

5th October 2022

Dear Branch Secretary,

I wish to advise you that when you log into your MyUnion page @ www.asti.ie you will see all relevant information concerning your branch as following:

My Branch Details page

You can find the names and contact details for activists in their branch.

- Branch name
- Branch Secretary name and preferred email address or Branch Main Contact name and email address in the event that Branch has no Secretary
- Branch Chairperson name and preferred email address
- Branch Vice Chair name
- Branch Treasurer name
- Branch Equality Officer name
- Branch Organiser name
- CEC Member names
- Standing Committee member name, preferred email address and work phone number
- Head Office Industrial Relations Official name and support staff email address and phone number

Branch Schools page:

- You can see a list of schools in your Branch including each school name, address, School Steward name and email address, list of members in each school with membership number and membership type. IR Official name and support staff email address. You can use the Filter to quickly search for a certain school. In the event that there is no School Steward in the school, there will be a blank space under the school.

Pending Applications page:

- You can see a list of members who are waiting to be ratified (if there are any). You will need to enter the date of the branch meeting at which these members were ratified.

If you have any queries regarding this information, please contact ASTI Membership Department at membership@asti.ie at the earliest opportunity.

Standing Committee Regional Representatives:

The elections for the Regional Representatives to Standing Committee in the following regions will be held **in February/March, 2023**

- Region 1 Sligo, Donegal, Iar Thuaisceart Thir Chonail
- Region 3 Galway, Tuam, East Galway
- Region 5 West Limerick, Kerry, Desmond
- Region 7 Fermoy, Cork North, East Cork, West Waterford, Dungarvan
- Region 9 Tipperary, Roscrea, Kilkenny
- Region 11 Athlone, Mullingar, Longford, Navan, Tullamore
- Region 13 Dublin South County, Dublin South 2
- Region 15 Dublin North West, Dublin South West
- Region 17 Dublin North East, Fingal

Details of the conduct of regional elections to Standing Committee and the relevant nomination forms will be issued to branches in October 2022. Regional Representatives on Standing Committee are automatically members of CEC.

Branch Officer Election 2022/2023

I enclose an election form for completion in connection with Branch Officers. Please note the latest date for receipt of completed forms in Head Office is **31st October, 2022**. *Members elected as Branch Officers must have been members of the Association for at least **one year** prior to election (Rule 39) and may not be Emeritus Members (Rule 14).* School Stewards in your branch should be sent a list of newly elected Branch Officers and CEC representatives.

CEC Representatives 2023/2024

I enclose an election form for CEC representatives. Please note the latest date for receipt of completed forms in Head Office is **31st December, 2022**. This date is important as the list of CEC Representatives for the year and those on it who are eligible for nomination to the office of President and Vice-President is circulated to Branches immediately after 31st December 2022.

- The 2022/2023 CEC operates up to, but excluding Annual Convention 2023.
- The 2023/2024 CEC attends the 2023 Annual Convention and subsequent CEC meetings.

Please note Rule 76 that *“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 **three consecutive years** prior to the member’s election”*.

The number of Branch CEC representatives is computed on the basis of paid-up membership in the Branch on **1st December** each year.

Annual Convention 2023

I enclose an election form for Branch delegates to Convention. Please note the latest date for receipt of completed forms in Head Office is **31st January, 2023**.

Motions for Annual Convention:

Branches should develop their own procedures for processing and editing motions for Convention to try and ensure that the motions are in order before they are submitted to Steering Committee. A dedicated e-mail address motions@asti.ie has been set up for this purpose.

With regard to Motions and Amendments for Annual Convention, I would refer you to Rule 72 of the Rules and Constitution (copy enclosed for your information). I also enclose for your information Guidelines for the Drafting of Motions and Amendments for Annual Convention. Due to the number of late motions received from branches each year, Steering Committee recommends the advisability of holding the meetings early in November to discuss motions for Convention and give at least three days for post-delivery.

The following must arrive in Head Office, by the latest date shown:

- Motions for Convention 2023 by 30th November, 2022.
- Amendments to Motions by 31st January, 2023.

Childcare Facilities:

Prior to the election of delegates, branch members should be told that childcare facilities will be available at 2023 Annual Convention. Members/delegates must book their child/children’s place with ASTI Head Office prior to Annual Convention. A booking form will be available on the ASTI website.

Yours sincerely,



KIERAN CHRISTIE
GENERAL SECRETARY