall have five members, none of whom shall have had any previous connection with the lodging of or the consideration of the complaint under Rule 103; the sub-committee shall act with the full powers of the CEC; and its determination shall be the determination of the CEC.

Appointment of Delegates

105.

The Standing Committee or CEC may appoint delegates to attend meetings of any body, organisation or association whether in Ireland or elsewhere and may authorise the payment of such expenses as it may think fit to such delegates.

Removal of Member

106.

Any member or all the members of the CEC and of the Standing Committee shall be subject to removal on a vote of two-thirds of the duly-accredited members personally present and voting at a Special or Annual Convention. Notice of the business to be transacted thereat must be contained in the Agenda circulated to members of the Convention.

INDEMNITY

107.

Members of the CEC and Standing Committee shall be indemnified out of the funds of the Association (and if these be insufficient by the members of the Association) against all expenses, damages, costs and claims whatsoever incurred by them or any of them in the proper execution of their functions.

SERVING ON COMMITTEES

108.

With the exception of the President and Vice-President, no member may serve on more than one of the following committees namely, Standing Committee, Education Committee and Equality Committee, during a concurrent term of office.

EDUCATION COMMITTEE

109.

- (a) A Special Committee, to be responsible to Standing Committee, shall be elected and known as the Education Committee. The Committee shall consist of the President, the President-Elect, when applicable, and Vice-President for the time being and nine members duly elected at Annual Convention every second year.
- (b) The Education Committee shall advise Standing Committee:
 - (i) on such educational matters as are remitted to it by Standing Committee and,
 - (ii) on such other educational matters as the Committee itself wishes to investigate.
- (c) The Committee shall remain in office for two years, shall meet not less than three and not more than seven times a year and members shall be eligible for re-election.
- (d) In the event of a vacancy arising for an elected member during the period of office of the Committee the vacancy shall be filled by election at the next CEC meeting or Annual Convention, whichever is the earlier.
- (e) The Committee shall meet within one month from the conclusion of Convention each year. At this meeting the Committee shall elect one of its members as Chairperson. The Chairperson shall hold office for one year and shall be eligible for re-election but shall not hold office for more than four years consecutively.
- (f) The Committee shall submit an annual report to Convention which will be published in the Convention Handbook, after that report has been submitted to and approved by Standing Committee.
- (g) All activities of the Committee involving expenditure shall be subject to the approval of Standing Committee.

EQUALITY COMMITTEE

110.

- (a) A special committee, to be responsible to Standing Committee, shall be elected and known as the Equality Committee; Equality shall be deemed to refer to issues in relation to gender, marital status, sexual orientation, age, religious belief, ethnic or national origin, the traveller community or disability, or any other matter related to equality as might be assigned to the committee by Standing Committee.
- (b) The Committee shall consist of the President, President-elect, where applicable and Vice-President for the time being and nine members duly elected at Annual Convention every second year.
- (c) The Equality Committee shall advise Standing Committee on such equal opportunities matters:
 - (i) as are remitted to it by Standing Committee, or
 - (ii) on such other equality issues as the Committee itself wishes to investigate.
- (d) The Committee shall remain in office for two years, shall meet not less than three and not more than seven times a year and members shall be eligible for re-election.
- (e) In the event of a vacancy arising for an elected member during the period of office of the Committee the vacancy shall be filled by election at the next CEC meeting or Annual Convention, whichever is the earlier.
- (f) The Committee shall meet within one month from the conclusion of Convention each year. At this meeting the Committee shall elect one of its members as Chairperson. The Chairperson shall hold office for one year and shall be eligible for re-election but shall not hold office for more than four years consecutively.

- (g) The Committee shall submit an annual report to Convention which will be published in the Convention Handbook, after that report has been submitted to and approved by Standing Committee.
- (h) All activities of the Committee involving expenditure shall be subject to the approval of Standing Committee.

OFFICERS

111.

The Association shall have the following Officers: President, Vice-President, President Elect (from the end of Annual Convention to July 31st) and Immediate Past President (from August 1st to the end of Annual Convention), General Secretary and Honorary Treasurer. All the officers, with the exception of the General Secretary, shall be honorary positions and with the exception of the General Secretary and the Immediate Past President, the holders thereof shall be elected from year to year in accordance with these Rules.

112.

The President is the Chief Officer of the Association.

HONORARIA TO OFFICERS

113.

Honoraria to Officers of the Association or of Branches shall not be given save with the approval of the CEC.

PRESIDENT AND VICE-PRESIDENT

114.

The President and Vice-President shall be elected at the Annual Convention from among the members of the current or incoming CEC or from the Trustees. In the event of a Trustee being elected President or Vice-President the Trustee must resign the Trusteeship.

115.

No member shall be eligible for the office of President or Vice-President of the Association unless the member shall have been a member thereof for the six years immediately preceding the member's election or shall have been a representative on the CEC for the three years immediately preceding the member's election.

116.

Each Branch may nominate one candidate for the Presidency and one candidate for the Vice-Presidency.

117.

Nominees defeated for the Presidency automatically become candidates for the Vice-Presidency but shall have the right to withdraw.

118.

The lists of those eligible for nomination for the Presidency and Vice-Presidency shall be sent to the Branches by the General Secretary not later than January 6th in each year. Nominations for President and Vice-President must reach the General Secretary not later than January 31st each year.

119.

A nominee may withdraw the nominee's name on giving written notice to the General Secretary on or before February 18th, which withdrawal shall be final.

120.

A separate election shall be held for President and Vice-President, and both such elections shall be by secret ballot.

121.

The elected candidates must have secured a majority over all others. If this result is not

achieved on the first count the candidate with the lowest number of votes shall be eliminated and a second vote shall take place. If, however, the total of the votes of a number of candidates does not equal or exceed the number of votes of the candidate next above them on the list, all of these candidates shall be eliminated. In the event of a tie which renders the application of this rule impossible a vote shall be taken as to who shall be eliminated. If the number of candidates shall be reduced to two and there shall be a tie, another vote shall be taken, and if the result is still a tie the outgoing President, if the outgoing President is one of the candidates, shall be declared elected, and if the outgoing President is not one of the candidates the outgoing President shall have a casting vote.

122.

The outgoing President and Vice-President may be nominated for re-election provided that no person may be elected as either President or Vice-President for more than two consecutive years.

123.

In the event of the death or retirement of the President during the President's term of office, the Vice-President shall automatically succeed to the Presidency until the next Annual Convention. Should both offices become vacant the Standing Committee shall elect a chairperson from among its members who shall act in that capacity until the end of the following Annual Convention. Such chairperson shall have all the power and functions of the Presidency.

124.

The President, the President-Elect and the Vice-President shall be ex officio members of the committees of the Association. The President, (or in the absence of the President, the President-Elect or Vice-President), may preside at all meetings of such committees if the President (or in the absence of the President, the President-Elect or Vice-President) so wishes.

125.

The conduct of all meetings presided over by the President or Vice-President shall, when not provided for by these Rules, be at the discretion of the person so presiding.

126.

The President or Vice-President when presiding at any meeting shall have a second or casting vote.

HONORARY TREASURER

127.

The Honorary Treasurer shall be elected by a simple majority vote at the Annual Convention from among the members of the incoming CEC. The Treasurer may be re-elected each year to serve a maximum of six consecutive years.

128.

Nominations for the office of Honorary Treasurer must be submitted in writing to the General Secretary not later than the 31st of January each year. The election procedure shall be in accordance with that which applies to the election of President and Vice-President.

129.

The Honorary Treasurer shall be responsible for all monies received from the Branches or from any other source and shall see that all such are regularly paid into the bank. The Honorary Treasurer shall keep the proper books of account showing the income and expenditure of the various funds of the Association and shall be responsible for the safe keeping of such books of accounts and all bank statements.

130.

The Honorary Treasurer shall furnish to the Standing Committee such information as to the financial position of the Association or of any of its funds as they shall require.

131.

The Honorary Treasurer shall promptly pay all day to day expenses of the Association and all such additional accounts as the CEC or Standing Committee may require, and shall make all such returns to the Trustees as are required by the Trade Union Acts.

132.

The Honorary Treasurer shall prepare full books of accounts for the Annual Audit, together with all necessary documents to vouch the same, and the Honorary Treasurer shall report, if requested, to the Annual Convention the manner in which each Branch has discharged its financial responsibilities to the CEC during the preceding year.

REMOVAL OF OFFICERS**133.**

Any Officer of the Association may be removed from office forthwith by a resolution of the CEC passed by two-thirds of its members present and voting.

GENERAL SECRETARY**134.**

The General Secretary shall be appointed by the CEC. A written contract of employment shall be made between the ASTI and the General Secretary setting forth the conditions of the General Secretary's employment and the duties which the General Secretary shall perform. The remuneration of the General Secretary shall be fixed by the CEC. The CEC and, when the CEC is not in session, Standing Committee shall have power to discipline the General Secretary, including the power to suspend, impose sanctions and dismiss. The procedures to be followed in relation to any such disciplinary action shall be as specified in any contract of employment with the General Secretary.

135.

The whole of the General Secretary's time shall be devoted to the interests of the Association. The General Secretary shall be responsible for the conduct and organisation of the Head Office of the Association and shall have charge of the correspondence and general business of the CEC and of the Standing Committee.

136.

The General Secretary shall:

- (a) report to the President of the Association in respect to all matters pertaining to the General Secretary's employment as General Secretary and, in particular, to the performance of the General Secretary's duties;
- (b) attend all meetings of the Central Executive Council and of the Standing Committee and all Conventions of the Association; take minutes of the proceedings, read correspondence as requested, and answer such questions as may be put by or through the Chair;
- (c) visit local branches from time to time and organise new branches whenever the opportunity may occur;
- (d) keep a detailed record of all lay Secondary Teachers in Ireland;
- (e) establish and maintain contacts with such kindred bodies or associations as the CEC may direct;
- (f) undertake such other duties as may from time to time be determined by the CEC or when the CEC is not in session by the Standing Committee or when Standing Committee is not in session by the President, or which may be provided for by these rules;
- (g) report and be answerable to the CEC and when it is not in session to Standing Committee in respect to all matters pertaining to the General Secretary's employment as General Secretary and, in particular, to the performance of the General Secretary's duties.

137.

The General Secretary shall send to each Trustee, to each Branch Honorary Secretary and

to each School Steward a copy of the minutes of each meeting of the CEC. The General Secretary shall send to each member of the CEC, to each Trustee, to each Branch Honorary Secretary and to each School Steward a copy of the minutes of each meeting of the Standing Committee.

138.

The General Secretary shall issue a Bulletin at least once a year, which shall contain a report on Convention and also all Rules, which have been amended. This publication shall be deemed to be notification to members of the amendment of the Rule or Rules in question.

139.

The General Secretary shall issue a membership card to each member.

140.

The General Secretary shall send all notices of sub-committee meetings both to the President and to the Vice-President.

141.

The General Secretary of the Association shall not, while holding office, be a member of the CEC.

142.

The General Secretary of the Association shall forward to each Branch Honorary Treasurer in two instalments, the first to be paid on or before December 31st and the second on or before May 31st, the requisite sums out of subscriptions as are determined by Convention as due to each branch as per its quota.

143.

Notice of the intention to appeal against dismissal from a member's school shall normally be given by the member concerned through the Branch Honorary Secretary to the General Secretary, but the member shall at the same time notify the General Secretary of intention to appeal. The member's expenses in connection with the appeal shall be borne by the Association as follows, namely, second class travel to the place of hearing of the Appeal and personal expenses as in Rules 159 and 160.

TRUSTEES

144.

- (a) There shall be three Trustees of the Association. The Trustees shall be members of the Association elected by a simple majority vote by the Annual Convention from among those who have been members for not less than ten years. The Trustees may attend meetings of the CEC as observers. The Trustees may speak at CEC meetings on matters pertaining to their duties but shall not have the right to vote at CEC meetings.
- (b) A member who is elected as a Trustee may not also be a member of Standing Committee or CEC. Members of Standing Committee or CEC who are elected as Trustees shall resign.
- (c) Trustees shall hold office for two years and shall be eligible for re-election but in no case shall a Trustee serve for more than six consecutive years. If from any cause the number of Trustees should fall below three, the CEC shall elect a Trustee or Trustees to bring the number up to three. Any Trustee so elected shall hold office until the conclusion of the next Annual Convention.

145.

- (a) All property of the Association or any of its branches shall be vested in the Trustees who shall deal with such property as directed by resolution of the CEC or the Standing Committee of which an entry in the Minute Book shall be conclusive evidence.
- (b) The Trustees shall be indemnified out of the funds of the Association (and if these be insufficient by the members of the Association) against all expenses, damages, costs and claims whatsoever incurred by them or any of them in the proper execution of their functions.

(c) No Trustee shall be liable for the act or default of any other Trustee to which the Trustee was not privy.

(d) It shall be the duty of the Trustees to safeguard the property and funds vested in them.

146.

(a) So much of the funds of the Association as may not be required for immediate use, or to meet the usual day to day expenditure, may at the discretion of the CEC or Standing Committee be invested in any investment authorised by law.

(b) The Trustees shall meet with the Honorary Treasurer and the Investment Committee to review finances and investments at least twice annually.

147.

The Trustees with the consent of the CEC or the Standing Committee may purchase or take on lease any premises or land, and may sell, exchange, mortgage, let, build or re-build upon that land.

148.

The Trustees shall receive an annual report from the Honorary Treasurer on the finances of the union and such other financial reports as they request from time to time.

149.

The Trustees shall attend the Conventions of the Association and may speak at Convention on matters pertaining to their duties but they shall not act as delegates to Convention. The Trustees shall formally present their report to Convention. An annual report by the Trustees, which records their account of their duty to safeguard the ASTI property and funds, shall be included in the Convention Handbook.

150.

The Trustees or any one or more of them may be removed from office for conduct injurious to the Association at any time by a resolution of the CEC passed by two thirds of members present and voting.

HONORARY NATIONAL ORGANISER

151.

At its first meeting after Convention, the CEC shall appoint from among its members:

(a) An Honorary National Organiser, and

(b) Regional Organisers to act under the direction of the Honorary National Organiser.

The Honorary National Organiser shall have been a member of ASTI for not less than ten years. He/she shall be elected by a simple majority vote at CEC. The Honorary National Organiser shall hold office for one year and shall be eligible for re-election each year to serve a maximum of five consecutive years.

INDUSTRIAL ACTION

152.

The Union acting through the Standing Committee or CEC may organise, participate in, sanction or support a strike or other industrial action of its members only when the proposed action has been supported:

by a majority of those voting in a secret ballot of members as provided for in this rule or,

when such ballot has been conducted in conjunction with another trade union or trade unions, by an aggregate majority of those voting, provided that a strike or other industrial action in support of a strike organised by another trade union shall, additionally, require the consent of the Irish Congress of Trade Unions where the Union or Unions proposing to take such supportive action are affiliated to the ICTU.

All members whom it is reasonable to believe will be called upon to take the proposed action shall be given a fair opportunity of voting freely in any such secret ballot without interference

or constraint and shall be advised as soon as practicable of the number of ballot papers issued, votes cast, votes for and against and spoilt votes.

Members shall take strike or other industrial action only when directed to do so by the Standing Committee or CEC.

The Standing Committee or CEC may authorise a subcommittee to suspend or revoke a directive to members to take strike or other industrial action.

FINANCIAL YEAR

153.

The financial year of the Association shall expire on December 31st in each year, on which date the books and accounts of the Honorary Treasurer and General Secretary shall be closed for the purpose of audit.

FUNDS

154.

The Association shall have the following funds, namely:

- (a) the General Fund
- (b) the Sickness Benefit Fund
- (c) the Benevolent Fund
- (d) the Publications Fund
- (e) the Contingency Fund
- (f) the Branch Central Fund and
- (g) the Development Aid Fund

and any other such funds as may from time to time be determined by Convention.

155.

All claims on funds for payments of grants out of any fund by a member shall be made in accordance with rules to be adopted from time to time by the Convention.

156.

The Association shall have a Current Account at an Irish Bank or such other bank as may from time to time be authorised by Standing Committee.

The General Fund

157.

The General Fund shall consist of:

- (a) the appropriate portion of the members' subscriptions allocated to that fund, hereinbefore referred to as the members' quota.
- (b) the income from dividends from securities credited to the General Fund.
- (c) any other income of the Association which is not credited to any other specific fund.

158.

The General Fund shall be used to provide the following:

- (a) all expenses of the Association, whether day-to-day expenses or extraordinary expenses;
- (b) travelling and maintenance payments;
- (c) grants on account of legal expenses incurred by members arising out of or in connection with their professional duties, subject to the provision of Rules 178 to 181.
- (d) payment of strike pay to members where a strike has been ordered by Convention, the CEC or Standing Committee. No strike payment shall be made unless specifically authorised by the CEC or Standing Committee.
- (e) payment of compensation to members who suffer loss whether of salary or privileges, as the result of action taken on the advice or order of Convention, the CEC or Standing

Committee. Such payments shall not be made except pursuant to a resolution by the CEC or Standing Committee. The Contingency Fund shall be used to finance the following:

- (i) national and local strikes together with expenses directly incurred in organising of such strikes;
- (ii) other items of extraordinary expenditure as decided by CEC.

159.

Travelling expenses shall be allowed to members of the Central Executive Council, Standing Committee, delegates to Convention, Deputations, Sub-committees and Convenors of Educational Sub-committees (who shall be allowed expenses for not more than two meetings per year) who are required to travel in order to attend such meetings. Where no suitable public transport is available to members travelling to meetings, the Honorary Treasurer may allow a mileage allowance, such allowance to be decided from time to time by the Standing Committee.

160.

Members of CEC, Standing Committee, delegates to Convention, Deputations, and Sub-committees (except Educational Sub-committees) shall be allowed personal expenses at a rate to be determined by Standing Committee and approved by Convention.

161.

Standing Committee may authorise the payment of travelling and subsistence expenses to such other members and persons engaged in business on behalf of the Association at the approved rates from time to time.

162.

Standing Committee may authorise the payment of substitution expenses for members engaged in Association business from time to time.

Sickness Benefit Fund

163.

The Sickness Benefit Fund shall consist of:

- (a) such proportion of Association membership subscription as provided in the Rules of the Association,
- (b) dividends from investments,
- (c) voluntary branch subscriptions,
- (d) proceeds of special efforts.

The SBF account is the No. 3 a/c and may not be used for any other purpose.

164.

If at any time the Sickness Benefit Fund falls below €1,000 Convention shall be asked to consider the suspension of payment of claims for a fixed or for an indefinite period. The decision to wind up the Scheme shall be a Convention decision. The Scheme may be dissolved only on a two-thirds majority decision of Convention on a motion raised under Association rules, provided such motion has appeared on the formal Agenda of Convention.

165.

The Sickness Benefit Fund accounts shall be audited annually by a professional auditor as part of the annual audit of the general accounts of the Association. The Honorary Secretary and the Honorary Treasurer shall present annual reports of the affairs of the Sickness Benefit Fund Committee to the Annual Convention and, if so required, at the meetings of the Central Executive Council, the Honorary Treasurer shall, on behalf of the Committee, have a separate cheque-book by which to make payments at the direction of the Committee from the Association's No. 3 Account (The Sickness Benefit Fund).

166.

The administration of this Scheme shall be in accordance with the regulations laid down in Appendix A appended to these rules but not forming part of these Rules.

167.

Such Appendix or any amendment thereto shall be subject to approval and/or amendment by Convention.

Benevolent Fund**168.**

The Association shall operate a Benevolent Scheme and maintain a Fund to finance it. The Fund shall consist of:

- (a) such proportion of Association membership subscription as provided in the Rules of the Association;
- (b) the income from dividends on securities credited to that fund;
- (c) any special grants or payments which shall be made specifically to that fund;
- (d) such proportion of excess of income over expenditure in any year as may be determined by Convention.

169.

The Scheme and the Fund shall be administered by a Committee (hereinafter called "The Administrators") consisting of the President and Honorary Treasurer of the Association and three members elected annually by the CEC. In all matters relating to the Fund and the Scheme the decision of the Administrators shall be final and conclusive. The Administrators may invest monies from the Fund not immediately required for the purposes of the Fund in any investment in which Trustees are for the time being authorised by law to invest Trust Funds and also Prize Bonds as the Administrators shall in their absolute discretion think fit.

170.

For the purpose of the Scheme "member" shall mean a person who has been a member of the Association for one year on the date of the event on which claim for benefit is based.

171.

- (a) The Benevolent Fund shall be used to provide:
 - (i) a death grant on the death of a member;
 - (ii) a grant to the widow, widower and/or orphans of a deceased member;
 - (iii) a grant to a member who becomes totally incapacitated so that the member is forced to retire from teaching;
 - (iv) a grant to a member who suffers from an illness (other than T.B.) necessitating absence from work for eighteen consecutive months;
 - (v) a grant, in exceptional circumstances, to a member for any matter not provided for in (ii) and (iii) as the Administrators may determine.
- (b) Benefit shall consist of one payment of up to €10,000 at the discretion of the Administrators and limited by the amount estimated to be in the fund at the end of each financial year and the number of claims admitted. Whenever the insufficiency of the fund renders it necessary to abate the amount of benefit, the Administrators shall have the sole right to decide whether such abatement is necessary and shall have full discretion in the matter of determining the amount of benefit. (In this context "year" shall mean "school year").
- (c) Claims shall be made through a member's branch or, in the case of unattached members, direct to the General Secretary and shall be made not later than four months after the event on which the claim is based. In cases of unusual hardship or distress the Administrators may at their discretion extend such period of four months to any period not exceeding twelve months. ("Event" in this context and wherever else used in these Rules shall be interpreted as such incident or circumstances mentioned in

Rule 172 hereunder, viz. member's death or retirement due to incapacitation or the completion of an 18 months' period of illness by a member).

- (d) When a member has qualified for one benefit, the member shall not qualify for another until a period of five years has elapsed between the event on which the first claim was based, and in respect of which benefit was paid, and the event on which the second claim is based.
- (e) Not more than two benefits in all shall be paid to or in respect of any one member.

172.

The following may be beneficiaries:

- (a) Member who becomes totally incapacitated so that the member is forced to retire from teaching.
- (b) Member who suffers from an illness (other than T.B.) necessitating absence from work for eighteen consecutive months.
- (c) Members who suffer from exceptional hardship.
- (d) Nominated Dependants of deceased members, i.e.
 - (i) widow;
 - (ii) children including adopted children, orphaned nephews and nieces maintained by member, up to the age of sixteen years or, if over sixteen years, if receiving full-time education, a full-time training for trade or profession, or if incapacitated;
 - (iii) dependent parents, brothers and sisters.

173.

The potential beneficiaries mentioned in Rule 172(c) above must be nominated and for this purpose a file of such nominees shall be kept in the Head Office of the Association. Names of nominated dependants shall be submitted through the member's Branch or, in case of an unattached member, direct to the General Secretary, and revised as the member wishes. In cases of unusual hardship or distress the Administrators may at their discretion waive the necessity for nomination of a beneficiary. The decision of the Administrators shall be final.

174.

If benefit is claimed under Rule 172(a) above, the member shall:

- (a) submit a certificate from the member's own doctor;
- (b) submit a signed declaration of retirement due to incapacitation;
- (c) submit to a medical examination by a doctor nominated by the Administrators.

175.

In the event of the death of a member only one benefit shall be paid, and that either to one nominated dependant or two or more jointly nominated dependants. A member, then shall, when nominating dependants, indicate by a number which individual dependant (or group of dependants) the member wishes to benefit to the exclusion of all others whose names the member may record on the nomination form. Firstly those whose names are written after No. 1 shall benefit to the exclusion of those who are given lower preferences. Those whose names are mentioned after No. 2 shall benefit only if the person(s) given first preference is/are deceased and shall benefit to the exclusion of all with a lower preference than second.

Similarly the dependants whose names are written after any other number shall benefit only when those with a higher preference are deceased. It shall be understood that all benefit for nominated dependants is personal to the said dependants and that no relative or legal heir shall have any claim to benefit.

176.

When the Benevolent Fund Scheme has completed a three year operational period it shall be reviewed by CEC or by a sub-committee appointed by that body.

177.

If and when it shall be deemed advisable to terminate the Scheme, notice of motion to this effect shall be submitted by CEC to the Annual Convention of the Association and voted on at a subsequent Annual Convention of the Association and carried by not less than two-thirds majority.

Any monies remaining in the Fund at the time of winding-up shall be divided equally between the Sickness Benefit Fund and the general funds of the Association. Should the Sickness Benefit Fund not be in existence at the time the entire residuum of the Fund shall be paid into the general funds of the Association.

LEGAL EXPENSES**178.**

If a member intends to commence legal proceedings as a Plaintiff or an Appellant from a lower to a higher court, or intends to seek legal advice on any matter, and wishes to apply for a grant under Rule 158 the member shall, before taking any step other than entering a notice of appeal in the relevant cases, submit a written request to the General Secretary for a grant. The General Secretary shall place the request before the next meeting of the CEC or of the Standing Committee who shall decide whether a grant shall be payable. The applicant shall take no step in the legal proceedings until a decision has been given by the CEC or by the Standing Committee.

179.

The CEC or the Standing Committee may in the case of an application for a grant for legal assistance either refuse such grant or may allow a grant of all or a portion of the applicant's expenses, and may state the maximum sum that shall be payable under such grant.

180.

Any grant over €130 made hereunder may be provided by a levy on all members of the Association at the discretion of CEC.

181.

If a member wishes to apply for a grant under Rule 158 to enable the member to defend any legal proceedings, either as a Defendant in the first instance or as a Respondant in an Appeal, the member shall forthwith submit a written request to the General Secretary for a grant. The General Secretary shall deal with the request in the same manner as if the member had been an intending Plaintiff or Appellant. The applicant may take such steps in the proceedings as are necessary to protect the applicant's legal rights pending a decision of the CEC or the Standing Committee.

PUBLICITY**182.**

Unless as a private individual no publicity shall be engaged in by a member without the permission of the Press Committee, nor shall any public statement contravening Association policy be made by a member when speaking or writing as a member of the Association. This rule shall not apply to material published by the Association.

183.

The CEC may appoint a Press Officer or committee who shall hold office from year to year, and shall be responsible for the issuing of all statements by or on behalf of the Association to the public, whether through the medium of press, radio, television or otherwise. If the CEC shall appoint a Press Officer no such statement shall be made except through the Press Officer or the President.

INSPECTION OF REGISTERS AND ACCOUNTS**184.**

The register of members and books of account of the Association shall be kept at the Registered office of the Association and shall be open at all reasonable times to inspection by every member or person having any interest in the funds of the Association.

185.

Any member or person entitled to inspect the books of a Branch or of the Association shall give not less than 48 hours' notice to the Honorary Secretary of the Branch or to the General Secretary as the case may be of the intention to inspect such books.

NOTICES**186.**

Notices calling meetings of the Association or of any Branch may be sent by post addressed to members at their addresses recorded in the Association's books. Any notices sent by post shall be deemed to have been received at the end of 48 hours after the time of posting.

RULES**187.**

These rules may be altered, amended, rescinded or added to by resolution of Convention passed by the votes of two-thirds of the members present and voting.

188.

A copy of these rules shall be supplied free of charge to each member of the Association.

189.

In these Rules the masculine includes the feminine, gender; the singular includes the plural number; and the expression "member" includes both full and associate members unless the contrary shall appear.

Interpretation of the Rules**190.**

The CEC shall have the power to determine the meaning of these rules.

DISSOLUTION**191.**

The Association shall be dissolved only by a resolution passed by at least three-fourths of the members of the Association present and voting at a special meeting of all members, at least twenty-eight days' notice of which, setting out the purpose of the meeting, shall be given to all members.

192.

On the dissolution of the Association any surplus funds shall be divided equally up among all members at the time of such dissolution and notice of the dissolution shall be sent to the Registrar of Friendly Societies as required by the Regulations.

POLITICAL FUND**193.**

Political Fund – a Political Fund shall be established for the purpose of making grants towards expenses incurred by a member in the manner set out in the Rule for the Political Fund and the Ballot Form to be sent to members in Appendix I hereto. The income of the Political Fund shall consist of the appropriate portion of members' subscriptions allocated to the Fund and the income and refunds appropriate to the Fund. The Rules for the Political Fund shall be as prescribed in the 1913 Trade Union Act and in accordance with the terms of that Act members' subscription to such fund be voluntary with the right to individual members to obtain exemption from contribution of any part of their subscription to the Political Fund. The proposed Notice to members of the right to contract out of political contribution and an Exemption Notice are also included at Appendix II hereto.

APPENDIX I
BALLOT FORM – TRADE UNION ACT, 1913
ASSOCIATION OF SECONDARY TEACHERS IRELAND

At the Annual Convention of the Association held on the 7th day of April 1994 Motion 185 proposing the establishment of Political Fund was adopted. Members of the Association are hereby requested to vote on the Resolution in the following manner:

1.
Do you vote in favour of the Resolution approving the furtherance of the Political objects set out on this ballot paper as an object of your Association?

Yes No

2.
You must place an X in one (and only one) of the two spaces provided above otherwise your vote will not be counted.

3.
You must not sign or make any other mark on the paper. If you do your vote will not be counted.

4.
This paper must be enclosed in the envelope provided which you must then seal and post so as to reach the Head Office of the Association at ASTI House, Winetavern Street, Dublin 8, before the day of being the date upon which counting of votes will commence. If it does not your vote will not be counted.

5.
The political objects referred to (being those set out in the Trade Union Act, 1913 as amended) are as follows:

The expenditure of money

- (a) On any contribution to the Funds of or on the payment of any expenses incurred directly or indirectly by a member of the Association who is a candidate seeking election to:
- (i) An tOireachtas or Parliament.
 - (ii) The governing bodies and Senates of the Universities.
 - (iii) Membership of the Assembly of the European Communities.
- (b) The income of the Political Fund shall consist of:
- (i) The appropriate portion of the members annual subscription allocated to the Fund.
 - (ii) The income and refunds appropriate to the Fund.

6.
Any payments in furtherance of such political objects should be made out of the separate fund of the organisation hereinafter called “the Political Fund”.

7.
Standing Committee as soon as practicable after the adoption of a resolution of the Organisation approving the furtherance of such political objects as an object of the Association shall cause a Notice to be given to each member in the form of the draft attached hereto setting out the right of such member not to contribute to the Political Fund. The said Notice shall also be published in ASTIR in good time before the completion of this ballot and Standing Committee shall ensure insofar as is reasonably practicable that each member of the Association is made aware of or receives a copy of such Notice and shall supply a copy to any member at their request.

8.
Any member of the Association may at any time give notice on the Form of Exemption Notice referred to in Rule 5 above or by a written request in a form to the same effect that they object to contribute to the Political Fund. A Form of Exemption Notice may be

obtained by or on behalf of any member on application in person or by post from the General Secretary of the Association at the Association's office at ASTI House, Winetavern Street, Dublin 8.

9.

The form of Exemption Notice shall be in the form of the draft attached hereto.

10.

Any member may obtain an exemption by sending such notice to the General Secretary of the Association and on receiving it the General Secretary shall send an acknowledgement of its receipt to the member at the address given in the Notice.

11.

On giving such Notice a member shall be exempt so long as the member's notice is not withdrawn from contributing to the Political Fund of the Association as from the 1st day of January next after the notice is given or in the case of a notice given within one month after the notice given to members under Rule 3 hereof, or after the date on which a new member admitted to the Association is supplied with a copy of these Rules under Rule 13 hereof, as from the date on which the members notice is given.

12.

Standing Committee shall give effect to the exemption of members to contribute to the Political Fund of the Association by ensuring that no part of the annual contribution of any member who is exempt from the payment is paid into the Fund.

13.

A member who is exempt from the obligation to contribution to the Political Fund of the Association shall not be excluded from any benefits of the Association or placed in any respect either directly or indirectly under any disability or disadvantages compared with other members of the Association (except in relation to the control or management of the Political Fund) by reason of their being so exempt.

14.

Contribution to the Political Fund of the Association shall not be made a condition for admission to the Association.

15.

If any member alleges that he/she is aggrieved by a breach of any of the Rules of the Political Fund being a Rule or Rules made pursuant to the provisions of the Trade Union Act, 1913 such member may complain to the Registrar of Friendly Societies and the Registrar after giving the Complainant and any representative of the Association an opportunity of being heard may, if the Registrar considers that such a breach has been committed make such order for remedying the breach as the Registrar thinks just under the circumstances and any such order of the Registrar shall be binding and conclusive on all parties without appeal and on being recorded in the Circuit Court may be enforced as if it had been an Order of the Circuit Court.

16.

Any member may withdraw the member's Notice of Exemption on notifying the member's desire to that effect to the General Secretary of the Association who shall send such member an acknowledgement of receipt of the notification.

17.

Standing Committee shall cause to be printed as soon as practicable after the approval of these Rule of the Political Fund a number of copies thereof having at the end a copy of the Certificate of Approval sufficient for the members of the Association and a further number for new members. The Secretary of each branch of the Association shall take steps to secure that every member of the branch so far as practicable receives a copy of these rules and shall supply a copy to any member at the member's request. A copy shall also be supplied forthwith to every new member following their admission to the Association.

APPENDIX II

**NOTICE TO MEMBERS OF RIGHT TO CONTRACT OUT
OF CONTRIBUTIONS TO POLITICAL FUND**

**TRADE UNION ACT, 1913
ASSOCIATION OF SECONDARY TEACHERS IRELAND**

A resolution approving the furtherance of Political objects within the meaning of the above Act as an object of the Association has been adopted by a Ballot under the Act. Any payments in furtherance of those objects will be made out of a separate fund known as "the Political Fund" of the Association but every member of the Association has a right to be exempt from contributing part of their annual subscription to that Fund. A form of Exemption Notice can be obtained by or on behalf of any member either by application in person or by post from the Head Office of the Association at ASTI House, Winetavern Street, Dublin 8. This form when filled in or a written request in a form to similar effect should be handed to or sent to the General Secretary of the Association as soon as possible thereafter.

Dated: _____

Signed: _____

**NOTICE OF EXEMPTION
Association of Secondary Teachers Ireland
Political Fund (Exemption Notice)**

I hereby give notice that I object to contributing to the Political Fund of the Association of Secondary Teachers, Ireland and am in consequence exempt in manner provided by the Trade Union Act, 1913 from contributing to that Fund.

Signed: _____
Member's Name

Address: _____

DATED: DAY OF 20

NAME OF MEMBER (BLOCK CAPITALS):

MEMBERSHIP NO.

BRANCH:

ADDRESS OF MEMBER:

APPENDIX A

SICKNESS BENEFIT SCHEME REGULATIONS

Administration

1. The Scheme shall be administered by a Committee directly responsible to Convention and appointed thereby.
2. The Committee shall consist of seven members, at least two of whom shall be women.
3. The Committee shall remain in office for a period of three years.
4. The Committee shall have powers of co-option to fill vacancies occurring in its membership during its period of office.
5. Four members of the Committee shall constitute a quorum.
6. At each triennial election of the Committee, four out of the seven members of the outgoing committee shall automatically continue in office while the other three members must retire, but shall be eligible for re-election. One woman at least must be retained among the four members continuing on the Committee. The three members who must retire in accordance with this regulation shall be the three with the longest period of service on the Committee at the date of the election.
7. The Committee shall elect a Chairperson and Honorary Secretary for each session of three years.
8. All correspondence and claims should – to safeguard confidence – be addressed to: The Honorary Secretary, Sickness Benefit Committee, c/o Head Office. The Honorary Secretary shall call a meeting of the Committee to deal with such correspondence as and when necessary. The Committee shall meet at least twice a year, viz., as soon as may be after February 1st and September 1st each year.
9. The cost of Administering the Sickness Benefit Scheme shall be borne by the Sickness Benefit Fund.

Benefits

10. All members of the Association are automatically members of the Sickness Benefit Scheme.
11. Only paid-up members of the Association, according to Rule 16 of the rules and Constitution, are eligible to claim benefits from the Sickness Benefit Fund.
12. No benefit shall be payable for any illness occurring within twenty four (24) calendar months of first entry into the Scheme, or of subsequent re-entry.
13. Benefit shall not be paid in respect of expenses recoverable from any other agency.
14. The Sickness Benefit Scheme does not cover accidents or illness resulting from accidents.
15. The Sickness Benefit Scheme does not cover maternity or pregnancy nor illness arising directly from maternity or pregnancy.

16. Claims for benefit must be submitted to Head Office within six calendar months of termination of illness/treatment. This limitation of six months shall not apply if excess and for time clauses incorporated in the rules of any other agency referred to in regulation 13, should deprive a member of his/her valid entitlement under regulation 10.
17. All applications for benefit must be made on the Official Form which may be obtained from the School Steward. (N.B. this form will not be accepted as a receipt). Payment shall be made from the Fund as soon as feasible after receipt of a duly completed claim form and, in any event, within four months thereof.
18. Receipts from the appropriate medical authority/qualified practitioner must accompany application for benefit. In no case shall more than the amount shown in such receipts be paid by the Fund.

Illness

19. Benefits shall not be paid in respect of the same type of illness recurring within a period of three years.
20. Payment shall be made in respect of illness entailing seven days' absence from school or more, unless the illness occurs during official holidays, or during involuntary unemployment (see Rule 18). Saturday and Sunday may be included in reckoning these seven days' absence.
21. The maximum benefit shall be an amount equal to the annual ASTI membership subscription plus €50 in any calendar year, to be reviewed annually if necessary.
22. In the case of an illness of a member resulting in death, an application for sickness benefit on account of that illness may be considered from the widow or next-of-kin of the member, and dealt with at the discretion of the Sickness Benefit Committee.

Other Treatment

23. Benefits will be paid in respect of expenses for optical and dental treatment and hearing aids prescribed for the member by a qualified medical practitioner to a maximum of €165 in any five year period, subject to the proviso that no claim of less than €15.00 shall be considered, and that an amount of €15.00 shall be deducted from the total amount of the claim. Benefit under this heading shall not be subject to the terms of regulation 20.

APPENDIX B

CEC APPEALS SUB-COMMITTEE

as provided for under rule 104

Standing Orders

1. At its first meeting each year CEC shall elect a sub-committee of five members and two substitute members to deal with appeals under Rule 104 which relate to Standing Committee decisions under Rule 103 or to appeals against decisions other than decisions on issues of Association policy
2. For the purpose of completing any part heard appeal the election of a new sub-committee from time to time shall not affect the jurisdiction or validity of an existing sub-committee which shall remain in office in order to complete any such part heard appeal.
3. No member of the sub-committee who has any previous connection or involvement in the matter under appeal may hear an appeal.
4. Three members of a sub-committee shall form a quorum for the purposes of hearing an appeal.
5. In the event of one or two of the members of a sub-committee being unable or ineligible to deal with an appeal one or both of the substitute members as required will be invited to sit on the sub-committee.
6. In the event of more than two members of a sub-committee and the two substitute members being unable or ineligible to hear an appeal, CEC shall elect a replacement or replacements for the purpose of hearing the particular appeal.
7. At its first meeting a sub-committee will elect a chairperson for the term of office of that subcommittee. In the event of the chairperson being unable or ineligible to hear a particular appeal, the remaining members of a sub-committee will elect a substitute chairperson to deal with that appeal.
8. The General Secretary or an official designated by the General Secretary will act as recording and corresponding secretary to a sub-committee. No official who has any involvement in the matter under appeal may act as a secretary to a sub-committee dealing with the Appeal.
9. The sub-committee will conduct appeals in accordance with the following procedures:

These procedures have been prepared in consultation with the ASTI solicitors. They may be applied to an appeal to either the full CEC or to a sub-committee as provided for in Rule 104.

 - (i) The appeal must specify the precise decision of Standing Committee, or part of a decision, which is being appealed.
 - (ii) The grounds for the appeal must be submitted in writing in advance of the appeal hearing. The relevance of the grounds for appeal to the Standing Committee decision must be acceptable to the sub-committee.

- (iii) At the opening of the appeal hearing, the decision of Standing Committee, the notice of appeal and the grounds for the appeal will read into the record.
- (iv) The appellant will be invited to make a statement expanding on the grounds for the appeal. The statement must only refer to matters relevant to the appeal and which the appellant can verify in evidence him/herself or through the evidence of others. The statement must not contain hearsay.
- (v) A formal response will be made on behalf of Standing Committee which shall follow the same guidelines as apply to the opening statement of the appellant.
- (vi) (a) If the appellant requires to support his/her statement with evidence, such evidence will be called after the opening submission on behalf of Standing Committee.
(b) When any evidence to be called on behalf of the appellant has been concluded, evidence may be called in similar fashion on behalf of Standing Committee.
- (vii) Where appropriate, members or employees of the Association who may be affected by the outcome of an appeal may be invited to the hearing and may be given the opportunity to make a submission on their own behalf insofar as matters are raised which relate directly to them.
- (viii) The appellant will be allowed a final opportunity to respond to the matters relied upon by or on behalf of Standing Committee. In its turn Standing Committee shall be allowed make a final reply.
- (ix) The parties to the appeal, i.e. all members of Standing Committee and officials involved, the appellant and any close associates, or others directly involved in the appeal, will then withdraw and a decision on the appeal will be made.
- (x) The decision will be conveyed in writing to the parties within two calendar-weeks of the decision being made.

APPENDIX C

REGIONS FOR ELECTIONS TO STANDING COMMITTEE

- Region 1** Sligo, Donegal, Iar Thuaisceart Thir Chonail
- Region 2** West Mayo, East Mayo, Carrick-on-Shannon
- Region 3** Galway, Tuam, East Galway
- Region 4** Clare, Limerick North, Limerick South, Nenagh
- Region 5** West Limerick, Kerry, Desmond
- Region 6** Cork South, Carbery
- Region 7** Fermoy, Cork North, East Cork, West Waterford, Dungarvan
- Region 8** Waterford, New Ross, Enniscorthy, Wexford
- Region 9** Tipperary, Roscrea, Kilkenny
- Region 10** Kildare, Laois, Carlow
- Region 11** Athlone, Mullingar, Longford, Navan, Tullamore
- Region 12** Cavan, Monaghan, Dundalk, Drogheda
- Region 13** Dublin South County, Dublin South 2
- Region 14** Stillorgan, Dun Laoghaire, Bray, Wicklow
- Region 15** Dublin North West, Dublin South West
- Region 16** Dublin North 1, Dublin North Central
- Region 17** Dublin North East, Fingal
- Region 18** Dublin South 1, Dublin South Central.



CUMANN NA MEÁNMHÚINTEOIRÍ, ÉIRE
ASSOCIATION OF SECONDARY TEACHERS, IRELAND

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