

connect

TRADE UNION



RULE BOOK

RULES OF CONNECT TRADE UNION

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RULES OF CONNECT TRADE UNION

Section I

TITLE AND OBJECTS

1. This Union (hereinafter referred to as "the Union") shall be called and known by the name of "CONNECT TRADE UNION" (Also known as 'The Power Union).
2. The Registered Office of the Union shall be situated at 6, GARDINER ROW, DUBLIN 1, DO1 Y183 or as shall be notified to the Registrar of Friendly Societies from time to time.
3. The objects of the Union are:
 - (a) To organise all workers in the Technological, Engineering, Mechanical, Electrical and related Industries, and to regulate the relations between them, their employers, and between members and workers organised in other unions;
 - (b) By mutual effort, to place the members on a foundation sufficiently strong to prevent any encroachments on trade rights and privileges;
 - (c) To promote the highest standards of skill and craftsmanship by nurturing the best possible apprenticeship system and post-apprenticeship training for members;
 - (d) To co-operate with the appropriate Training Authorities in providing instruction in the various branches of Industry, and providing trade education generally;
 - (e) To secure adequate pay for members' work, and by legal and proper means, to improve the intellectual and social condition of the members;
 - (f) To support policies calculated to give workers a share in the management of their Industries and reward them for enhanced competitiveness and productivity; advocating, inter alia, the formation of Workplace Partnerships, Work Councils, Joint Industrial Councils, Conciliation Boards, Democratically elected Worker Directors, Productivity Related Payments and Share Ownerships.
 - (g) To co-operate with and avail of every opportunity for promoting closer unity, not only amongst members, but with other workers having for their objects the raising of living standards.
 - (h) To champion equality for all and encourage members to improve their lives socially and culturally, as well as economically, by participating in the local community via Trades Councils, County and Town Development Boards, Municipal Policy Committees, Strategic Policy Committees, and in appropriate bodies which have similar aspirations to the Union, at Local, National and International levels.

Section 2

CONSTITUTION

4. The governing body of the Union shall be the National Executive Council [hereinafter called the N.E.C.], which shall be subject to the Rules contained herein. The N.E.C. shall be the final arbiter on all matters regarding the interpretation of these Rules. The N.E.C. shall decide on matters to which the Rules do not specifically refer.
5. The Executive Management Committee (E.M.C.) will consist of the General President, the General Secretary, the General Trustees and nine N.E.C. Officers elected by the N.E.C. and will be regarded as the Executive and Governing Body of the Union, except when the N.E.C. is in session. It shall include one elected Women's Forum NEC Officer and one elected Youth Forum NEC Officer. All decisions of the E.M.C. will be binding on the Union and its Members unless and until subsequently reversed by the E.M.C. or N.E.C.
6. The Union shall be divided into industrial and geographical branches, to one of which every member shall belong. The limits of each branch, and their formation, shall be determined by the N.E.C. Every Branch shall have powers, as provided by these Rules, and shall be subject, in accordance with them, to the control of their officers and of the general governing body of the Union, which shall be the N.E.C./E.M.C.
7. Industrial Consultative Committees (I.C.C's) may be formed with the prior consent of the NEC/EMC where formal industrial arrangements already exist through Consultative Committees. Members who are serviced through such structures will be allocated to the appropriate Branch of the union who will maintain their membership of that branch at all times.
8. A General Register concerning the Union as a whole shall be kept at the General Office and shall, with the names of the members, be open at all reasonable times to inspection by every member having an interest in the funds of the Union.
9. . All money subscribed or paid, and all property required for the above-mentioned purposes, in whatever custody, or whatever nature, shall belong to the Union and is hereby and for all purposes vested in the General Trustees of the Union for the time being.

The Trustees subject to authorisation by the N.E.C. or E.M.C. shall have the power inter alia:-

- (a) To hold, purchase, lease, mortgage or otherwise deal with land or buildings;
 - (b) To erect, renovate, alter and furnish such buildings as may be deemed necessary or desirable;
 - (c) To raise funds by borrowing money on any real or personal property of the Union;
 - (d) To mortgage or charge any property of the Union.
 - (e) To sign cheques paying grants to Charitable Organisations by decisions of the EMC per Rule 72 and to any members who are in distressed circumstances by decisions of the EMC per Rule 248.
10. The N.E.C./E.M.C. shall submit propositions to the vote of branches in accordance with the Rules, and as to any point on which action is requested and which is not provided for in

these Rules, and, subject to the provisions of the existing Trade Union (Amalgamation) Acts, as to amalgamation with any other trade union.

11. Branches may send correspondence or circulars or communicate with other Branches in any way relating to administration or conduct on policy of the Union, with copy of correspondence to E.M.C.
12. The N.E.C./E.M.C shall have power in any case, or cases, where it thinks necessary, or for the general welfare of its members, to unite in consultation and action with any other body having for its object, or one of them, the interests of the workers, or with the Executive Body thereof.

Section 3

MEMBERSHIP

13. Membership of the Union shall be open to all categories of workers (including workers about to be engaged) in the Technological, Engineering, Mechanical, Electrical and related Industries.
 - (A) Any applicant who conforms to the Union Criteria appropriate for membership, may be admitted by designated staff in Head Office, Regional Offices or any Branch Secretary/Treasurer, otherwise the application shall be referred to the Branch Committee for consideration. Details of all members so admitted shall be forwarded to the relevant Branch on a Monthly basis.
14. Any person who has completed a recognised apprenticeship or can give proof of having completed an apprenticeship shall be eligible for specified craft/trade designation membership.
15. Every Foreman, Supervisor, or Chargehand, shall be eligible for membership.
16. Any member serving a statutory apprenticeship is entitled to be admitted as an apprentice member.
 - (A) Any apprentice member who fails to complete their statutory apprenticeship will not be allowed to retain his/her apprentice membership or qualify for full Craft/Trade membership.
17. Each member shall belong to one of the following categories which shall be stated on his/her Union card:
 - (i) Specified Trades.
 - (ii) Technical (non-craft)
 - (iii) Technical (Craft)
 - (iv) Supervisory
 - (v) Skilled Worker (non-craft)
 - (vi) General Worker (Electrical/Engineering)
 - (vii) Associate Member
 - (viii) Honorary Member.
 - (ix) Rule 33 Member.
 - (x) Apprentice Member.
18. All applicants for admission to membership, at the discretion of the Branch committee, may be required to pay an entrance fee, subject to appeal to the EMC by the Applicants; in all cases the decision of the EMC will be final and binding on all parties.

19. Any applicant who is known to have belonged to the Union before, shall only be re-admitted to any branch with the consent of the branch to which he/she previously belonged. The consent of the former branch shall not be withheld without good reason being given to the Branch dealing with the application. Any decision may be appealed to the EMC.
20. Any applicant who is a member of and entitled to benefit in a Trade Union, operating in Ireland but who wishes to transfer membership to the Union, may be admitted a member, provided he/she is otherwise eligible, and on acceptance shall be entitled, as existing members, to all benefits according to Rule as if previous membership was membership of the Union.
21. Every applicant for membership shall fill in and sign the regular application form, which shall contain a specific commitment to obey the Union's Rules.

In the case of applications received through the Union Website, or other electronic means, applicants for membership shall fill in the appropriate form and accept a specific commitment to obey the Rules of the Union.

22. On notification by the Branch Secretary/Treasurer, the applicant shall attend the Branch/Section meeting, to sustain his/her application, within four weeks and answer to the satisfaction of the meeting all questions put to him/her by the Branch Committee/Section, failing which he/she shall be liable to forfeit all monies paid by him/her to the Union.
23. Where there is any doubt as to the qualifications or character of an applicant/member, his/her application/request shall be forwarded by the Branch Secretary/Treasurer concerned to the EMC for determination.
24. Applicants for membership may be admitted by the majority decision of the Branch Committees.

An applicant for membership whose application has been rejected by the Committee of a Branch may appeal to the E.M.C. which may grant admission to membership or refuse the application at its discretion.

25. In the case of applications/requests made or referred to the E.M.C., the President shall put the name of the applicant before the EMC, who shall have power to admit or reject him/her. If the applicant is admitted the EMC shall direct whatever Branch they think fit to accept his/her membership.
- 26.
27. Any member of the Union who has been excluded from the Union on any of the grounds mentioned in these Rules shall be re-admitted only as a new member, subject to these Rules and with the express permission of the EMC.
28. Every member shall, on changing his/her residence, or employment, inform the Secretary of his/her Branch or Head Office of such change.
29. If any member wishes to attend the meeting of any Branch other than his/her own, he/she shall be admitted thereto if it appears from his/her union card that he/she is not out of benefit under any of these Rules; such member may speak on any subject before the meeting, but shall not move or second any resolution, or vote, and shall be liable to fines in the same way as any member of the said Branch.

30. When a member employs not more than six members and wishes to continue working at the trade he/she will become an Associate member of the Union. He/she shall pay contributions at the same rate as Benefit Members and shall receive a Union card suitably endorsed. He/she shall continue to be bound by these Rules, but notwithstanding that shall only be entitled to Mortality and Retirement Grants under these Rules, shall not hold any office in the Union, nor shall he/she participate in any votes or ballots being conducted within the Union on any question whatsoever.
31. Where an Associate Member ceases to be a direct employer of labour, he/she shall become a full benefit member in accordance with these Rules and shall become entitled to benefit under these Rules.
32. Any member becoming a direct employer of more than six members shall not be eligible to retain membership and shall resign forthwith. Should he/she again become eligible for membership under these Rules he/she shall be eligible to make application for membership in accordance with these Rules, but shall not become entitled to any benefit under these Rules until a period of twelve months has elapsed from the date of his/her admission.
33. Any member may request a re-designation of their membership category by their Branch Committee.

A member refused a re-designation may appeal the decision to the EMC which, at its sole discretion, shall decide the membership category applicable.

Re-designation may be granted to cover the following circumstances inter-alia as listed below:-

- (a) Employed abroad.
- (b) Working outside Trade.
- (c) Working outside Industry.
- (d) Retired.
- (e) Permanently disabled
- (f) Long-term illness

1. The NEC will decide, from time to time, the rate of Union Contribution payable by any or all of the designations. Such rate may, or may not, be less than the standard rate.

34. Members re-designated under Rule 33 will be entitled to play a full part in the affairs of the Union except to vote on any industrial matters put to the membership and as restricted by Rule 38.
35. Members must at all times during working hours be in possession of a valid current union card. Failure to observe this Rule will result in their being treated as non-card holding workers and the appropriate action for this situation will be implemented.

Section 4

THE NATIONAL EXECUTIVE COUNCIL

36. The general control of the Union shall be vested in the N.E.C., when in session, which shall consist of at least one member from each Branch/I.C.C., two delegates elected by the Youth Forum and two delegates elected by the Women's Forum, in addition to the General President, General Secretary and General Trustees, to which shall be committed the general management of the Union.

37. (1) Where in the opinion of the NEC it is necessary to amend these Rules to comply with the requirements of any legislation, or the requirements of the Registrar for Friendly Societies or consequent on the ruling of any Court of Law then the NEC is empowered to alter or amend these rules by simple majority of votes which alteration or amendment shall be valid for all purposes until the conclusion of the next delegate conference empowered under Rule 84 to alter these rules.

(2) If, for the purpose of carrying out the objects of, or in the interests of the Union, it is found necessary to take legal action, the NEC/EMC shall be empowered, after consultation with the Union's legal advisers, to initiate such proceedings, and to defray the expenses connected with such proceedings from the Union's funds.

38. The N.E.C., other than the General President, General Secretary and General Trustees shall be elected by a ballot vote of eligible members of the Union, through the Branches/ I.C.C.'s; each Branch or I.C.C electing its own member/s.

Two delegates from the Women's Forum and two delegates from the Youth Forum shall be elected to the NEC at their designated meetings.

All elected members of the N.E.C. shall be elected for a period of four years and shall be eligible for re-election.

Eligibility to vote shall be confined to Branch Committee members and to those members who hold current contribution cards.

Branches with more than 1500 eligible members are entitled to elect two N.E.C. Officers.

39. In the event of any officer ceasing to hold office for any reason the replacement shall hold office only for the balance of the term. The next candidate in line will be co-opted. If there are no such candidates, Nominations and Election will be carried out at a specially convened meeting for that purpose.

40. Nomination of candidates to contest the election for National Executive Council shall be taken at the Branch/ I.C.C. A.G.M., Youth Forum or Women's Forum at their designated meeting.

41. Candidates for the N.E.C. from Branches/ICC/Youth Forum/Women's Forum must fulfil the following requirements:

- (i) Must have at least 3 years' benefit membership at the time of nomination.
- (ii) must not at that time owe more than 13 weeks' contributions.
- (iii) must be in benefit under these Rules.
- (iv) must be a member of the Branch/I.C.C./Youth Forum/Women's Forum nominating him/her.
- (v) must indicate his/her acceptance of the nomination in writing to the Branch/I.C.C./Youth Forum/Women's Forum, within one week of the nomination.

42. The mode of election of N.E.C. members shall be as follows:
If the number of candidates properly qualified as by these rules provided are equal to the vacancies to be filled, they shall be declared elected.

If the number of candidates properly qualified exceeded the positions vacant a ballot vote of the branch /I.C.C. memberships shall be taken and decided by the proportional representation system of voting.

In either case such ballot papers shall be counted and the result declared by three Scrutineers appointed for the purpose who shall furnish a certified result to the Branch Secretary/Treasurer/ICC designated FTO.

The Branch Secretary/Treasurer/ I.C.C. designated FTO shall within seven days, notify the result to the General Secretary, enclosing notice of meeting, sample ballot containing the names of the candidates and scrutineers certificate, who shall lay it before the next meeting of the E.M.C.

43. The N.E.C. shall meet once yearly at such place as may be determined at the previous meeting or by the E.M.C. Additional meetings may be held whenever the Union's business requires immediate attention.
44. National Executive Council meetings shall be attended by the General President, General Secretary, General Trustees, Full-Time Officials and N.E.C. Officers.

All of the foregoing having been invited to attend, the decision making process shall be based on each N.E.C. Officer having one vote, the General President (Chairman) having only a casting vote, General Secretary, General Trustees and Full-Time Officials having no vote but free to speak on any subject matter.

45. A number equal to one (1) more than half the total number of the N.E.C. Officers shall constitute a quorum, such quorum shall include the General President or the General Secretary or Acting General Secretary and every act, order or decision authorised by these Rules to be done shall be valid if agreed to by the majority of the said quorum. The decision of the N.E.C. shall be determined by voting.
46. When any question is by these Rules referred to the decision of the N.E.C., the following regulations should be observed:
A statement of the matter in complaint having been made, in writing, such Council shall appoint a day and hour for the hearing thereof and for the party, or parties, interested in such matter to appear and state their case. If they do not appear, or send a reason for absences satisfactory to the N.E.C., the N.E.C. may hear and decide the matter in their absence, just as if they were present, and the hearing and decision of the matter by the N.E.C. shall in such case be as valid as if the party, or parties, interested therein had been in attendance at the hearing of the matter in complaint.
47. The decision of the N.E.C. shall be put down in writing, and a copy thereof, delivered to the party or parties interested, and a copy thereof, may, at the discretion of the N.E.C., be sent accompanied by a statement of the facts of the case, to each Branch/I.C.C. Such decision shall be conclusive, binding, and absolutely final on all parties.
48. The formation of Branches, and all requisite measures for the same, shall be left to the discretion of the NEC/EMC who shall provide the necessary books, stationery, etc. The NEC/EMC shall frame the national method of book-keeping, same to be printed giving list of all books necessary with their proper names.
49. On any member of the N.E.C. failing to attend an N.E.C. meeting his/her seat shall be declared vacant unless he/she can give satisfactory reason to such Council. Any other member shall then as aforesaid be elected by the Branch/I.C.C. Youth Forum/Women's Forum to which the vacating member belongs, to fill the vacancy so created. It shall be compulsory on all N.E.C. members to attend their Branch Committee and Branch/ I.C.C.

Meetings, Youth Forum or Women's Forum as appropriate in order to become familiar with the wishes of the members.

50. If, in the opinion of any Branch/ I.C.C. Youth Forum or Women's Forum, at a specially summoned meeting of the members, it be deemed advisable to remove its NEC Officer, the Branch/ I.C.C. Youth Forum or Women's Forum may by resolution so determine, in which case a copy of the resolution, together with a note of the evidence upon which such resolution was founded and passed shall be forwarded by the Branch/I.C.C. designated FTO to the N.E.C./E.M.C. If, in the opinion of the N.E.C./E.M.C., the evidence warrants it, the General Secretary shall, within one week after receipt of such copy resolution, return the same, together with a copy of such evidence, to the Branch/ ICC Youth Forum or Women's Forum for the taking of a special ballot on the question as to whether or not such Officer shall be removed, and the question shall be determined accordingly.
51. The N.E.C shall have power to grant honorary membership to members who have served as Presidents of the Union and to members who have given extraordinary service to the Union.
52. The NEC/EMC may at their discretion set up separate funds for specific purposes. Such funds shall be set up and maintained by whatever means the NEC/EMC may decide. All other funds in the possession of the Union shall be known as the General Fund.
53. The General Fund shall be applied in carrying out the objects of the Union, and in paying the expenses of management and the benefits and funds in these Rules mentioned, but no portion thereof shall, under any circumstances, be lent to any member or members.
54. All monies received by the Union shall be placed in the Bank and the relevant documents shall be placed before the NEC/EMC
55. Any monies in the General Fund which are surplus to current requirements shall be invested as prescribed by the N.E.C./E.M.C.
56. All investments of money, the property of the Union, made by the NEC/EMC shall be vested in the names of the General Trustees for the time being. All incoming cheques and orders for money as remittances from Branches, interest or investments etc., shall be made payable to the Union, and not to the Trustees.
57. The N.E.C./E.M.C. shall be empowered to decide wherein and if in, what funds of the Union shall be invested in any and what securities, and if it is decided to make an investment, the same shall be made in the names of the General Trustees for the time being, and by them, in conjunction with the N.E.C. the securities shall be kept in the Union's bank and shall be transferred or sold out only when it has been decided to transfer or sell out by the N.E.C./E.M.C.
58. Whenever the General Fund of the Union amounts to no more than €12.00 per member, the N.E.C. shall have power to levy the whole of the members in any sum not exceeding €6.00 per member, the same to be paid within six months, and if not paid within that time, the ordinary contributions shall be appropriated in payment thereof, and the provisions of Rule as to arrears shall apply. Such levy shall apply to every member of the Union except those who are totally incapacitated or otherwise specifically exempted by the N.E.C. If at the end of the time fixed for payment of such levy the ordinary funds of the Union do not exceed €12.00 per member, the N.E.C. shall propose to the Branches a new levy of such sum as may be necessary to enable the Union to carry out its objects as set forth in these Rules.

59. The expenses under these Rules incurred by the N.E.C. shall be paid from the funds under the control of the NEC/EMC whenever, and in such proportions, as the N.E.C. shall determine.
60. The Accounts of the General Office and the N.E.C. shall be made up at the end of every financial year (31st December) by the General Treasurer and audited as directed by these Rules and a copy of the Auditors' Statement of Accounts shall be sent to each Branch at the discretion of the N.E.C./EMC.
61. The General Accounts of the Union shall be made up annually by the General Treasurer within four months from the end of the December Quarter in every year, from the yearly accounts of the Branches and the General Office.
62. The General Account (including the N.E.C. accounts), shall be audited by a firm of Chartered Accountants, who shall at the end of the Union's financial year (31st December) and at such other times as the Council shall direct, go through the accounts and draw up and deliver to the General Trustees, within fourteen days after the completion of every audit, a statement of the accounts signed by them and a report showing the way in which the same have been kept during the period for which every such audit has been made. A copy of the Auditor's Statement of Accounts and report on the state of the accounts, shall be forwarded by the General Secretary/General Treasurer to all National Executive Councillors, and shall be passed by them (if satisfactory) at the next ensuing N.E.C. meeting.
A copy of the Statement of Accounts and an Annual Report, in accordance with Legislation shall be sent to the Registrar of Friendly Societies before the 1st June, each year.
63. The N.E.C./E.M.C. may, when it thinks fit, appoint special Auditors (being members of the Union), or one or more skilled or professional Accountants, not belonging to the Union, to examine the books and accounts of any Branch, or Branches, or the general books and accounts of the Union, whenever and wherever the N.E.C./E.M.C. shall direct; such special Auditors or Accountants shall be shown, on demand, all books, papers, documents, vouchers and receipts which any of them may ask to see, and may take possession of the same, or any of them. Any officer or member refusing to show or give up any book, paper, document, voucher or receipt when requested to do so by the N.E.C. or having wilfully destroyed the same shall be fined such sum as the N.E.C. shall decide and may be removed from office.
64. The N.E.C. may issue a long service award, which will be in the form of a scroll. The Award shall be for members with 25 years full benefit membership, ten of which will be as an officer of the Union, as defined by Rule. The Branches shall inform the N.E.C./E.M.C. of those they wish to nominate for this award. Upon a decision by the N.E.C./E.M.C., the General Secretary will be informed, who will send the signed scroll to the relevant Branch.

Section 5

THE EXECUTIVE MANAGEMENT COMMITTEE

65. The E.M.C. (as defined in Rule 5) will meet monthly except in cases of urgency when a special meeting may be summoned by the General President and/or the General Secretary or Acting General Secretary.

Executive Management Committee meetings shall be attended by the General President, General Secretary, Asst. Gen. Sec., General Trustees and the nine N.E.C. Officers elected by the N.E.C. together with Full Time Officials specifically required to attend.

The decision making process shall be based on each N.E.C. Officer having one vote, the General President (Chairman) having only a casting vote. General Secretary, Asst. Gen Sec., General Trustees having no vote, but free to speak on any subject.

66. Five of the N.E.C. Officers in addition to the General President or General Secretary or Acting General Secretary shall constitute a quorum.

67. Election of N.E.C. Officers to the E.M.C shall take place at the first meeting of the incoming N.E.C.

The Protocol for the Conduct of EMC Elections shall be provided to the N.E.C.

Only N.E.C. Officers in attendance can be proposed and seconded by the N.E.C. Officers in attendance at the meeting.

Election by the N.E.C. Officers present and voting by secret ballot papers shall be by proportional representation (PR) using Single Transferrable Vote (STV).

Counting of the ballots will be conducted in accordance with the STV counting system and the "Droop Quota" will be used to determine who has been elected.

An E.M.C. member who ceases to be N.E.C. Officer of his/her Branch/ICC/Forum shall automatically cease to be a member of the E.M.C.

68. The EMC, having been so elected shall hold office for two years, subject to their ratification annually by a simple majority of the NEC Officers present and voting. Elections to be held every two years at N.E.C. meetings.

Should the EMC fail to be ratified an election will be conducted in accordance with Rule 67 to fill the balance of the term remaining.

69. On any member of the E.M.C. failing to attend an E.M.C. Meeting his/her seat shall be declared vacant unless he/she can give satisfactory reason to such Committee.

70 (a) In the event of an E.M.C Member ceasing to hold office for any reason or becoming incapable of acting or being expelled from the Union during his/her term of office, the next candidate in line from the election will be co-opted. If there were no other candidates the E.M.C. at their discretion may continue with the remaining E.M.C. Members, until the next NEC, when an EMC replacement is elected for the remaining period.

(b) In the event that the remaining EMC members do not constitute a quorum within these Rules, the President, General Secretary along with the remaining EMC members shall at their discretion co-opt NEC Officers to fill the vacancy/vacancies on the EMC for the period up to the ensuing NEC and such decisions shall be deemed to be in compliance with the Rules of the Union.

71. The E.M.C. shall have the power, subject to the provisions of Rule 6 above, to direct to which Branch any member shall belong.

72. The E.M.C. shall have power, on receipt of written requests, to make grants to Charitable Organisations up to the maximum of €300.00 per annum in any individual case. The total of all such grants shall not exceed a ceiling of €3,000.00 in any one year. Subject to those limitations the E.M.C. shall have sole discretion to decide to make or refuse a grant.

73. A deputation of not more than two members of a Branch shall be received by the EMC. Providing they have previously received the sanction of the EMC, otherwise they cannot be heard.

If there is a minority view to be stated, the minority have the right to one of the representatives.

All expenses of an incidental nature to every such deputation shall be paid by the EMC.

In cases where any deputation is sent contrary to this Rule, the expenses of such deputation cannot be charged against the Union's funds.

74. If there are vacancies (however arising) in any Branch Office, and such vacancies are not filled up at the next ensuing Branch Ordinary meeting, the E.M.C. may fill up the vacancies by the appointment of any properly qualified member or members, of the same Branch, such appointment to last until the office would in the ordinary course have been vacated.
75. The N.E.C./E.M.C. may remit to the Account of any Branch, a sum of money sufficient to provide for the payment of any claims on the Union's funds under the control of such Branch, provided that a proper account of the Income and Expenditure of the Branch has been sent to the N.E.C./E.M.C.
76. The N.E.C./E.M.C. may order any Branch to draw money for, and any Branch Treasurer to pay any debt or claim incurred by, the N.E.C./E.M.C. for the Union.
77. The N.E.C./E.M.C. may order any Branch Officer to vacate his/her office and to deliver all property of the Branch in his/her hands, to such person as shall be named by such Council.
78. The E.M.C./N.E.C. shall be empowered to decide wherein and if in, what funds of the Union shall be invested in any and what securities, and if it is decided to make an investment, the same shall be made in the names of the General Trustees for the time being, and by them, in conjunction with the N.E.C. the securities shall be kept in the Union's bank and shall be transferred or sold out only when it has been decided to transfer or sell out by the N.E.C./E.M.C.
79. The N.E.C./E.M.C. may, when it thinks fit, appoint special Auditors (being members of the Union), or one or more skilled or professional Accountants, not belonging to the Union, to examine the books and accounts of any Branch, or Branches, or the general books and accounts of the Union, whenever and wherever the N.E.C./E.M.C. shall direct; such special Auditors or Accountants shall be shown, on demand, all books, papers, documents, vouchers and receipts which any of them may ask to see, and may take possession of the same, or any of them. Any officer or member refusing to show or give up any book, paper, document, voucher or receipt when requested to do so by the N.E.C. or having wilfully destroyed the same shall be fined such sum as the N.E.C. shall decide and may be removed from office.

Section 6

BIENNIAL DELEGATE CONFERENCE

80. A Delegate Conference shall be held Biennially. The venue and time shall be fixed by the N.E.C./E.M.C.
81. The Conference shall be attended by the General President, General Secretary, Trustees, Full-time Officials, N.E.C. Officers and accredited Branch/I.C.C./Women's Forum/Youth Forum Delegates.

82. A defined number of properly accredited Shop Stewards equal in number to the Branch delegation shall attend the BDC.
83. The Delegate Conference shall be the policy-making body of the Union. It shall make its decisions on the basis of resolutions put to it as per Rule. Decisions shall be by simple majority except in the case of alterations to these Rules.
84. The Delegate Conference shall once every 4 years consider all proposals for alteration to these Rules. Decision to alter Rules shall be on the basis of a two-thirds majority of those present and voting. Failing such two thirds majority to alter, amend or add new rules, or rescinding any of these Rules, the matter shall if a simple majority of the Conference so decide, be put to a Ballot Vote of the Union Membership. No new rules shall be made nor shall any of the rules herein contained or thereafter to be made, be amended, altered or rescinded otherwise than in accordance with the provision of this Rule or Rule 37 (1).

The Registrar of Friendly Societies shall be notified of all Rule deletions/additions/ amendments/alterations not later than 13 weeks of the Delegate Conference Decision. The EMC will action the publication of the Rules not later than 13 weeks after receipt of the Registrar's approval of those changes.

85. Branches/ICC's/Women's Forum/Youth Forum shall be entitled to appoint delegates on the following basis:-

These delegates are additional to their N.E.C. Officers.

BRANCHES	I.C.C.'s/Women's Forum/Youth Forum
Up to 500 members .2 delegates	Up to 500 members .1 delegate
501 to 1,000 members .3 delegates	501 to 1,000 members .2 delegates
1,001 to 1,500 members .4 delegates	1,001 to 2,000 members .3 delegates
1,501 to 2,000 members .5 delegates	2,001 to 3,000 members .4 delegates
2,001 to 2,500 members .6 delegates	3,001 to 4,000 members .5 delegates
2,501 to 3,000 members .7 delegates	4,001 to 5,000 members .6 delegates
3,001 to 3,500 members .8 delegates	
And thereafter one extra delegate for Each 500 members as per Head Office Returns to the previous 31st December.	and thereafter one extra delegate for each 1,000 members as per Head Office Returns to the previous 31st December.

86. The National Executive Officer of each Branch/ICC/Women's Forum/Youth Forum shall, ex-officio, be the Principal delegate/s.

The remainder of his/her delegation shall be elected at the Branch/I.C.C./Women's Forum/Youth Forum Annual General Meetings.

In the event of a delegate being unable to attend, the Branch Committee/I.C.C./Women's Forum/Youth Forum may appoint a substitute from among themselves.

The names of all delegates and substitutes must be notified to the Chairman of the Standing Orders Committee in writing by the Branch/I.C.C./Women's Forum/Youth Forum prior to the commencement of the Conference.

87. A number equal to one more than half the number of accredited delegates entitled to be present shall constitute a quorum, each quorum shall include the General President or General Secretary or Acting General Secretary.

88. Each accredited delegate, including the Shop Stewards, in attendance shall have one vote. The Chairman shall have only a casting vote.

Full time officials shall have no vote but shall be free to speak on any subject matter.

89. Delegates attending the Conference shall not be paid meeting fees, lost time or travelling time but shall be entitled to expenses as fixed by the N.E.C. from time to time.
90. Resolutions to the Conference shall originate in the Branches/I.C.C./Youth Forum/Women's Forum N.E.C. and E.M.C.

Branch/I.C.C./Youth Forum/Women's Forum resolutions shall be limited to three per Branch/I.C.C./Youth Forum/Women's Forum and shall be taken at a specially convened meeting.

Section 7

THE GENERAL PRESIDENT

91. The N.E.C. or E.M.C. shall ask the Branches for nominations to the post of General President every four years. The nominations for the post of President shall be taken at specially convened meetings for that purpose. At least ten days notice of such meetings shall be issued. The closing date for receipt of nominations shall be fixed by the N.E.C. or E.M.C. and shall not be altered.
92. Should the position of General President become vacant for any reason, the EMC may ask the Branches for nominations in accordance with these Rules.
93. Nominees for the post of President shall be benefit members and shall have been 10 years successively a member of the Union, and in good standing, and shall have held office for three years on the N.E.C., E.M.C. or Branch Committee and be in benefit under any of these Rules, at the time of nomination. He/she must have a thorough knowledge of the Rules of the Union. He/she shall not hold any other office in the Union while holding the Office of President.
94. Nominees for the post must be nominated by two benefit members of the Union, who themselves are in good standing at the meeting of the Branch convened for the purpose of receiving nominations. Election of the President shall take place at the first meeting of the incoming NEC from the list of candidates put forward by the Branches. Election to be by secret ballot on elimination basis.
95. The President shall preside over all meetings of the B.D.C., N.E.C., E.M.C. and Rules Revision meetings. He/she shall read, or cause to be read all letters which require to be submitted to the N.E.C. and E.M.C., see that all business is conducted according to Rule, sign the Minutes of each meeting. He/she shall be under the control and obey the orders of the Governing Authorities. Should the President be unable to preside at an E.M.C., N.E.C. or B.D.C. meeting the members present of the E.M.C., N.E.C. or B.D.C. shall be empowered to appoint a Chairman for the conduct of the meeting in accordance with this Rule.
96. He/she shall be responsible in conjunction with the General Secretary for seeing that all orders issued by either Council are carried out and shall report any officer neglecting his/her duties. He/she may visit the Branches if requested or as deemed necessary by the NEC/EMC.

97. He/she shall hold office for four years and shall be a General Officer of the Union, with an honorarium paid quarterly, of an amount as laid down from time to time by the N.E.C.

Section 8 FULL TIME OFFICIALS

98. Nominations for Full Time Officials shall be sought from the membership of the Union, and elected by a meeting of the N.E.C. Should there in the opinion of the N.E.C. be no suitable successful candidate from within the Union membership covered by the relevant rules in this section, then the position shall be advertised outside. In the event of a candidate being elected by the N.E.C. to any full-time position such election shall be deemed to be valid in accordance with these Rules.

99. Notwithstanding anything in these rules where in the opinion of the N.E.C. conditions would warrant it, the N.E.C. may appoint full time officials with any other title, duties and conditions than those contained under rules and would be deemed to be valid within these rules. On the vacation of a full time office the continuance of or addition to these offices shall be at the discretion of the N.E.C.

Section 8(i) - General Secretary/General Treasurer

100. If the position of General Secretary becomes vacant, the N.E.C. or E.M.C. shall ask the Branches for nominations, for the vacancy. The nominations for the post of General Secretary, within the Union, shall be taken at specially convened Branch meetings held for that purpose. The closing date for receipt of nominations shall be fixed by the N.E.C. or E.M.C. and shall not be altered.

101. Nominees for the post of General Secretary shall have been 3 years a Full Time Official or have been 10 years successively in the benefit section of the Union or shall have held office for at least 3 years on the N.E.C. or E.M.C. or Branch Committee and be in benefit under any of these Rules.

102. Nominees for the post must be nominated by two benefit members of the Union, who themselves are in good standing, at the meeting of the Branch convened for the purpose of receiving nominations. Election of the General Secretary shall take place at a N.E.C. meeting from the list of candidates put forward by the Branches. Election to be by secret ballot on an elimination basis, after which the N.E.C. shall be empowered to declare the nominee appointed, to act in office for a probationary period of 6 months and if having proved to have given satisfaction and acted in accordance with these Rules his/her appointment shall be confirmed in writing.

103. If any nominee elected as General Secretary is proved, within six (6) months from the date of his/her election or appointment to the satisfaction of the N.E.C. not to have had the necessary qualifications or to have been elected by fraudulent proceedings, or not to have fully complied with the Rules of the Union, on any subject connected with the Union's business, the N.E.C. may declare the election or appointment void. After the expiration of the said six (6) months no election or appointment of General Secretary shall be disputed, except in cases of fraud.

104. The General Secretary shall be a full-time official of the Union and shall receive a salary. The salary, terms and conditions will be as determined by the EMC/NEC.

105. The General Secretary, who shall also be the General Treasurer, shall be under the control and obey the orders of the Governing Authorities, and shall keep all accounts, documents, books, and papers belonging to his/her office, and shall print the reports in such manner and place as the N.E.C. or E.M.C. shall direct.

He/she shall also be empowered to visit the various jobs where members are employed, inspect cards and work, and generally carry out such orders as may from time to time be given by the N.E.C. Unless absent through illness, or on the business of the Union, he/she shall attend all meetings of the E.M.C. and N.E.C. and shall be responsible for the minuting of the business transacted thereat and the vote given, etc. He/she shall at all such meetings, have a free expression of opinion, but shall not vote.

He/she shall be responsible for seeing that all orders issued by the Executive Council are carried out, and shall report any officer neglecting his /her duties.

He/she may attend all conferences with the employers whenever possible and shall prepare and present the case for the Union at such conferences. He/she shall be sent to any Branch/I.C.C. where in the opinion of the N.E.C. or E.M.C. his/her services are required, to hold meetings for organising purposes, or to interview employers when necessary or expedient, but he/she shall not, on his/her own authority, conclude any arrangement that will alter or affect the recognised working conditions within the area in which he/she may be acting.

He/she shall keep the General Register in which the names of members of the Union shall be entered within twenty-eight (28) days from the date of their election, and when they are admitted, or re-admitted, with a statement of their ages. If any member be transferred from one Branch to another, or receive any Mortality Benefit, a memorandum of such receipt of this Benefit shall be entered in the General Registration Book.

He/she shall produce all books, papers and documents of every kind belonging to his/her office to the Auditors, or any Branch deputation which has been sanctioned by the Executive Council. He/she shall issue a report to all Branches/I.C.C. which shall contain an abstract report of the proceedings and decisions of the N.E.C. and E.M.C.

He/she shall cause to be printed an annual report, and shall send to the Secretary of every Branch a number of copies as directed by the N.E.C. He/she shall be responsible for the office staff as appointed by the N.E.C.

As to notices and documents of all kinds sent by Branch officers or members to the General Secretary, he/she shall file and keep the same for such time as the N.E.C. think necessary. He/she shall send all books, notices, voting papers, and all other documents, and all kinds of stationery and goods required by these Rules to be sent from the General Office, to Branch Officers and members, and shall keep accounts thereof to the satisfaction of the Auditors.

He/she shall remain a member of the Union and in good standing.

106. When on the business of the Union and away from the office he/she shall be paid expenses and allowances as laid down by the Executive Council from time to time.

107. Should the General Secretary, in the opinion of the N.E.C., mismanage or neglect the affairs of the Union relating to his/her office, the N.E.C. on a majority vote of the whole N.E.C., shall be empowered to suspend him/her with pay from his/her duties, this suspension to go into effect immediately, and the N.E.C. shall within six weeks after such suspension lay full particulars of the offence in a printed circular, and send a copy to the Branches, when the votes of the members shall be taken on the question, and the majority of the votes shall be binding on all parties and be final and he/she shall be reinstated or removed from his/her office accordingly. The General Secretary shall have the right to publish his/her defence in the same printed circular within the alleged offence and in the event of the N.E.C. failing or refusing, to place the facts of the offence with the General Secretary's reply before the whole

of the Branches within six weeks of the General Secretary's suspension, the General Secretary shall resume his/her office as if no charge had been made against him/her.

108. In the event of the General Secretary wishing to resign he/she shall give three (3) months' notice of his/her intention to the N.E.C.

109. By virtue of his/her Office, the General Secretary shall be entitled to a retiral pension in accordance with the appropriate Union Pension Scheme. S/he may remain in office for as long as the N.E.C. consider him/her is capable of carrying out his/her duties. In cases of ill health s/he shall receive a pension and/or lump sum of such an amount as the value of the policy covering his/her pension will provide at the time of such early retirement. Such ill health may be required to be certified by a Doctor appointed by the Union.

110. He/she shall be entitled to a gratuity of one week's pay at Christmas. After one full year in office the General Secretary shall be entitled to six months full pay in any one year while absent due to illness, thereafter at the discretion of the N.E.C. Such illness shall be certified by the production of a certificate from a Doctor after an absence of two days.

Section 8(ii) - Assistant General Secretary and Other Designated Officials.

111. Candidates for a vacancy of Assistant General Secretary, or a vacancy of any Other Designated Official, within the Union, shall have been 3 years as a Full Time Official or have been five (5) years successively in the Benefit Section of the Union, or shall have held office at least two years on the N.E.C., E.M.C. or Branch Committee and be in benefit under any of these Rules.
112. Candidates for any vacancy must be proposed and seconded by two Benefit members who themselves are in good standing, at a meeting of the Branches convened for the purpose of receiving nominations for the vacancy. The final date for the receipt of nominations shall be fixed by the N.E.C. or E.M.C. and shall not be altered.
113. Election of the Assistant General Secretary, or Other Designated Official, shall take place at a N.E.C. meeting from the list of candidates put forward by the Branches. Election to be by secret ballot on an elimination basis, after which the N.E.C. shall be empowered to declare the nominee appointed, to act in office for a probationary period of six (6) months, and if proven satisfactory to the E.M.C. and approved by the N.E.C. shall have his/her appointment confirmed in writing.
114. If any nominee elected as an Assistant General Secretary, or Other Designated Official, within six (6) months from the date he/she commenced employment, is proven to the satisfaction of the E.M.C. not to have the necessary qualifications or to have been elected by fraudulent proceedings, or not to have fully complied with the Rules of the Union, on any subject connected with the Union's business, the N.E.C. or E.M.C. may declare the election or appointment void. After the expiration of the said six (6) months, no election or appointment of an Assistant General Secretary, or Other Designated Official, shall be disputed except in cases of fraud.
115. The Assistant General Secretary and Other Designated Officials shall be Full Time Officials of the Union and shall be Salaried. The appropriate Salary, Terms and Conditions for an appointment will be determined by the EMC/NEC.
116. Full-Time Officials shall be under the control and obey the orders of the General Secretary. They shall keep all books, documents and papers belonging to their office, and shall submit their reports in such manner and place as the N.E.C./E.M.C. shall direct.

They will be subject to direction by the General Secretary and will be delegated duties on a Regional or National basis with responsibilities to, and for, designated Branches/ I.C.C.'s. Their duties on a National basis will involve assignment on various National/Industrial Consultative Committees. All Full-Time Officials will be brought together at least once a year, or whenever deemed necessary by the General Secretary, for general appraisal of Union Activities.

They will be ex-officio, the Senior Officer of their designated Branches/I.C.C.'s. They will be responsible through the General Secretary to the E.M.C./N.E.C. for the conducting of negotiations on behalf of the members in their designated Branches./I.C.C.'s, Regions and/or National Forums.

They will be responsible for dealing with all industrial matters and will undertake and carry out duties referred to them by their designated Branches/I.C.C.'s.

Within those designated Branches/I.C.C.'s, Regions or National Forums: Shop Stewards, Branch/I.C.C. Secretaries, or any member nominated to carry out negotiations, should do so in consultation with the designated responsible Full-Time Official.

The Full-Time Officials, in consultation with their designated Branches, will work out and agree a schedule of regular attendance at Branch Meetings.

They shall be empowered to visit the various jobs where members are employed, inspect cards, work, and report any member who does not hold a current card.

They shall carry out such orders as may from time to time be given by the N.E.C. or E.M.C.

They may attend all Branch and Committee meetings. At all such meetings they shall have a free expression of opinion but shall not vote. They may carry out Branch business as required, provided such is not in conflict with NEC/EMC policy.

They shall be required to assist in the general work of the Union. They shall attend where possible all delegations and conferences on behalf of the Union.

They shall organise an Annual Regional Conference in their respective regions between January and March each year. They shall make the necessary arrangements to invite the appropriate delegates to the conference, set out the agenda and make the necessary reports to the conference as provided for elsewhere in these rules. A report on outcomes of the conference shall be submitted before the end of April of that year to the E.M.C.

They shall inform any Branch, of any member who does not hold a current card

Every Full-Time Official shall remain a member of the Union and in good standing.

117. Should any Full-Time Official, in the opinion of the N.E.C., mismanage or neglect the affairs of the Union relating to his/her office, the N.E.C., on a majority vote of the N.E.C., shall be empowered to suspend him/her with pay, from his/her duties, this suspension to go into effect immediately after the N.E.C.'s decision, and the N.E.C. shall within six weeks after such suspension, lay full particulars of the offence in a printed circular and send a copy to the Branches, and the votes of the members shall be taken on the question, and the majority of the votes shall be binding on all parties and be final, and he/she shall be re-instated or removed from office accordingly. The Full-Time Official shall have the right to publish his/her defence on the same printed circular within the alleged offence, and in the event of the N.E.C. failing or refusing to place the facts of the offence with the Full-Time Official's reply before the whole of the Branches, within six weeks of the Full-Time Official's suspension, the Full-Time Official shall resume his/her office as if no charge had been made against him/her.
118. In the event of a Full-Time Official wishing to resign he/she shall give three (3) month's notice of his/her intention to the N.E.C./E.M.C.
119. By virtue of his/her Office, a Full-Time Official shall be entitled to a retirement pension in accordance with the appropriate Union Pension Scheme. He/she may remain in office for as long as the N.E.C. consider he/she is capable of carrying out his/her duties. In cases of ill health he/she shall receive a pension and/or lump sum of such an amount as the value of the policy covering his/her pension will provide at the time of such early retirement. Such ill health may be required to be certified by a Doctor appointed by the Union.
120. When required to attend night meetings of the Branches/I.C.C.'s, or E.M.C. in excess of one a week, he/she shall be compensated by an additional payment as decided

from time to time by the N.E.C. The hours of attendance shall not extend beyond 10:30 p.m.

121. When on the business of the Union and away from his/her office he/she shall be paid expenses and allowances as laid down by the Executive Council from time to time.
122. A Full-Time Official shall be entitled to a gratuity of one week's pay at Christmas. After one full year in office a Full-Time Official shall be entitled to six months full pay in any one year while absent due to illness; thereafter at the discretion of the N.E.C. Such illness shall be certified by the production of a certificate from a Doctor after an absence of two days.
123. If during a period of paid employment any Full Time Official is in receipt of fees and/or expenses from any third party for work undertaken within normal working hours and for which the official concerned is already being paid by Connect Trade Union, the official concerned shall ensure that such fees and/or expenses are submitted to the union.

Section 9 GENERAL TRUSTEES

124. Three General Trustees shall be elected at the first meeting of the incoming N.E.C. every four years Election by the N.E.C. Officers present and voting by secret ballot papers shall be by proportional representation (PR) using Single Transferrable Vote (STV).

Counting of the ballots will be conducted in accordance with the STV counting system and the "Droop Quota" will be used to determine who has been elected.

The Trustees having been so elected shall hold office for the four year term of the N.E.C.; unless the N.E.C. decides by a majority vote that they have failed or neglected to fulfil their duties, in which case they may be removed from office by a majority decision of the N.E.C. In the event that any Trustee is removed from office the resulting vacancy shall be filled as per Rule 126

125. No member of less than ten years' standing, or out of benefit under any of these Rules, shall be eligible for nomination as Trustee.
126. The NEC/EMC shall ask the Branches for nominations to the post of General Trustees every four years.
- (i) Should the position of Trustee become vacant for any reason, the EMC may ask the Branches for nominations in accordance with these Rules.

127. General Trustees are authorised to take such professional advice as they deem necessary to fulfil their responsibilities under these rules.

128. A nominee for the post of General Trustee shall have been 10 years successively in the Benefit section of the Union and shall have held office at least 3 years on the N.E.C., E.M.C. or Branch Committee and be in benefit under any of these Rules at the time of nomination. Nominees for the post of Trustee must be proposed and seconded by two benefit members of the Branch of which he/she is a member who themselves are in good standing, at a meeting of the Branches convened for the purpose of receiving nominations for the office of General Trustee.

129. In the absence of two Trustees, then the General Secretary or Acting General Secretary is authorised to sign cheques drawn on the Head Office Account, together with the remaining Trustee.

Section 10 BRANCHES

Section 10.1 - Branch Committee

130. The Management and control of each Branch, (subject to powers by these rules given to the N.E.C./E.M.C.), shall be in the hands of a committee of ten, or no less than seven, who shall be chosen from and elected by members of the Branch who hold a current contribution card and are in conformity with all these rules.

130(a) In the event of,

- (a) Another trade union merges/amalgamates with Connect Trade Union
- (b) All or part of the membership of another trade union, by agreement with that union properly transfer their engagements/membership to Connect Trade Union

In order to facilitate same the NEC/EMC shall have the authority to set the number of branch committee members for any branches affected by the transfer/merger/amalgamation where the future combined numbers for both branch committees would exceed 10.

In any such instance any such enlarged branch committee shall only be put in place for a period of 2 years after the date of the transfer/merger/amalgamation.

Should the end of the 2 year period not coincide with the Connect Trade Union branch election schedule, the branch may:

- (a) Hold a special general meeting to elect a new branch committee of 10
- (b) Hold a special general meeting seeking the approval of the members of the branch to continue with the current branch committee until the next branch elections are due as per the Connect Trade Union branch election schedule.

131. A Branch Committee shall meet at least once a month unless otherwise authorised by the E.M.C. An emergency meeting of the Branch Committee shall be called by the Chairman at the request of four or more members of the Committee.

A Branch Committee shall set aside specific times during their normal Committee Meetings for Members' business and Committee business.

132. The committee when elected will come together for the purpose of electing its own Officers, Chairman, Secretary/Treasurer and Organiser.

Half the members plus one of the Committee, which shall include two of the officers, shall form a quorum. In any Branch where a Vice-Chairman and/or Assistant Branch Secretary/Treasurer have been appointed, they shall be deemed to be an Officer for the purpose of constituting a quorum at any Ordinary Branch of Committee meeting where any two Branch officers are unable to attend, and have sent satisfactory explanation to this effect to the meeting.

133. Where a Branch is composed mainly of Mechanical and Electrical members a committee should be composed, where feasible, of three from the Electrical Engineering Trades,

three from the Mechanical Engineering Trades, the four other positions would be open to the membership, including Apprentices, or pro-rata for smaller Branch Committees.

All candidates eligible under these Rules for the above mentioned positions shall be duly proposed and seconded at the A.G.M. called for the purpose of securing nominations. Every such candidate shall consent in writing to his/her nomination before his/her name shall be printed on the ballot paper.

134. The mode of election of Branch Committee shall be as follows:-

If for each vacancy there are only sufficient candidates to fill them they shall be declared elected.

If there are more candidates than there are vacancies, ballot papers shall be available to all members entitled to vote under these Rules on which he/she shall indicate his/her preference in accordance with the system of proportional representation (PR) using Single Transferrable Vote (STV).

Such ballot papers to be returned within fourteen days from the date of posting in the addressed envelope supplied for such purpose.

Three scrutineers appointed for the purpose shall count those returned ballot papers. The count will be done in accordance with the STV counting system and the "Droop Quota" will be used to determine who has been elected.

The result shall be declared by the scrutineers who shall furnish a certified result to the Branch Secretary/Treasurer; who in turn shall forward a copy to the General Secretary.

135. Committee members shall be elected for a period of two years and be eligible for re-election. The election of Committee shall be concluded in December of the year of the expiry of their office.

136. If there are an insufficient number of members in any Branch to supply the places of proper officers, the E.M.C. shall direct how, and by what officers, the business of the Union or Branches, shall be transacted.

137. No member shall be eligible for election to the Committee unless he/she has been a member of the Union for at least two (2) years and no member shall be Branch Chairman, Secretary/Treasurer or Branch Organiser, unless he/she has been a member of the Union for a period of three (3) years.

138. Notwithstanding Rule 137, the EMC may allow for exceptions in the case of new Branches or where insufficient candidates exist.

139. In the event of any Branch Officer becoming incapable of acting or being expelled from the Union during his/her term of office, an officer shall be elected to fill the vacant office at the next Committee meeting.

140. In the event of a Committee Member ceasing to hold office for any reason or becoming incapable of acting or being expelled from the Union during his/her term of office, the next candidate in line from the election will be co-opted. If there were no other candidates the Committee at their discretion may continue with the remaining Committee Members or co-opt a member of the Branch willing to fill the position.

141. If the Branch Chairman or Branch Secretary/Treasurer be absent from any meeting, a provisional Officer shall be elected by the meeting for such meeting.

142. If a Branch Committee Special Meeting therefore summoned, or the E.M.C. decide that the conduct of any officer of a Branch has been unsatisfactory to them, such meeting, or the E.M.C. shall order such officer at once to vacate his/her office, and such officer shall on

receiving notice from the Branch meeting or from the General President, deliver up all funds and property of the Union in his/her possession to such person or persons, as the said meeting or the N.E.C. may appoint. Any Officer refusing to obey such order at once, shall be by such refusal expelled by the Union, and if re-admitted, shall not hold any office without the consent of the N.E.C. Should any Officer vacate, or be asked to vacate office, his/her honorarium shall cease on the date when he/she was instructed to vacate such office.

143. No Officer's honorarium, or any part thereof, shall be on any account advanced to him/her, nor paid until any contributions he/she may owe to the Union have been first deducted.
144. If any Branch Officer, other than the Secretary/Treasurer, be by these Rules liable to a fine for the neglect of his/her duty with reference to the N.E.C./E.M.C. or the General Officers, such fine shall be imposed by the Branch Secretary/Treasurer, on receipt of notice of a fine having been imposed from the General Secretary. If the Branch Secretary/Treasurer be so liable the fine shall, on receipt of such notice be imposed by the Branch Chairman.

Section 10.2 - Branch Officers

145. Prior to the first ordinary Branch Meeting in January the Branch Committee shall elect a Chairman, Secretary/Treasurer and Branch Organiser from among themselves who shall be the officers of the Branch. Officers shall be elected for a two year period and be eligible for re-election.
146. The mode of election of officers shall be by secret ballot on an elimination basis in the following order, Chairman, Secretary/Treasurer and Branch Organiser the process of election shall be conducted by two scrutineers elected for that purpose at the A.G.M. The two scrutineers will be charged with the proper conduct of this election and shall ensure that a quorum of at least seven members of the elected Committee are present.
147. Any Branch Committee meeting may, if it thinks expedient for the better transaction of the business, appoint any committee member who is willing to serve as an additional officer.

Section 10.2.1. - Branch Chairman

148. The Branch Chairman shall preside at all Branch meetings and at all Branch Committee meetings, and shall see that the business is conducted in conformity with these Rules and Standing Orders and with propriety and order.
- If he/she fails to attend two consecutive meetings without sending an apology acceptable to the Branch; the Branch shall then proceed to elect a Chairman for the unexpired period of office.
149. At all Branch meetings the Branch Chairman shall, on the adoption of the minutes of the previous meeting, sign these minutes.
150. The Branch Chairman shall, in conjunction with the Branch Secretary/Treasurer, summon a special Committee meeting in case of emergency.
151. On the election of new members, the Branch Chairman shall see that all regulations in Rules are complied with.
152. The Branch Chairman shall countersign the clearance transfers made out for any duly qualified member wishing to change his/her Branch.

153. The Branch Chairman shall, after the return of votes from members of his/her Branch on any question, or questions submitted to the votes of the Branches, ascertain that the sheet recording the number of votes is correctly filled up.

Section 10.2.2 - Branch Secretary/Treasurer

154. The Branch Secretary/Treasurer shall attend all Branch meetings and Committee meetings. If he/she fails to attend and does not send an apology for his/her absence satisfactory to the meeting, together with the requisite keys and books, the NEC/EMC shall be notified of his/her conduct.

155. The following shall be the duties of the Branch Secretary/Treasurer in general (but he/she shall also perform duties imposed on him/her by these Rules, though not mentioned here); To conduct all the Branch correspondence, to make and keep copies of all letters by him/her written, to file all letters received by the Branch, to prepare and send out all notices of special meetings, and in general all notices by these Rules required; to keep all books, papers, documents, and accounts relating to the affairs of the Branch in such a manner and form as the Branch may appoint; he/she shall keep all receipts, vouchers, etc. for a period of at least twelve months after audit, but subject nevertheless to the approval and discretion of the NEC/EMC, to make and keep minutes in the minute book of the transactions at Committee meeting, as the Committee shall direct, to fill all notices, forms, voting papers and other documents by these Rules required to be sent by him/her to the General Secretary.

156. The branch Secretary/Treasurer shall at all Branch Meetings read the cash Accounts of the preceding meeting and fill out all Forms relating to the business of the Branch as directed by the N.E.C./E.M.C.

157. The Branch Secretary/Treasurer shall, within fourteen days from the time of receiving the Annual Report from the General Office, make same available for inspection of the members.

158. The Branch Secretary/Treasurer shall forward monthly returns of Income and Expenditure on the prescribed forms to the general office

159. All Branch Officers' honorariums due according to these Rules shall be paid on the Branch Secretary/Treasurer's order at the end of the quarter.

160. As to benefits the Branch Secretary/Treasurer shall have the following duties: If any member, or person on behalf of any member, claims any of the benefits in these Rules mentioned, the Branch Secretary/Treasurer shall, before allowing such claim to be paid, see that all contributions and money due to the Union from such member are paid and such benefit shall be given only after first deducting all monies owed to the Union by the Claimant.

161. The Branch Secretary/Treasurer, on, or as soon as may be after, the receipt of any claim in respect of the death of any member under these Rules entitled to Mortality Benefit, shall satisfy himself/herself as to the fact and date of such death, and shall thereafter send a demand for benefit to the General Secretary, stating the name, or names of the person, or persons to whom it is to be paid

162. The Branch Secretary/Treasurer shall forward to the E.M.C. not later than Monday in every week during the continuance of a strike, a correct account for the week ending on the previous Friday night of the names of the members who have during the week received strike pay, the amount and duration of which shall be decided by the N.E.C.

163. The Branch Secretary/Treasurer shall give a written order to Head Office for the amount payable to each member as strike pay.
164. In no case shall the Branch Secretary/Treasurer give an order for strike pay for any member whose benefit has been ordered by the E.M.C. to cease. If the Branch Secretary/Treasurer negligently, or wilfully, gives an order to Head Office for strike pay in any case where no such pay is due under any of these Rules, he/she shall be subject to discipline in accordance with these Rules and shall be liable to reimburse the union for any funds so remitted.
165. The Branch Secretary/Treasurer shall, after the return of votes from members of his/her Branch on any question, or questions, submitted to the vote of the Branches, fill in correctly, sign and return within forty-eight hours to the E.M.C. a scrutineers form signed by the Scrutineers and Branch Chairman, containing the number of votes recorded
166. The Branch Secretary/Treasurer shall forward a monthly Report to the General Secretary, on the form provided for the purpose, with the names of members excluded and new members.
167. The Branch Secretary/Treasurer shall apply to the General Secretary for all books, stationery, etc., required for Branch purposes, and on receiving such articles shall send back receipts for same.
168. If the Branch Secretary/Treasurer neglects to send to the General Office, the NEC/EMC, or the General Secretary, anything directed, he/she shall, in every such case (except by these Rules otherwise expressly fixed) be dealt with according to these Rules.
169. The Branch Secretary/Treasurer shall have a quarterly honorarium payable as directed by the N.E.C.
170. Where a Branch appoints an Assistant Secretary / Treasurer, the Branch Secretary/Treasurer may apportion part of his/her honorarium to the Assistant. There shall be no additional honorarium for the position of Assistant Branch Secretary/Treasurer.
171. The Branch Secretary/Treasurer shall, on ordinary Branch meeting nights, receive all payments made by members. The Branch Secretary/Treasurer shall enter in the day books all payments made to him/her by members, and also initial their cards.
172. The Branch Secretary/Treasurer to make up and send out contribution cards as directed by the E.M.C.
173. Head Office shall receive from the Secretary/Treasurer, a written order for all sums of money registered for the expenditure of the Branch, and shall pay all claims on the Branch as by these Rules ordered
174. The Branch Secretary/Treasurer shall, after the business of any Branch meeting is over, balance the Branch accounts with the Chairman.
175. The Branch Secretary/Treasurer shall see to obtaining receipts and vouchers for all expenditure of the Branch. The same shall be kept for examination by the Auditor.
176. The Branch Secretary/Treasurer shall in no case remit any Branch Officer's honorarium to Head Office without an order from the Branch Chairman countersigned by the Branch Organiser.

177. The Branch Secretary/Treasurer shall in no case remit a claim to Head Office for strike pay or lock-out pay to any member without a written authority to do so from the Branch Organiser and Branch Chairman or to any member whose strike or lock-out pay has been ordered by the E.M.C. to cease, or who is not entitled under these Rules to strike or lock-out pay

Section 10.2.3 - BRANCH ORGANISER

178. The duties of the Branch Organiser are, as far as practicable to:

- a) Promote the benefits of Connect Trade Union membership
- b) Identify areas for membership growth at local and regional level
- c) Meet with potential new members, and
- d) Distribute Connect Trade Union recruitment information
- e) Meet with and report regularly to the Regional Connect Trade Union full time organiser on all issues regarding recruitment and organising in their area.

179. The Branch Organiser shall have a quarterly honorarium payable as directed by the N.E.C...

Section 10.3 - BRANCH MANAGEMENT POWERS AND FINANCE

180. Every Branch shall hold its meetings at such place as may have been designated by the EMC and such meeting place shall be the Branch rooms. No Branch shall change its place of meeting without the consent of the E.M.C.

181. All Branches shall remit to Head Office any financial claims, approved by the Committee for payment, along with appropriate documentation. Head Office shall pay all such claims with immediate effect.

182. Special meetings may be called if found necessary for any reason.

183. Unless otherwise decided, any Branch Committee meeting or Branch ordinary meeting shall begin at 8.00 p.m. and end at 10.30 p.m.

184. The following business shall be transacted at Branch Committee meetings:

- (a) The carrying on of all the ordinary business of the Union and the performance of all acts authorised by these Rules.
- (b) The payment and receipt of contributions, fines etc.

185. Branches may have sectional Sub-Committees who shall at all times be under the control of the Branch committee.

186. At the first meeting of the quarter following the election of officers, the outgoing officers shall also be in attendance, except excused by the meeting, for the purpose of handing over all Branch books, monies, etc. Any incoming or outgoing officer neglecting to comply with this provision shall be dealt with under these Rules.

187. At such meetings as last aforesaid, it shall be lawful for the Branch Chairman, for the Branch Committee, or for the General Trustees, to order the possession of all monies, books, papers, documents, keys and other property in the last clause mentioned, into such custody as they think proper. In the event of contradictory orders as to such possession the order of the N.E.C./E.M.C. shall be final.

188. At such meeting as last aforesaid, if everything by these Rules ordered has been done satisfactory to the meeting, the honorariums of the officers for the previous quarter shall be paid.
189. All books, stationery, etc. required for Branch purposes shall be sent from the General Office on application from the Branch Secretary/Treasurer but the Branch Secretary/Treasurer may, in case of emergency purchase stationery, the expenditure for same to be shown in the Branch Accounts. Each Branch shall be supplied with, and keep, a stamp and the following books of the Union: Accounts Books, documents, forms and notices, as by these Rules required, which shall be kept and supplied to members as by these Rules directed). No furniture or any other property for the requirements of the Branch may be purchased without prior consent of the N.E.C./E.M.C.
190. Each Branch may be supplied with, and keep at the Branch meeting place, a box or press secured by lock and two keys. The Branch Chairman and Secretary/Treasurer shall have one key each.
191. Each Branch must adopt the best means that can be selected in their respective localities for the security of the box or press and its contents.
192. In the box or press shall be deposited all the Union's books, papers, letters, memoranda and documents, except such as are immediately wanted.
193. Any officer whose duty it is to hold the keys to the Branch rooms, presses and filing cabinets shall furnish the meeting with their keys. Any officer neglecting to do so shall be dealt with in accordance with these Rules.
194. Every Branch shall hold a quarterly meeting on the first ordinary meeting night of every quarter. The dates of such meetings shall be printed on the members' contribution cards.
195. Every officer shall attend such meeting, unless his/her non-attendance is explained in a manner satisfactory to the meeting.
196. The following business may be transacted at Branch quarterly meetings:
- (a) Shop Stewards Reports
 - (b) Industrial Reports
 - (c) Update on industrial matters by Branch Secretary/Treasurer and/or FTO, if present.
 - (d) Local Policy.
197. Every Branch Committee will arrange an Annual General Meeting to which all members of the Branch will be invited to attend. The following business may be transacted at such meetings:
- (A) Chairman, Secretary/Treasurer, Branch Organiser and assigned full time Official Reports to the members on the year's activities.
 - (B) Nominations for N.E.C. Officer
 - (C) Nominations and election of B.D.C. delegation.
 - (D) Nominations for Branch Committee.
 - (E) Nomination and election of scrutineers for conducting election of officers.
 - (F) Proposals on Rule alterations, amendments or rescissions for B.D.C.

198. A Branch special meeting may be convened by the Branch Committee and shall be notified to the members, stating the Nature Of The Business to be transacted and the Date and Time of the Meeting.

The Notice can be displayed on the Union`s Website or it may be sent to members via Shop Stewards, directly by e-mail, mobile phone text message, postal mail, indirectly by Public Press Advertisement or in an appropriate manner as is most convenient to the conveners of the meeting whilst having due cognisance of the relative costs and effectiveness of the notice.

199. The Chairman of a special meeting shall not allow any other business to be transacted except the business stated in the notice convening the meeting.

200. All persons at any Branch meeting shall sign the attendance book with their names and Union numbers. The Branch Chairman shall ensure that only those members entitled under Rule shall participate in the business of the meeting.

201. Minutes of the proceedings at every branch meeting shall be taken by the Branch Secretary/Treasurer. These minutes shall be confirmed at the next meeting, or referred back to the Branch Committee.

202. The Branch Committee shall transact any immediate business of the Branch not within the scope of any Branch Officer to transact, and shall be a Committee for Branch purposes. It shall have power to enforce these Rules and to decide any point therein, subject only to the appeals from its decision as in Rules mentioned.

203. The Branch Committee may obtain and inspect all Branch Books and accounts; they may require any member of the Branch or officers to attend any meeting for any purpose. The Books concerning each Branch shall be kept at the respective Branch rooms, and the same, with the names of the members, shall be open at all reasonable times to inspection by every member having an interest in the funds of the Union.

204. The Branch Secretary/Treasurer and the Branch Chairman may, when both think fit summon a Committee meeting at any ordinary place of meeting.

205. The Branch Committee, may summon a special Branch Meeting, when any five of them think fit.

206. Any resolution endorsed by a Branch ordinary meeting or a Branch special meeting can be rescinded only by a Branch special summoned meeting.

207. Any member permanently moving shall be required to transfer to the Branch nearest to the place where he/she is working within one month, and shall be subject to the control and regulations of such Branch. This clause shall not apply to any member who is working in any other district than his/her own as an out-worker.

208. The Branch Committee have the power to instruct any member not to work in a job for less than the established rate for that job or site. The Branch Committee shall arbitrate on what the established rate is. Any member may within two weeks, if he/she does not agree with the Branch decision, refer the matter to the E.M.C. who shall make a decision, which shall be binding on all parties.

209. All Branch funds shall be banked in the name of the Union, in the account allocated by the NEC/EMC and all Branch Secretary/Treasurers shall cross orders etc. with the name of the Union and the words 'not negotiable' together with the name of the bank at which it is decided to deposit such funds.

210. Wherever there is a Branch of the Union, it shall, by the EMC, open a current account in an approved bank in which shall be placed all the funds of the Branch. Whenever the moneys held by the Branch shall exceed a sum equal to €1 (one euro) per member, the amount in excess thereof shall be forwarded to the General Office at the end of each month for deposit in the General Funds.
211. The names of all Branch Officers shall be forwarded to the General Secretary immediately on their appointment being made, the accounts shall be at once transferred into the names of the new Branch officers. Notice of each change shall be forthwith sent to the General Office. When a change of Officer takes place in any Branch, it shall be the duty of the Branch Secretary/Treasurer to notify the General Secretary and forward the appropriate Mandate.
212. All monies received in contributions or from other sources on behalf of the Union must be lodged in the bank and such sums must be written into the Lodgement Book and the block stamped by Bank officials must be kept as a receipt. Bank Statements must also be kept by every Branch.
213. All monies received by any Branch Officer on behalf of the Union shall be paid into the Branch Account not later than seven days from the date of its receipt.
214. The Branch Secretary/Treasurer shall submit a written order signed by the Branch Chairman and countersigned by the Branch Organiser for all sums of money authorised for the expenditure of the Branch, and shall enter such sums in the expenditure book, and shall as directed, remit all claims on his/her Branch to Head Office as by these Rules ordered.
215. No Branch, by the action of any of its officers or members, shall dispose of any of the Union's funds otherwise than as by these Rules allowed. If any other organisation applies for aid to a Branch, the Branch shall through its Secretary/Treasurer forward, to the N.E.C./E.M.C., all information as to the case, in writing, and the applicant's printed circular, and the Branch meeting shall send their opinion in writing, as to the merits of the application to the E.M.C.
216. Any Branch shall remit to the General Office, as by these Rules provided, any sum or sums, of money within fourteen days of receipt of notice of demand of such sums from the General Secretary (such sums, or sums of money being in the Branch banking account or in the hands of any Officer of the Branch).

Section 11 Branch FORMATION AND DISSOLUTION

217. The N.E.C. shall have the power to form a new Branch and no new Branch shall be formed except with the consent of the NEC/EMC which shall take all measures which seem to it requisite for forming same.
218. The N.E.C./E.M.C. will have the power, at its discretion to form sub-Branch Committees, where it's deemed necessary to improve access or service to the members.
- (i) They will be non-financial.
 - (ii) Their function and duties will be set down by the EMC in consultation with the Branch concerned.
219. The E.M.C. shall be responsible for conducting the first ordinary meeting of new Branches for the making of specimen copies of the books and for setting up a caretaker committee where necessary.

- 220 The N.E.C. shall, from time to time, determine the limits of each Branch. Branches containing any number of members may be dealt with, dissolved, or added to an existing Branch, as the NEC/EMC thinks fit. The NEC/EMC may order the admittance of any member of such dissolved Branch into any other Branch, and the NEC/EMC shall have power, upon the dissolution of any Branch to obtain possession of all the funds, books, papers, and property of every description of the Union in the custody of the Branch, or any of its members or officers, or in the custody of any other person or persons.
- 221.If any Branch, by the action of its officers, or by the action of any number of its members determines, or attempts to secede from the Union, or acts any way contrary to these Rules, such Branch may be dissolved by the N.E.C. in which case the NEC/EMC shall at once, by any means it thinks fit, obtain possession of all the funds, books, and every description of property in the hands of the Branch, or its members, or officers or any other person, or persons, and deal with such funds, books and property at its discretion.
- 222.If any Branch, by action of any of its officers, or by the action of any number of its members, neglect, refuse to remit to the General Office, as by these Rules provided, any sum, or sums, of money within fourteen days of notice of demand, of the sums having been received from the General Secretary (such sum, or sums of money being in the Branch banking account or in the hands of any officer of the Branch), the NEC/EMC may, by written notice suspend all powers and meetings of the Branch for such time as it pleases or may direct that the business of the Branch be transferred to any other Branch, or that the Branch be dissolved.
- 223.Any Branch shall be liable to dissolution at the discretion of the N.E.C. if they are in breach of Rule.
- 224.All accounts shall be opened in the name of the Union.
- 225.All income received by the Union shall be under the general control of the N.E.C./E.M.C.

Section 12

SHOP STEWARDS

226. In shops where two or more members are employed, a shop steward shall be elected, such election to be made at a meeting of the members. Notification of his/her appointment and his/her address shall be sent by him/her to the Branch Secretary/Treasurer. His/her appointment shall be subject to the approval of the Branch; or an ICC and endorsed by the EMC.
- 227.Details of name, address, employment and category of each Shop Steward appointed shall be held by the Branch and on the Head Office Shop Stewards' Register. The Shop Steward shall be issued with a card defining his/her duties and authorising him/her to act.
- 228.In the same way, a shop may elect a Deputy Shop Steward who shall be subject to the same rule provisions as the Shop Steward. He/she shall act in conjunction with the Shop Steward in all Union activities as provided for in these Rules, and shall substitute for him/her when he/she is absent.
- 229.They shall be elected for a period of twelve months, unless in the opinion of the Branch Committee or the E.M.C. they have mis-managed or neglected the affairs of the Union relating to their office, or have acted contrary to any of these Rules, when they may be removed from office and a new Steward or Deputy appointed as per Rule. At the expiry of their term of office, they shall be eligible for re-election as per Rule.

230. On sites or other locations where members are working away from shop, Stewards may be elected in the same way as a Shop Steward. They shall be subject to the same Rules and jurisdiction as Shop Stewards.

231. Each category will be entitled to elect their own shop steward to represent their particular interests. In employments where there is a number of Stewards, they may form a Shop Stewards Committee, which shall be subject to the same Rules and jurisdiction as for Shop Stewards. The Shop Stewards' Committee may elect a senior Shop Steward, who will be called the Convenor.

232. The Shop Steward will be under the jurisdiction of his/her Branch or I.C.C. He/she shall keep his/her Branch Committee/I.C.C. well informed of all the events affecting the Union and its members that occur in his/her shop or Industry. He/she shall have no authority to formalise any agreements with employers on behalf of the Union unless approved by their designated FTO.

233. . The duties of a Shop Steward shall be as follows:-

- (a) The Shop Steward shall ensure that all Mechanical, Electrical and workers are members of an appropriate Union.
- (b) He/she shall ascertain by a quarterly show of cards if all members are in benefit according to Rules and inspect the members' cards at any time he/she sees fit.
- (c) He/she shall receive contributions from any of the members employed in the same shop who desire to remit their contributions in this manner.

All contributions shall be entered on the member's card when received by the Shop Steward and be paid into the Branch on the next following meeting night.

The Shop Steward shall keep an account of all money received in a book provided for the purpose which shall be produced when requested or remitting contributions and be signed by the Secretary/Treasurer, or in his/her absence by the Chairman of the Branch.

- (d) He/she shall ensure that all provisions of employer union agreements relating to the employment are fully complied with.
- (e) He/she shall ensure that safe and proper work practices are observed in the employment.
- (f) He/she shall deal with local grievances in the first instance, and where the grievance is to be processed further shall inform the Branch Secretary or Full Time Official as soon as possible.
- (g) He/she shall approach the established authorities on questions of breaches of established working conditions and of demarcation between trades.
- (h) He/she shall attend all quarterly meetings of his/her Branch where he/she shall report on any arrears difficulties arising from his/her card checks.

234. Shop Stewards requiring facilities for the discharge of their duties shall make their requirements known to the Branch Committee/Designated Official, who shall then take all steps to provide same.

Section 13

DELEGATIONS

235. The N.E.C./E.M.C. may appoint delegates to visit any locality:

- (a) For the purpose of assisting or spreading knowledge of the objects of the Union.
- (b) For the purpose of investigating any grievances, or to ascertain the prospects of success in any proposed action.
- (c) For the purpose of making any enquiries the N.E.C./E.M.C. thinks right in cases where a strike has been authorised, or where any matter occurred involving the interests of the Union and for the purpose of obtaining information as to the state and position of affairs; of negotiating between members and employers in cases where a strike has taken place, or arranging any terms of settlement in the cases last mentioned.
- (d) Delegates under this clause appointed shall perform such services, and be absent for such period, and report these proceedings to the N.E.C./E.M.C. as such Council shall appoint.
- (e) For the purpose of investigating any complaint against, or suspected improper action by, any Branch or its officers.
- (f) For the purpose of conducting business on behalf of the union.

236. The union exclusively through the EMC may appoint one or more delegates for a specific purpose and for a specific period for which they may be paid a specified fee as determined by the NEC/EMC from time to time. No delegate will be paid such a fee until it is approved by the General Secretary.

237. When any member is delegated on the Union's business, he/she shall be paid as follows:

- (a) The fee payable as per Rule 236
- (b) Where members are called on to assist the union and they volunteer to participate they may be paid expenses in respect of (c) and (d) but will not receive the fee specified in Rule 236.
- (c) Where necessary to stay away from home overnight, an overnight allowance for each night.
- (d) In addition, members are entitled to subsistence, travelling expenses.
- (e) Where suitable public transport is not available and where the use of a member's car has been sanctioned by the E.M.C., a mileage allowance shall be paid. The amounts of the above fees, allowances and travelling time shall be as laid down by the N.E.C. from time to time.

238. Notwithstanding Rule 237 for attendance at N.E.C./EMC/B.D.C./ I.C.T.U and other approved conferences/committees, attending delegates shall be paid allowances and fees as laid down by the NEC/EMC from time to time.

239. Members receiving payment from an employer for time lost while attending Union matters shall not be paid lost time by the Union.

Section 14

CONTRIBUTIONS AND BENEFITS

240. Member's subscriptions shall be at such sums as the N.E.C. shall at its discretion determine.

Any member who has paid these contributions for twelve months shall be known as a "Privileged Member" and be entitled except when out of benefit, to benefits in accordance with these Rules.

241. Where deduction at source arrangements between Union and Management exist they shall be binding on all members in the establishment concerned.

242. Any member owing more than twenty weeks arrears will forfeit all benefits.

243. No member shall be liable for payment of contributions whilst unemployed or out of work through certified illness or accident, provided that during this period he/she is solely dependent on State Benefits. Exemptions shall be allowed only for periods where a claim has been made through the Branch Secretary/Treasurer within three months of the commencement of the period.

244. Members who are unable to work owing to protracted illness and who wish to retain membership with rights to Mortality or Retirement Benefit, subject to N.E.C./E.M.C. approval shall pay a quarterly levy as decided by the N.E.C. from time to time.

245. All contributions shall commence from the night of admission into the Union, and every member shall be advised as to where a copy of the rules is available on the Connect Trade Union website and shall also be issued with a contribution card.

246. The amount of each member's contribution shall be put upon the contribution card. If any dispute shall arise as to the amount paid on account of such contribution, the amount stated in the Branch contribution records shall be decisive.

247. Any fines, or levies brought forward to any member's account from the preceding quarter are thereby declared arrears of contributions. Any money received as benefit contrary to these Rules must be refunded, upon receipt of notice from the Branch Secretary/Treasurer, within one month after re-starting work, and the member shall be out of all benefit until such time as the money is repaid.

248. Any member in distressed circumstances, such circumstances not being due to their own misconduct may appeal their case in writing to the Branch Committee of their Branch and request assistance. The opinion of the Committee shall be submitted to the EMC and if the EMC is satisfied that it is a deserving case the member shall be assisted.

The EMC shall decide the level of assistance to be granted and shall authorise payment by the Trustees from Head Office General Fund.

Section 14.1 - Retirement Benefit

249. Members who retire and who have reached 65 years of age and who have 15 years continuous membership in benefit and in good standing with the Union and who are in benefit under these Rules shall be entitled to claim a single Retirement Grant of an amount as decided by the N.E.C. from time to time, except where members are in receipt of Superannuation from the Union under the previous Rules of the former ETU and NEETU.

250. All claims for Retirement Benefit shall be submitted in writing to the Branch Secretary/Treasurer who shall forward same within one month to the E.M.C. All such claims must be accompanied by the member's current contribution card, birth certificate and confirmation from the Branch Secretary/Treasurer that the member has retired from work.

251. All claims for Retirement Benefit shall be submitted within two years of Retirement, failure to do so will forfeit entitlement to benefit.

Claims endorsed by the Branch on exceptional grounds, outside the two year deadline may be sent to the E.M.C. for consideration.

Section 14.2 - Total Incapacitation Benefit

252. Should any Member who is in benefit under these Rules, lose a limb, or be in any way disabled by accident while following his/her usual employment, and who, in the opinion of a competent medical referee selected by the N.E.C., is thereby rendered permanently unable to work, he/she shall receive a single payment of an amount to be decided by the N.E.C. from time to time. He/she shall be entitled to retain membership.

Section 14.3 - Mortality Benefit

253. Mortality Benefit shall be paid to the estate of members who die before the age of 65 years and who at the time of death owe no more than twenty weeks arrears of contributions. The Branch Secretary shall forward such claims within one month of receipt to the E.M.C. All such claims must be accompanied by the death certificate and letter of claim on behalf of the member's estate.

254. The amount of such Mortality Benefit shall be decided by the N.E.C. from time to time. All Mortality Benefits shall be paid from the General Office.

255. All claims for Mortality Benefit shall be submitted within one year of death, failure to do so will forfeit entitlement to benefit.

Section 14.4 - Legal Advice Benefit

256. The Union provides a Legal Aid and Advice Service for all benefit members of the Union. Any member wishing to avail of this service must make application through their Branch Secretary/Treasurer using the form provided for this purpose. The rules pertaining to this service are agreed between the N.E.C./E.M.C. and the firm of solicitors providing the service and may vary from time to time at the discretion of the N.E.C./E.M.C. A member, while availing of this service, must at all times remain a benefit member of the Union.

Section 14.5 - Strike Pay

257. Any member of the Union who is in benefit under Rule shall be entitled to Strike Pay while involved in a withdrawal of labour which has been sanctioned by the N.E.C./E.M.C. To be in benefit under the following Rules relating to Strike Pay, a member must not owe more than sixteen weeks' contributions, four weeks prior to the commencement of the withdrawal of labour.

258. In the case of any members being locked out of their employment, or discharged, because they are members of, or refuse to leave, the Union or because of their compliance with N.E.C./E.M.C. instructions, they shall be entitled to receive strike pay in accordance with the provisions of these Rules.
259. Any members withdrawn from their employment with the sanction of the N.E.C./E.M.C. or locked out as a result of a dispute between employers and members of another Union shall be entitled to receive strike pay, in accordance with these rules.
260. Strike pay shall be paid for a period up to ten weeks, when the situation shall be reviewed by the N.E.C./E.M.C.
261. Any arrears owing by members shall be deducted from strike pay.
262. When wishing to claim strike pay a member shall in the first instance make application to the Branch. The Branch Secretary/Treasurer shall then ascertain whether he/she is eligible to receive strike pay. Having established the member's eligibility, the Branch Secretary/Treasurer shall complete the requisite form, and forward it to the N.E.C./E.M.C. who shall decide whether or not to sanction the payment. In no circumstances shall any payment be made without the express written sanction of the N.E.C./E.M.C. Any Branch officer who allows a payment to be made without such sanction will be liable to disciplinary action under Rule and must return to the Union funds all the monies so disbursed.
263. No member shall be entitled to receive strike pay while in receipt of unemployment, sick, accident, state unemployment benefit, Supplementary Welfare Benefit or on holidays.
264. The amount payable on strike pay shall be as decided from time to time by the N.E.C.

Section 15

DISCIPLINARY/APPEAL PROCEDURE

265. If any member or officer, falsifies, abstracts, withholds or tampers with any of the forms on which members are to record, or have recorded, their votes relating to the election of candidates for any office in the Union, or to any question submitted to the votes of Branches, or wilfully miss-states the number of such votes, he/she shall on this being proved to the satisfaction of the E.M.C., be expelled from the Union, and forfeit all monies paid thereto, or be fined such sum not exceeding €100.00 (one hundred euro) to be paid in such manner as the E.M.C. shall determine.
266. If any member, or officer, of the Union shall, contrary to these Rules, obtains possession of, or refuses to give up, or shall apply to purposes other than those by these Rules allowed, any of the Union's money, securities for money, books, papers, documents, keys or other effects, such member, or officer, shall upon complaint being made and duly proved to the E.M.C.. by any member, or by any other person on behalf of the Union, be ordered by the E.M.C. to reply and give up all such money, securities for money, books, papers, documents, keys or other effects in such manner and to such persons as the E.M.C. may direct.
267. Any member or officer at the option of the E.M.C. or of any Branch Committee meeting may be suspended from any position held within the Union pending a full investigation; or may be expelled from the Union and forfeit all money paid thereto, or may be fined any sum not exceeding €100.00 (one hundred Euro), or may be suspended from benefit for any time the E.M.C. or such meeting may determine if proved to their satisfaction:

- (a) To have obtained admission into the Union by his/her own or by other member's misrepresentation of his/her qualifications.
- (b) To have refused to strike work when a strike has been duly authorised or gone to work again without having obtained the privilege struck for, after the commencement and before the close of such strike.
- (c) To have made a false declaration and thereby received fraudulently any of the benefits of the Union.
- (d) To have fraudulently received, or fraudulently misapplied, the funds of the Union or the money of any member, or candidate, entrusted to him for conveyance to the proper officer.
- (e) To have attempted to break up, or to have encouraged the breaking up, of any Branch of the Union.
- (f) To have brought, by his/her conduct, in the opinion of the E.M.C., or of a Branch meeting, injury or discredit on the Union, or any member thereof.

268. Any member, so long as he/she refuses to comply with any order by these Rules authorised to be given by any officer, Committee, or meeting, shall be suspended from all benefits to which he/she might be entitled under these Rules, until he/she has complied with such order. If he/she fails to comply with such order within one calendar month of its having been issued he/she will be liable to be expelled by the E.M.C.

269. Any Branch officer who, having received monies on behalf of the Union, fails to pay such monies into the appropriate Union bank account within fourteen days of their receipt, shall be liable to be removed from office at the direction of the E.M.C.

Any subsequent offences under this Rule shall render him/her liable to expulsion by the E.M.C.

270. Any Branch officer who neglects or refuses to remit to the General Office, as by these Rules provided, any sum or sums of money within fourteen days of receipt of notice of demand of such sums from the General Secretary, shall be liable to be removed from office or expelled from the Union, at the discretion of the E.M.C. The E.M.C. may, by written notice, suspend all powers and meetings of the Branch for such time as it pleases, or may direct that the business of the Branch be transferred to any other Branch, or that the Branch be dissolved.

271. Any member who receives money to pay to the Union on behalf of another member or candidate for membership shall pay such money at the next ensuing ordinary meeting of the Branch, or pay a fine of €10.00 together with the money so entrusted to him/her, and any fine incurred by anyone through his/her neglect; and if he/she refuses to pay such fine, or fines, and money, he/she shall not be entitled to any benefit until the same be paid to the Union, unless he/she gives a reason for not paying, satisfactory to the next ensuing Branch meeting.

272. Any Branch officer who allows a payment of strike pay to be made where no such pay is due under any of these Rules, shall be liable to be fined a sum not exceeding €100 or, in serious case may be expelled from the Union, at the direction of the E.M.C. and shall be liable to reimburse the union for any funds so remitted.

273. Members who owe 13 weeks contribution at the conclusion of any quarterly meeting shall be fined €1.25 which if not paid shall immediately become arrears of contributions.
274. Any member who knowingly receives a benefit to which he/she is not entitled shall be liable to be fined a sum not exceeding €10.00, by the Branch Committee. All such sums wrongfully received must be returned to the Union funds.
275. A member who becomes indebted to the Union for 26 weeks unpaid contributions shall be automatically excluded from the Union by the E.M.C. Any such members so expelled if readmitted shall only be readmitted as a new member.
276. A member may be expelled from the Union if he/she attempts to draw any of the Union's money from a bank after his/her authority to do so has been withdrawn.
277. A member who continues to work for a rate which is below the minimum prescribed for his/her category, in defiance of Union instructions, may be expelled from the Union.
278. When an officer is removed from office he/she shall on receiving notice of removal, deliver up all funds and property of the Union in his/her possession as may be directed in the notice.
279. Any member expelled from the Union shall deliver up all funds and property of the Union in his/her possession and shall forfeit all monies he/she has paid to the Union.
280. If a member is charged with an offence under these Rules the charges shall be laid against him/her in writing. The document containing the charges shall name the person or body by whom the charges are being brought. He/she shall be summoned with reasonable notice to attend the meeting which is to hear and determine his/her case, but if he/she fails to attend and to give a reason satisfactory to the meeting for his/her absence, the meeting may proceed to hear and determine the case as if he/she were present, and their decision shall in such case be as valid as if he/she had been in attendance at the meeting.
281. In the event of a member wishing to appeal against a decision of a Branch meeting he/she shall notify his/her intention to do so, within 6 weeks of the decision having been made, to the E.M.C. In the event of a member wishing to appeal against a decision of the E.M.C., he/she shall notify his/her intention to do so, within 6 weeks of the decision having been made, to the N.E.C., whose decision shall be final and binding on all parties.
282. Where a member lodges an appeal against an expulsion, he/she shall remain a member of the Union and continue to be liable for contributions thereto, until a final determination is made. A member removed from office shall vacate the post immediately pending the final outcome of his/her appeal.
283. Notwithstanding anything contained in these Rules, member(s) may have their membership terminated by the E.M.C. in order to comply with an Irish Congress of Trade Unions disputes committee decision.

Section 16
INDUSTRIAL ACTION

284. In all cases where Industrial action is contemplated, the Branch or FTO or EMC shall cause to be taken, in the first instance, a vote, by way of secret ballot, of the members affected who may reasonably be envisaged as being called upon to support the action. If there is a majority in favour of Industrial Action, the Branch or FTO shall so notify the E.M.C. with a request for sanction of same, along with the considered view of the Branch Committee or FTO on the issue. All such requests shall be accompanied by a Scrutineers' certificate endorsed by the Branch Secretary/Treasurer (or Acting Branch Secretary/Treasurer) or FTO, and any other relevant documentation including a sample of the ballot paper containing the question put to the members. In no case shall Industrial action be taken unless authorised by the E.M.C.
285. The NEC/EMC having conducted a secret ballot shall have power to order the withdrawal of members to assist other members who may be in dispute, if they think same desirable. Members so withdrawn shall be entitled to receive strike pay until such time as the NEC/EMC instructs them to return to work.
286. In the event of the vote in any of the above instances being in favour of Industrial action, the E.M.C. may sanction same, unless in their opinion, Industrial action would be detrimental to the best interests of the Union. The E.M.C. may decide that the time, the state of trade or other circumstances are unfavourable for such action and refuse to authorise it. In the event of their so refusing, they shall forward their reasons in writing to the Branch Secretary/Treasurer.
287. As soon as practicable after the conduct of a secret ballot the Union shall take reasonable steps to make known to the members entitled to vote in the ballot:
- (i) the number of Ballot Papers issued.
 - (ii) the number of Votes Cast
 - (iii) the number of votes in favour of the proposal.
 - (iv) the number of votes against the proposal.
 - (v) the number of spoilt votes.
288. The E.M.C. shall decide in what circumstances any Industrial Action shall be continued or be terminated. In any event the progress of a dispute shall be reviewed by the E.M.C. every six weeks.
289. Where Industrial action has been sanctioned by the E.M.C., a Dispute Committee shall be elected by the striking members involved in the dispute under the direction of the E.M.C. Such Committee shall act in accordance with these Rules and within whatever guidelines may be laid down by the E.M.C.
290. The N.E.C./E.M.C. shall not organise, participate in, sanction or support a strike or other industrial action against the wishes of a majority of its members voting in a secret ballot, except where, in the case of ballots by more than one trade union, an aggregate majority of all the votes cast, favours such strike or other industrial action.
291. The N.E.C. /E.M.C. on formal request for supportive action from another Trade Union in dispute, shall have conducted a secret ballot of the membership concerned in this Union. Should the result of the ballot be in favour, the N.E.C. /E.M.C. may sanction supportive action. That action decided shall not be implemented should the Union in dispute at that time be affiliated to the Irish Congress of Trade Unions unless the action has been sanctioned by the Irish Congress of Trade Unions.

292. The E.M.C. shall have power to order any Branch Secretary/Treasurer or Treasurer to cease payment of strike benefit to any member, or members, or to refuse to send any remittance in support of any action, unless a correct weekly report has been sent in to them as directed, and they shall have power to authorise the payment of strike benefit to any member on ceasing work, notwithstanding he/she may have been in work since the commencement of the dispute.

Section 17

METHOD OF BALLOTING

293. Where a ballot is to be conducted, on issues not specifically covered in these Rules, it shall be conducted as follows:-

- (a) Ballot papers shall be printed containing the question, or questions, to be decided.
- (b) Ballot papers shall be issued to members entitled to vote under these Rules.
- (c) A closing date shall be fixed for return of ballot papers.
- (d) The votes shall be counted by three Scrutineers, who shall record the result on the prescribed Scrutineers' Certificate, which shall then be forwarded to the Branch Secretary or FTO.
- (e) The Certificate shall be endorsed by the Branch Secretary and Branch Chairman or Full Time Official and where appropriate, shall be forwarded immediately to the General Secretary.
- (f) The result of the ballot shall be decided by the majority of the votes cast by the members of this Union; except as permitted in Rule 290 in the case of aggregate ballots of more than one trade union.

294. No ballot vote of the members shall be taken on any question on which these Rules are definite and explicit unless and until the Rule dealing with such question is first dealt with in compliance with Rule 84.

Section 18

STANDING ORDERS

295. All meetings of the Union shall be conducted in accordance with the Standing Orders prescribed by the N.E.C./E.M.C. However, non-adherence to Standing Orders shall not be grounds for invalidation of any meeting retroactively, unless the issue is raised at the time of such breach.

Section 19

STANDING ORDERS COMMITTEE

296. The Delegate Conference shall elect a Standing Orders Committee of five members and two substitute members for the next Delegate Conference and for any Special Delegate Conference held prior to the next Delegate Conference.

297. The first Ordinary N.E.C. meeting shall elect a Standing Orders Committee of five members for all Ordinary and Special N.E.C. meeting held during the following four years.

298. Nominations of persons for election as members of the Standing Orders Committee may be made by any two accredited members attending the relevant meeting. Each nomination shall be signed by the proposer and seconder, and by the nominee to signify acceptance of his/her nomination, and shall be handed to the existing Standing Orders Committee prior to the time specified for receipt of such nominations. Nominees must be accredited members of the relevant meeting.

299. A ballot paper containing the names of the candidates shall be issued to each accredited member at the meeting who shall indicate his/her preference in accordance with the system of proportional representation (PR) using Single Transferrable Vote (STV). The votes shall be counted by three scrutineers approved by the meeting. The count will be done in accordance with the STV counting system and the "Droop Quota" will be used to determine who has been elected..

300. The duties of the Standing Orders Committee shall be as follows:

- (a) They shall elect a Chairman, who shall present Standing Orders Committee reports to the meeting.
- (b) They shall present, in consultation with the General President, an Agenda to the meeting for approval.
- (c) They shall recommend a list of scrutineers to the meeting for approval.
- (d) They shall check the credentials of all delegates and in the case of the Delegate Conference, substitute delegates.
- (e) They shall ensure that only properly accredited persons are permitted to enter the meeting hall.
- (f) They shall recommend the compositing of related motions for the approval of the meeting.
- (g) They shall make such recommendations as they deem expedient to facilitate the discussions and business of the meeting. Such recommendations shall be presented for the approval of the meeting.

301. The Secretary of each Standing Orders Committee shall be the General Secretary or Acting General Secretary.

Section 20

MEETING FEES

302. All meeting fees shall be payable as laid down by the N.E.C. from time to time.

Section 21

OTHER COMMITTEES

303. (a) The E.M.C. will appoint National/Industrial Consultative Committees, as it considers appropriate. Such Committees will be subject to the EMC who shall establish their Terms of Reference.

The composition, terms of reference and term of office, of such Committees will be at the discretion of the E.M.C. The E.M.C. may also, at its discretion, appoint other sub-committees to investigate or report on any aspect of the Unions activities.

(b) Regional Conferences

A Regional Conference will be held in all of the union's regions in the 3-month period from January to March each year. A report arising from the conference must be submitted by the FTO to the EMC before the end of April of that year.

ATTENDEES

- a) The FTO responsible for the region.
- b) The NEC Officer/s from each of the Branches.
- c) The Branch Officers from each Branch.

AGENDA

The agenda for the Conference should include the following:

- a) A report from the FTO on his/her activities throughout the region on behalf of the members over the previous 12 months. This should emphasise the successes and generic difficulties confronting our members and organisation.
 - b) A Recruitment & Organising report from the FTO responsible for the region. Reports should include statistical information on the progress achieved on a branch-by-branch basis over the previous 12 months.
 - c) A report on the activities of each I.C.C. from the FTO.
 - d) A report from the FTO on the events of the NEC and/or BDC.
 - e) Other relevant agenda items to include:
 - i. Future Recruitment and Organising Strategy for the region.
 - ii. Progress on the formation of a Youth Committee and/or their activities.
 - iii. Progress on the formation of a Women's Committee.
 - iv. Health & Safety and Welfare at work.
 - v. Pensions
 - vi Trades Councils
 - vii Community Activity relevant to Connect Trade Union.
304. Shop Stewards Committees may be formed, on a Geographical or Industrial basis. The function of such Committee shall be to provide a means of liaison between shop stewards. They shall not negotiate on behalf of the Union, nor conclude any agreements with employers and shall be under the jurisdiction of the Branch or Branches to which their members belong.
305. For the purpose of conducting negotiations on behalf of large numbers of members, the E.M.C. may appoint from time to time, negotiating teams. Such teams shall be deemed to be sub-Committees of the E.M.C., shall be under the jurisdiction of the E.M.C. and shall report directly to the E.M.C. The method of election or appointment of such teams shall be as decided by the E.M.C.

Section 22

TRANSFERS

306. A member may be transferred from one Branch to another:
- (a) by applying to another Branch for transfer.
 - (b) by applying to his/her own Branch for the transfer.
 - (c) on the instructions of the N.E.C./E.M.C.
307. Where a member applies to join another Branch, the Branch Secretary/Treasurer of that Branch shall, in the first instance, ascertain that the applicant is a member of the Union and entitled to the transfer in accordance with Rule. The Branch Secretary/Treasurer shall then notify the General Secretary of the intended transfer. The General Secretary shall then notify both Branches of the date on which the transfer is to be effected, and shall send to the member's new Branch a statement of the member's account, which shall be entered on that Branch's books.
308. Where a member notifies his/her own Branch Secretary/Treasurer of his/her desire to transfer to another Branch, the Branch Secretary/Treasurer shall ascertain that the member

is entitled to such transfer under Rule. The Branch Secretary/Treasurer shall then notify the General Secretary of the transfer, the date of transfer and the statement of account of the member on that date. The General Secretary shall notify his/her new Branch accordingly, and the member's name and account will be entered in the Branch's books from the date of transfer.

309. In the event of any transfer being disputed the party disputing the transfer shall so notify the E.M.C. and state, in writing, their reason for disputing it. The E.M.C. shall decide to which Branch the member shall belong and this decision shall be binding on all parties. Pending such decision the member shall remain a member of the Branch to which he/she belonged prior to the dispute.
310. Where a transfer is to be effected on the instructions of the E.M.C., the General Secretary shall ascertain the member's statement of account and shall notify the Branches and the member accordingly, together with the date on which the transfer is to be effected.
311. Members who wish to resign or transfer to another Union shall tender their request for transfer or resignation to the Branch Secretary/Treasurer in writing and shall clear their accounts. If the Branch approves the resignation the Branch Secretary/Treasurer shall so notify the General Secretary and forward to him/her the member's letter of resignation. General Secretary shall, where appropriate, issue a letter of clearance to the member concerned. The member's name shall then be deleted forthwith from the Branch Books, but shall be retained on the membership register as a resigned member.
312. It is at the sole discretion of the E.M.C. to accept or reject the resignation or transfer to another Union.

Section 23

DISSOLUTION OF THE UNION

313. The Union shall not be dissolved while one thousand members remain together. Subject thereto, the Union may, at any time, be dissolved with the consent of a majority of three-fourths of the members present at a meeting specially convened for the purpose. Adequate provision shall be made for satisfying all liabilities existing at the date of dissolution. Notice of dissolution shall be given to the Registrar within fourteen days from the date thereof in the form prescribed by the Statutory Regulation on that behalf.

SCHEDULE I

APPLICATION FEES:

Apprentice Section	Free
All Other Sections	Free, but it is recommended that applicants be encouraged to pay a full quarters contributions (13 weeks) in advance of being admitted.

CONTRIBUTIONS:

Apprentice Section	Free
All Other Sections	€5.20 per week (except members designated under Rule 33)

SCHEDULE II

BENEFITS:

Strike pay	€150 per week
Retirement Benefit	€400.00 in accordance with Rule – Section 14.1
Mortality Benefit	€400.00 in accordance with Rule – Section 14.3
Distress Benefit	As per Rule 248
Total Incapacitation Benefit	As per Rule 252
Legal Advice Benefit	As per rule 256