



# IMPACT

National Education & Training  
Board Branch

Membership  
Handbook



## NETB BRANCH HANDBOOK

Dear Member,

IMPACT is Ireland's leading public sector trade union with members in health, local authorities, the Civil Service, education, community and voluntary organisations, semi-state companies and aviation.

Most of us hope to get through our working lives without any major problems or difficulties however, sometimes problems arise. Whatever the problem, IMPACT will endeavour to assist you in resolving difficulties.

The Structure

### Central Executive Committee Members

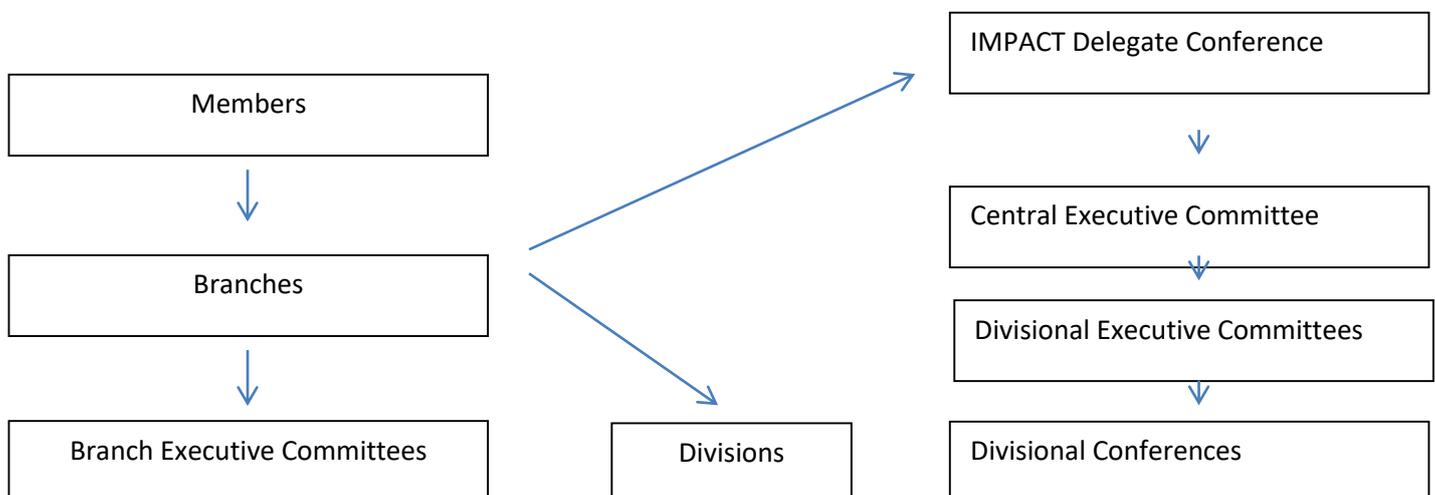
Elected by Impact Conference

- 1 President
- 4 Vice Presidents
- 1 Secretary
- 1 Equal Opportunities Officer
- 1 Treasurer
- 1 Health & Safety Officer

Elected by each Division

- 3 Health Division
- 3 Local Government Division
- 3 Civil Service Division
- 3 Services and Enterprises Division
- 2 Municipal Employees Division
- 3 Education Division

### Impacts Democratic Structure



The Divisions

**There are 6 Divisions as follows:**

The Civil Service Division

The Health & Welfare Division

The Local Government & Local Services Division

The Municipal Employees Division

The Services and Enterprises Division

The Education Division

**The Education Division**

The National Education and Training Board (NETB) Branch comes under the umbrella of the Education Division as does the IoT Branch, the four SNA Branches, the School Completion Programme Branch, School Secretaries Branch, the National Welfare and Education Branch and the Education No.1 Branch. The Division was formed in July 2012 following approval at the Bi-annual Conference. Mr Kevin Callinan, Deputy General Secretary was assigned to the division along with two full time officials Mr Barry Cunningham and Ms Stella Griffin. Elections for positions on the Divisional Executive are held during conference which takes place every two years. Ms. Gina O'Brien, IoT Branch Chair is current Chair of the Division.

**The Branch**

The National Education and Training Board (NETB) Branch.

This handbook contains the guidelines for the operation of the NETB Branch. The official branch rules are contained under separate cover.

The affairs of the Branch shall be conducted at the IMPACT Head Office or at any such other place as may, from time to time, be designated by the NETB Branch Chairperson/Secretary.

**Membership of the NETB Branch**

The NETB Branch may receive into membership, in accordance with the current Rules of the ETB Branch, every person who is eligible for membership.

The NETB Branch will legislate on all membership issues in accordance with the current NETB Branch Rules or any amendments thereof.

**Management of the NETB Branch Affairs**

The day to day affairs of the Branch shall be conducted by an Executive Committee, hereinafter referred to as "the Branch Executive Committee" or "BEC" which shall be elected in accordance with the procedures hereinafter laid down.

The Branch Executive shall consist of 20 members.

A panel of ex-officio Branch members with relevant experience may be set up. These members shall be referred to as the “expert panel” and will not be members of the Branch Executive.

### **Eligibility for Membership**

The NETB Branch is an employer based branch and takes into membership any employee, including a temporary employee of the ETB subject to the applicant accepting the objectives and Rules of the Union.

### **New Membership Application**

Most people join IMPACT for the collective protection and bargaining power that comes with membership of Ireland’s largest public sector trade union. Wherever you work, the recession and public spending cuts mean uncertainty over your job, your income and your working conditions. IMPACT members enjoy representation and better protection when these threats arrive in the workplace. That is why there has never been a more important time to be in IMPACT, the union for public servants, the community sector, commercial state companies, and more.

In addition to this, IMPACT members also benefit for a wide range of discounts on products and services from financial services to holidays.

### **Financial Benefits**

IMPACT members get access to financial services including salary protection, life insurance, travel insurance and more. These are not available to non-members. We also have an annual Gaeltacht scholarship scheme.

Even more protection

- €5,000 free specified critical illness or death benefit
- Free legal help in bodily injury cases
- Free 24/7 legal advice helpline
- Free 24/7 confidential counselling helpline
- Free 24/7 domestic emergency helpline

New Applicant procedures:

1. Application forms can be downloaded from the IMPACT website: [www.impact.ie](http://www.impact.ie) or can be obtained on request from the NETB Branch Representative
2. Members of staff wishing to join the Union are advised to meet with their local Branch Representative. Your representative will assist in completing the application form in full. It is also an opportunity to discuss and agree any issues or concerns regarding membership of the Union.

3. The completed application form should be sent to IMPACT Trade Union, Nerney's Court, Dublin 1 for processing.
4. The NETB Branch Secretary receives a monthly report listing proposed new applicants. Local representatives will inform the Executive of any issues pertaining to the application form before approval can be granted at the next Branch meeting.
5. The NETB Branch will inform HQ of approved new members and this list is sent to the Central Executive Committee for final approval.
6. IMPACT Head Office will then send the "Authorisation for Employer to Deduct Union Subscriptions" section of the application form to the relevant ETB Payroll Office.
7. New members will then be issued with a Membership Card and will be added to the IMPACT HQ membership database.
8. The relevant In-house Committee will then include the new members on their email listing for communication and distribution of information.

*Please note:*

Entitlement to assistance for the Union arises only from the date of joining the Union and only in respect of issues arising on or after that date. Therefore, the NETB Branch are under no obligation to deal with any past or on-going personal issues on approval of application and acceptance as a union member, in accordance with the NETB Rule Book.

### **Membership Subscription**

The Union subscription payable by members, including retired members, and Associate Members shall be as determined from time to time by Union Conference. Responsibility for ensuring that the Union subscription is paid at the correct rate and for the payment of any arrears arising shall rest with the member.

A member whose subscriptions are in arrears for 90 days or more or who has been refused membership shall:

- Not be entitled to the industrial relations services of the Union
- Not take part in the affairs of the Union
- Not hold any office in the Union
- Not be reckoned for the purposes of any Rule where numbers of members are relevant.

The Central Executive may waive the Union subscription in a case of hardship.

Since the 1st January 2004 the Union subscription payable by members of IMPACT is 0.8% of basic salary, subject to a maximum subscription based on the first point of the Grade VI scale.

### **Retired Members**

On retiring, members are encouraged to join the retired members' vocational group. Retired members can also remain with their relevant Branch. An annual subscription of €96 which is paid

directly IMPACT HQ which enables them membership of the vocational group. Retired members can only vote on issues which directly affect their income and conditions as retired public servants. They have limited voting rights and cannot vote on issues relating to terms and conditions of employment or work related issues.

### **Resignation from Impact**

A person wishing to resign from IMPACT can do so by formally writing (letter, e-mail etc.) to the relevant union Branch advising them of their decision to resign. The member must give his/her full name, employer, employment address and union or staff number (or some other means of identifying themselves from others of the same name). It would be helpful if the member gave the reason(s) for resigning. This allows the union to understand whether any of its actions, or otherwise, may have led to that decision. Where the member sends this notice to the union centrally their decision to resign will be recorded on the union's membership database and the appropriate Branch advised.

The Union rules dealing with cessation of membership are set out below for information:

#### **Rule 8 – Cessation of Membership**

(i) A member shall cease to be a member:

on being in arrears of paying the Union subscription for such period as the Branch Executive may determine provided that such period shall not be less than 90 days, or

- on being in arrears of paying the Union subscription for a period of more than 180 days, or
- on ceasing to be employed by an appropriate employer, unless the member opts to continue in membership provided that such membership shall be deemed to be suspended for any period during which the member is gainfully occupied other than in the employment of a recognised employer, or
- on acceptance of a written resignation by the appropriate Branch Executive, or
- on foot of a decision by the Central Executive to comply with a ruling of the Irish Congress of Trade Unions on a dispute between Unions on the organisation of members, or
- on being expelled from the Union

(ii) The responsibility for termination of Union subscription shall rest with the person who has ceased to be a member.

#### **Ceasing Payment of Union Subscriptions**

The responsibility for ensuring that the payment of union subscription has ceased rests with the member and not with the union (other than in the case of direct debits).

Where a member is paying a union subscription by deduction at source from salary they must also write to the employer requesting them to cease deducting the union subscription (assuming the person continues in employment). Employers will not take any instructions from the union, or anyone other than the employee concerned, to either commence or cease any deduction from pay.

Where a person's employment ceases, the union subscription will automatically cease if deducted from salary.

### **Re-joining**

Former members seeking to re-join the Union should complete a standard application form and submit it for approval to both the appropriate Branch and the Central Executive Committee. Not until an application is approved by the Branch is it treated as final. Instructing the employer to recommence a union deduction does not, in itself, satisfy the union rule requirement when seeking to join or re-join. Depending on the circumstances of the member's departure from the union he/she may be required to make a financial contribution in respect of part/all of the period in which they were outside of the union.

Members returning from maternity or long term sick leave do not have to re-apply to join the union. However, they should advise their payroll section to recommence their Union subscriptions.

Members on unpaid leave continue to be members of the union but do not pay a subscription (0.8% of zero basic pay is zero).

#### *Procedures:*

- (i) Each application to re-join will be considered on its own merits.
- (ii) The returning member will be asked to explain in writing the reason for the lapse in membership and indicate why subscriptions were not paid.
- (iii) In exceptional circumstances (e.g. unemployment/death/ad misericordiam reasons etc.) the NETB representative and Branch membership secretary may recommend that subscription arrears be reduced or foregone completely.
- (iv) Former members have the right to appeal the decision to the Branch Executive.
- (v) The Branch reserves the right to refuse re-admission to membership in certain circumstances.

### **Strikes and Industrial Action**

Members may take strike or other industrial action only when authorised to do so by the Central Executive or the Education Divisional Executive Committee (EDEC).

The Union shall not organise, participate in, sanction or support a strike or other industrial action without a request from the Branch, following a secret ballot in which two thirds of those voting or at least half of those entitled to vote support the proposed action. The entitlement to vote shall have been accorded equally to all members whom it is reasonable at the time of the ballot to believe will be called upon to engage in the strike or other industrial action.

### **Branch Executive Meetings**

The Branch Executive consists of representatives from ETBs and meetings are held in Impact HQ or at any such other place as may, from time to time, as designated by the NETB Branch Chairperson or

Secretary. The Impact official attends the executive meetings and a briefing is held before/after the executive meeting. This enables the Secretary and/or BEC member to discuss issues with the official and the chairperson in private. Personal issues or issues pertaining to an individual member are not discussed at the Branch Executive meeting. These are discussed in private at the briefing. A log of queries to be maintained by the Branch Secretary.

1. The NETB Branch shall meet approximately every 4 weeks and will also hold an Annual General Meeting.
2. The attendance of 7 BEC members including 2 Officers of the Branch Executive shall constitute a quorum
3. Decisions are agreed by a show of hands and by way of a simple majority. In the case of a tie, the Chairperson to have a casting vote.
4. Agreed decisions and rules need a two thirds majority to be over-turned.
5. The Secretary shall email a copy of the approved minutes of the previous meeting within 7 working days following the meeting.
6. The agreed Agenda and a reminder of the meeting to be sent to each representative 5 working days in advance of the meeting, together with relevant documentation.
7. The Branch Executive has the power to appoint sub-committees. Each sub-committee will have a spokesperson who should regularly report back to the Branch Executive on its activities.
8. If a BEC member is unable to attend a meeting his/her apologies should be sent to the Secretary as soon as possible.
9. A BEC member who is absent on an on-going basis and who has not given a valid reason for such absences, will be advised by the Branch Chairperson to step down. The relevant in house committee to elect a replacement.
10. The Branch Executive may be convened at any time at the direction of the Chairperson, or on receipt of a requisition in writing addressed to the Secretary signed by at least 7 Branch Executive members giving 5 days' notice of the meeting.
11. The Branch Executive has the power to invite observers to attend any of its meetings at which the observers will not have the right to vote.

#### **IMPACT MEETINGS WITH MANAGEMENT**

- Each ETB shall have an IMPACT member to act as their local staff rep. This person should act as the first point of contact between the member and the Branch Regional Representative.
- Each Regional Representative shall be the second point of contact.
- The NETB Branch Executive shall be the third point of contact for each member. Issues should be received in writing from the individual scheme to the Regional Representative and then on to the Branch Secretary (by e-mail, if possible) if they are unable to deal with the query.

- The Branch Chairperson/Secretary shall decide if the issue warrants the attention of an IMPACT official.
- Branch Officers/ Representatives are instructed to involve a full time official (at the earliest opportunity) where a meeting takes place with the Management side involving issues concerning or which may result in disciplinary action or serious industrial relations matters.
- The Chairperson shall agree the composition of all delegations for meetings with the management side at National level. A full time IMPACT official will accompany the delegation to such meetings.
- Local Meetings – where practicable any local meetings with the management side should include the following:
  1. A full time Official of IMPACT and/or
  2. A Regional Representative/Branch Officer and
  3. Local representative (a minimum of two union members should attend)
  4. A written record of the meeting and attendance sheet should be maintained

#### **NOTES**

All formal contact involving the NETB Branch members of IMPACT at National level must be reported to the Branch Executive at the earliest possible opportunity after the meeting has taken place. A written report to be sent to the Secretary of the BEC.

#### **Branch Training**

The Branch Training Officer and the Official assigned to the Branch will organise Branch training on a regular basis. This training must be relevant to the Branch. The union also offers Level 1 and 2 training and graduations are held on an annual basis. The Branch Executive and In-house Committee reps are encouraged to partake in whatever training is on offer from the union centrally. The Branch strategy will be discussed and formulated at each monthly meeting or at appropriately convened meetings for the purpose of discussing same.

#### **Local In-house Committees**

Each ETB to form a local in-house committee comprising of a Chairperson, Secretary, and representatives from sub offices, schools and centres in their respective ETB. Each local in- house committee agrees on the size and remit of their committee.

#### **Branch AGM**

The Annual General Meeting of the Branch shall be held in accordance with the rules of the union and shall be open to all NETB Branch members. The Branch Secretary shall issue a notice to each local representative at least 14 days before the AGM is to take place. The local representative must inform all Branch members in their respective ETBs of the AGM.

The order of business at the Annual General Meeting of the NETB Branch must include the following items:

1. Minutes of previous AGM of the NETB Branch
2. Matters Arising
3. Chairperson's Address
4. Secretary's Report
5. Treasurer's Report
6. Guest Speakers Address
7. Reports – other Branch Officers
8. Appointment of Tellers if required
9. Election of Branch Executive
10. Election of Branch Auditor(s)
11. Appointment of Trustees (if required)
12. Number of Members to attend Conference as Delegates
13. Nominations to Education Divisional Executive/ Central Executive Committee, Standing Orders, Consultative Council
14. NETB Internal Branch Motions
15. Branch Motions to Conference
16. AOB

Note: NETB motions for Conference must be in writing and will be accepted from the “floor” at the AGM. Nominations for Branch Officers/ Executive will be accepted from the floor at the AGM only. The outgoing NETB Branch Executive Officers will remain “in situ” until the conclusion of the NETB Branch AGM as per rule 9.5 in the NETB Branch Rulebook.

The following officerships shall be elected at the NETB Branch AGM; Chairperson, Vice Chairperson, Secretary, Treasurer, Training Officer, Health and Safety Officer, Equality Officer, Membership Secretary, PRO and Information Officer.

Union Official: Stella Griffin, AGS, Impact. Email: [sgriffin@impact.ie](mailto:sgriffin@impact.ie)

PA For Education: Jojo Taaffe, Tel: 01 8171518. Email: [jtaaffe@impact.ie](mailto:jtaaffe@impact.ie)

Joan Regan, on Secondment to IMPACT NETB Branch. Email: [jregan@impact.ie](mailto:jregan@impact.ie)

All other contact details are listed in our Rule Book, which is updated annually.

## **Additional Supports/ Information**

### **IMPACT website**

Address: [www.impact.ie](http://www.impact.ie)

Information on the Education Division and Branch can be found by clicking the heading Education.

Branch contact details, information, and circulars can be found by clicking on the NETB heading on the left hand side of the page.

### **Work and Life Magazine**

The Work and Life Magazine for IMPACT members is produced four times per year. It is very informative on live industrial relations issues, social issues, interviews with members, and fashion and cookery tips. All members are encouraged to sign up for IMPACT's complimentary magazine which can be delivered to their home or workplace.

The Branch handbook will be reviewed annually and updated as appropriate.

**Please click the link below if you wish to apply for membership of Impact**

<https://application.impactir.ie/Index.aspx>

### **2016 IMPACT ETB BRANCH EXECUTIVE**

<b>POSITION</b>	<b>NAME</b>	<b>PHONE NO</b>
Chairperson	Ger Lyons	087-6190108
Vice Chairperson	Caoimhín Ó Tuathail	01-4529648
Seconded Officer to Impact	Joan Regan	087-6449259
Secretary	Lorraine Fox	053-9123799
Treasurer	Paul Carey	087-6820105
Membership Officer	Marion Conway	091-874580
Training Officer	Denise Leahy	01-4321132
Equality Opportunities Officer	Allen Buckley	087-2722774
Health & Safety Officer	Trish Tobin	01-6680614
PR Officer	Noel Gannon	086-3204004
General Member	Eileen Coman	
General Member	Claire Forde	
General Member	Valerie Frizzelle	076-1088921
General Member	Mary Ganly	087-2197928
General Member	Marcel McCafferty	074-9161515

<b>POSITION</b>	<b>NAME</b>	<b>PHONE NO</b>
General Member	Colm McGuinness	01-6319860
General Member	Anne Ryan	0404-60525
General Member	John Scott	044-9394008
General Member	Patricia Tarpey	
General Member	Emer Walsh	021-4222100

#### **REGIONAL REPRESENTATIVES**

<b>ETB</b>	<b>NAME</b>	<b>CONTACT NUMBER</b>
Cavan & Monaghan ETB	Marcel McCafferty	074-9161515
Cork ETB	Emer Walsh	021-4222100
Donegal ETB	Marcel McCafferty	074-9161515
Dublin City ETB	Denise Leahy	01-4321132
Dublin & Dun Laoghaire ETB	Caoimhín Ó Tuathail	01-4529648
Galway & Roscommon ETB	Patricia Tarpey	
Kerry ETB	Emer Walsh	021-4222100
Kildare & Wicklow ETB	Anne Ryan	0404-60525
Kilkenny & Carlow ETB	Allen Buckley	087-2722774
Laois & Offaly ETB	Anne Ryan	0404-60525
Limerick & Clare ETB	Emer Walsh	021-4222100
Longford & Westmeath ETB	John Scott	044-9394008
Louth & Meath ETB	John Scott	044-9394008
Mayo, Sligo & Leitrim ETB	Mary Ganly	087-2197928
Tipperary ETB	Emer Walsh	021-4222100
Waterford & Wexford ETB	Lorraine Fox	053-9123799

**Correspondence Address: Ms. Lorraine Fox, Secretary NETB Branch, C/O Waterford/ Wexford ETB, Ardcahan Business Park, Wexford**