



National ETB Branch Rules

Members Copy

These rules were initially enacted in July 2006, and incorporate further amendments from February 2007, January 2010 and January 2016.

1. NAME

- 1.1. The rules hereinafter shall be the rules for the affairs of the National Education & Training Board Branch of Impact Trade Union, hereinafter referred to as “the NETB Branch”.
- 1.2. 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.

2. MEMBERSHIP OF THE NETB BRANCH

- 2.1. Every member shall be a member of the appropriate Branch as determined by the Central Executive of IMPACT.
- 2.2. The NETB Branch may receive into membership, in accordance with the current Rules of the NETB Branch, every person who is eligible for membership.
- 2.3. The NETB Branch will legislate on all membership issues in accordance with the current NETB Branch Rules or any amendments thereof.

3. MANAGEMENT OF NETB BRANCH AFFAIRS

- 3.1. The day to day affairs of the Branch shall be conducted by an Executive Committee, hereinafter referred to as “the Branch Executive Committee” which shall be elected in accordance with the procedures hereinafter laid down.
- 3.2. The Branch Executive shall consist of 20 members.
- 3.3. 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 Committee.

4. NETB BRANCH ELECTORAL PROCEDURE

- 4.1. The Branch Executive Committee shall be elected at the Branch AGM each year. Nominations for the Branch Executive Committee will be accepted from the “floor” from the NETB members in attendance at the AGM.
 - 4.1.1. Twenty elected from the NETB Branch members
 - 4.1.1.1. Officer posts comprised of the Chairperson, Vice-Chairperson, Secretary, Membership Officer, Treasurer, Equality Officer, Training Officer, Health & Safety Officer, PRO and Information Officer.

- 4.1.1.2. Ten posts to include regional representative posts and general posts
- 4.2. Any unfilled officer post(s) will be filled by decision of the incoming Branch Executive Committee.
- 4.3. The Branch Executive Committee shall have the right to co-opt members to fill vacancies arising between general meetings.
- 4.4. The Branch Executive Committee shall have the right to request members from the expert panel to attend meetings on its behalf.
- 4.5. Every IMPACT NETB Branch member, in good standing, whose subscription is not more than 3 calendar months in arrears – shall (a) be eligible to be nominated and (b) to take part in the ballot for membership of the Branch Executive Committee.
- 4.6. Two tellers be appointed at each AGM
- 4.7. An auditor must be appointed at each AGM

5. ANNUAL CONFERENCE DELEGATION

- 5.1. The Annual General meeting of the NETB Branch will decide the number of delegates to attend the next Annual Delegate Conference of Impact.
- 5.2. The Branch Executive Committee will decide on the composition and expenses of the Conference Delegation.

6. NOMINATIONS FOR NATIONAL POSTS

- 6.1. All nominations for National Positions must be received at the AGM.

7. NETB BRANCH MEETINGS – RULES

- 7.1. The NETB Branch shall meet at least 5 times a year with 1 meeting for the sole purpose of motions for annual conference.
- 7.2. The attendance of 7 NETB Branch Executive Committee members including 2 officers shall constitute a quorum.
- 7.3. Decisions agreed by a show of hands and by way of simple majority. In the case of a tie, the Chair to have a casting vote.
- 7.4. Agreed decisions and rules need a two thirds majority to be overturned.
- 7.5. The Secretary shall e-mail a copy of the minutes of the previous meeting within 7 working days following the meeting. A draft Agenda to accompany the minutes.

- 7.6. The Secretary shall e-mail a copy of the Agenda of the meeting to each NETB Branch member not less than 5 working days in advance of the meeting.
- 7.7. The Branch Executive has the power to appoint sub-committees. Each sub-committee will have a Chairperson (convenor) who should regularly report back to the Branch Executive Committee on its activities.
- 7.8. Any member of the Branch Executive Committee who sits on sub-committees must send a written report outlining any recent meetings, discussions etc. which took place in between Branch meetings to the Secretary if they are unable to attend the Branch Executive Committee meeting.
- 7.9. Any member of the Branch Executive Committee who shall have absented her/himself from 3 consecutive meetings, unless excused, may be deemed by decision of the Branch Executive Committee to have vacated her/his office, and a vacancy thus created to be filled by co-option.
- 7.10. The Branch Executive Committee may be convened at any time by the direction of the Chairperson, or on receipt of a requisition in writing addressed to the Secretary signed by at least 7 Branch Executive Committee members giving 5 days' notice of the meeting.
- 7.11. The Branch Executive Committee has the power to invite observers to attend any of its meetings at which the observers will have all the powers of elected members except the right to vote.

8. NETB BRANCH SUB-COMMITTEES

- 8.1. At least one nominated Branch Officer must sit on any sub-committee of the NETB Branch.
- 8.2. All meetings of the NETB Branch sub-committees will be convened by the Chairperson of the sub-committee.
- 8.3. All sub-committees in conclusion of their deliberations must report back to the Branch Executive Committee. No action shall be taken by any sub-committee on any matter arising out of their deliberations unless and until it has been adopted by a resolution of the Branch Executive.
- 8.4. All sub-committees shall have the power to co-opt any person or persons to fill any vacancies which may arise, or to assist it in its

deliberations subject to the approval of the Branch Executive Committee.

9. ANNUAL GENERAL MEETING OF THE NETB BRANCH

- 9.1. The Annual General Meeting of the Branch shall be held in accordance with the rules of IMPACT and shall be open to all NETB members only.
- 9.2. The Branch Secretary shall issue a notice to each Officer, Regional Representative, General Member(s) in good standing of the Branch at least 14 days in advance of the holding of the Branch AGM. This notice also to put up live on the official Branch website.
 - 9.2.1. Each Regional Representative shall convey the AGM notice to their respective ETBs.
- 9.3. The order of business at the Annual General Meeting of the NETB Branch must include the following items:
 - 9.3.1. Minutes of previous AGM of the NETB Branch
 - 9.3.2. Matters Arising
 - 9.3.3. Chairperson's Address
 - 9.3.4. Secretary's Report
 - 9.3.5. Treasurer's Report
 - 9.3.6. Guest Speakers Address
 - 9.3.7. Reports – other Branch Officers
 - 9.3.8. Appointment of Tellers, if required
 - 9.3.9. Election of Branch Executive
 - 9.3.10. Election of Branch Auditor(s)
 - 9.3.11. Appointment of Trustees, if required
 - 9.3.12. Decision on the number of delegates to be sent to Annual Conference
 - 9.3.13. Nominations for membership of the Central Executive Committee/Education Divisional Executive Committee/Standing Orders/Consultative Council
 - 9.3.14. Branch Motions
 - 9.3.15. Motions from the Branch for Annual (Divisional) Conference
 - 9.3.16. Any Other Business

NOTES

Notice of motions for Conferences 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 Members will remain “in situ” until the conclusion of the NETB Branch AGM.

- 9.4. Members in good standing, as defined in Para 4.5 shall be entitled to be present at all general meetings.
- 9.5. The Chairperson of the Branch Executive Committee, or in her/his absence, the Vice Chairperson shall take the chair at the Annual General Meetings. In the event of both being absent, the meeting shall elect a Chairperson to act. Such Chairperson shall vacate the Chair in favour of the incoming Chairperson when elected.

10.SPECIAL GENERAL MEETINGS

- 10.1. A Special General Meeting of the entire NETB Branch membership may be convened at any time by:
 - 10.1.1. The Chairperson
 - 10.1.2. The simple majority of the Branch Executive Committee
 - 10.1.3. The signed requisition by NETB Branch members signed by at least 150 NETB Branch members in good standing.

11.DUTIES OF BRANCH OFFICERS AND REPRESENTATIVES

- 11.1. All NETB Branch Officers and Representatives must perform their duties in accordance with the rules laid down in the IMPACT Rule Book.
- 11.2. The Branch Secretary shall have responsibility for ensuring the proper records of meetings etc. are kept.
- 11.3. The Branch Membership Officer shall be responsible for the maintenance of the Register of Membership.
- 11.4. The Branch Treasurer must act in accordance with Appendix C – Rule 6 – Branch Funds of the IMPACT Rule Book.

12.AUDIT OF ACCOUNTS

- 12.1. The Accounts of the NETB Branch should be audited annually by the Auditor. Accounts should be available for inspection and audit at least 14 days in advance of the NETB Branch AGM.

13.SUBSCRIPTIONS

- 13.1. As and from 1st January 2006, all new IMPACT members must pay their IMPACT deduction by “check off” (wage deduction). Any member refusing to comply with this rule may have their application refused by the NETB Branch.

14. IMPACT MEETINGS WITH MANAGEMENT

- 14.1. Each ETB shall have an IMPACT member to act as their staff rep. This person to act as the first point of contact between the member and the Branch Regional Representative.
- 14.2. Each Regional Representative shall be the second point of contact.
- 14.3. The NETB Branch Executive shall be the third point of contact for each member. Issues should be reported 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.
- 14.4. Branch Chairperson/Secretary shall decide if the issue warrants the inclusion of an IMPACT official.
- 14.5. 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.
- 14.6. In an emergency situation a member may go straight to the official.
- 14.7. The Branch Officers or Representatives shall agree the composition of all delegations for all meetings with the management side.
- 14.8. Where practicable a full time IMPACT official should accompany the delegation to such meetings.
- 14.9. Local Meetings – where practicable any local meetings with the management side should include the following:
 - 14.9.1. A full time official of IMPACT and or
 - 14.9.2. A regional representative/Branch officer and
 - 14.9.3. Local representative (a minimum of two union members should attend)

NOTES

All formal contact involving the NETB Branch members of IMPACT must be formally reported to the Branch Executive at the earliest

possible opportunity after the meeting has taken place. Report to be sent in written form to the Secretary.

2017 IMPACT NETB BRANCH EXECUTIVE

POSITION	NAME	PHONE NO
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
General Member	Colm McGuinness	01-6319860
General Member	Anne Ryan	0404-60525
General Member	John Scott	044-9394008

POSITION	NAME	PHONE NO
General Member	Patricia Tarpey	
General Member	Emer Walsh	021-4222100

REGIONAL REPRESENTATIVES

ETB	NAME	CONTACT NUMBER
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:

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