



Dublin South Health & Welfare Branch

RULES

In accordance with

Fórsa Instrument of Amalgamation (IOA) 2018

January 2019

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1.0 NAME

1. The rules hereinafter set forth should be the rules for the conduct of affairs of the Dublin South Health & Welfare Branch Executive of Fórsa hereinafter referred to as "The Branch".
2. The affairs and business of the Branch should be conducted at such place as may, from time to time, be appointed by the Branch.

2.0 MEMBERSHIP

3. The Branch may receive into membership, pursuant with the rule of the union and also section 10 of the Branch rules, all appointed officer/s and employee/s of the HSE/HBS/TUSLA who is entitled to membership.

3.0 MANAGEMENT

4. Subject to the rules of the union and the Branch, a general meeting of the Branch, convened in accordance to Section 5 of the Branch rules, shall be the governing body of the Branch.
5. The affairs and business of the Branch should be managed by an executive committee which shall be elected in accordance with Section 4 of the Branch rules.
6. The Branch Executive Committee shall consist of 17 elected members, inclusive of the Cathaoirleach/Chair, Leas Cathaoirleach/Vice Chair, Hon Treasurer, Hon Secretary, Training Officer and any other officers that are deemed nominated by the Branch Committee prior to the next bi-yearly AGM . Any additional officer/s will be decided by the Branch Executive from the first ordinary meeting and may remain in place for the 24 month period of that Branch Executive. Additionally, a maximum of three members may be co-opted to the Branch Executive, at the consideration of the Branch Executive, which may reflect active disciplines within the membership.
7. The Branch Executive Committee will consult with the full time release Branch Support Officer (BSO) on areas of Branch priorities and Branch on-going business with Branch members/membership. The BSO will also coordinate and where necessary establish Section Committees in identified areas within the Dublin South Health & Welfare Branch area. The Section Committees will operate and function to provide a strategic focus to address issues concerning their specific grades/groups/categories. The Section Committees will assist and report to the Branch Executive Committee on the following aspects:
 - the recruitment & retention of members
 - the dissemination of union information and literature
 - the representation of members at local level
 - represent their area on Vocational groups

8. At least one Branch General meeting/s shall be held in each year which will be the Annual General Meeting (AGM) of The Branch.
9. (a) A Special General Meeting of the Branch may be convened at any time by the Cathaoirleach or by the majority of the Branch Executive Committee.
- (b) A Special General Meeting of the Branch shall be convened by a requisition signed by:-
40 (forty) paid up members of the Branch.

4.0 ELECTORAL PROCEDURE

10. A ballot of Branch Members to elect 17 members to serve on the Branch Executive Committee shall be held 14 days prior to the Bi-Annual General Meeting commencing from 2018.
11. Every Branch member whose subscription is currently up to date shall be entitled:
 - (a) to propose or second a nomination
 - (b) to be nominated; and
 - (c) to take part in the ballot of the Branch Executive Committee
12. A nomination paper shall be issued not less than 40 days prior to the date of the Bi-Annual General Meeting by the Hon Secretary of the Branch Executive Committee to every member of the branch who is entitled to take part in the ballot.
13. A first past the post system will be used to select the Branch Executive Committee.
14. Nomination papers, duly signed by the proposer and seconder and bearing the signed statement of the nominee's consent to act, if elected, on the Branch Executive Committee, should be returned to the Returning Officer not less than 30 days prior to the date of the Bi-Annual General Meeting.
15. If there are 17 or less nomination forms returned to the Returning officer, all persons nominated, provided they are in good standing, shall be deemed elected to serve on the branch executive for the following 2 years.
16. In the event of more than 17 nomination papers being returned to the Returning Officer, a ballot paper, consisting of a single sheet of paper, bearing the name, grade and location of the nominated member should be validated and issued by the returning officer not less than 25 days prior to the date of the Biannual General Meeting to every member entitled to vote.
17. Completed ballot papers, in sealed envelopes, addressed to the returning officer, should be returned not less than 7 days prior to the date of the Biannual General Meeting.
 - (a) The ballot count shall take place in Fórsa Head Office in Nerney's Court.
 - (b) The count will be organised and overseen by the elected Returning Office for the Branch.

- (c) The result of the ballot should be declared at the next Biannual General Meeting of the Branch.
- (d) All Branch members shall be notified of the result of the ballot not less than 3 days prior to the date of the Biannual General Meeting

5.0 MEETING OF THE BRANCH EXECUTIVE COMMITTEE

The Branch Executive Committee shall hold a minimum of 10 ordinary meetings during the period of its tenure (not more than 1 per month) and shall have the full authority to make all necessary arrangements in connection with the Branch Executive meetings at any of which shall have a quorum present.

- 18. A quorum will constitute 50% plus 1.
- 19. Any member of the Branch Executive Committee, who shall be absented from 3 consecutive or ordinary meeting/s of the Branch Executive Committee without apologies or sufficient cause, shall be deemed to have vacated their seat on the Branch Executive Committee.
- 20. Any vacancy occurring in the membership of the branch committee will be filled by co-option. The methodology for co-option will be agreed by the incoming branch executive.
- 21. The Branch Executive Committee may be convened at any time by the Cathaoirleach.
- 22. The Branch Executive Committee should be convened at any time on receipt of a requisition addressed to the Hon Secretary and signed by over 50% of its current Branch membership.
- 23. The Branch Executive Committee shall have authority to appoint sub-committees and shall determine their membership, quorum and terms of reference.

6.0 MEETINGS OF SUB-COMMITTEES

- 24. The Cathaoirleach of the Branch Executive Committee or nominee is de facto a member of any sub-committee.
- 25. At the first meeting of any sub-committee a Cathaoirleach will be elected.
- 26. At the first meeting of any sub-committee terms of reference and guiding principles will be agreed.
- 27. All meetings of any sub-committee will be convened after a 2 day notification period is given to the Hon Secretary.
- 28. Every sub-committee, on conclusion and/or if directed by the Branch Executive Committee, shall submit to the Branch Executive Committee a report in writing, signed by the Cathaoirleach of the Sub-Committee. No recommendations/action shall be

taken on any matter arising out of such report unless, and until it shall have been adopted and approved by the Branch Executive Committee.

29. Every report of the sub-committee shall be presented before the Branch Executive Committee at the next scheduled Branch Committee meeting.
30. In the event of a vacancy on a sub-committee, notification must be given to and approval sought from the Branch Executive Committee with regard to filling this position.
31. There shall be a standing sub-committee hereinafter called the Finance Sub-Committee which shall consist of the elected Branch Executive Officers of the Branch Executive Committee.
32. The Finance Sub-Committee shall meet monthly to review/monitor and recommend on the financial management of the Branch accounts. (Please refer to Branch Financial Protocols Appendix 1 of Dublin South Health & Welfare Branch Rules 2018).

7.0 ANNUAL GENERAL MEETING (Biannual AGM Elections)

33. A general meeting of the branch shall be held annually.
34. Not less than 28 days prior to the holding of such a meeting, written notice of such meeting shall be issued by the Branch Hon Secretary to every paid up Branch member.
35. Not more than 14 days from date of issue of such notice of meeting, notices of motions for such meeting shall be submitted to the Branch Hon Secretary in writing, duly signed by the proposer and seconder.
36. Not less than 7 days prior to the date fixed for such a meeting, a declaration to attend and an agenda shall be issued by the Honorary Secretary to every paid up Branch member.
37. The Order of Business at the Annual General Meeting of the Branch shall be as herein set out:-
 - (a) Confirmation and adoption of minutes
 - (b) Annual report
 - (c) Honorary treasurers report
 - (d) Biannual AGM /Result of ballot of branch committee
 - (e) Biannual AGM Election of honorary officers of the branch
 - (f) Appointment of auditors
 - (g) Election of delegates to annual delegate conference
 - (h) Biannual AGM Nominations for positions of honorary officers of the union – where applicable
 - (i) Nominations for officers to the Health and Welfare Divisional Executive Committee and/or National Executive Committee– when applicable
 - (j) Notices of motions – emergency motions, subject to the agreement of the meeting and of Fórsa Instrument of Amalgamation, are taken on that night.
 - (k) Election of returning officer
 - (l) Any Other Business

8.0 GENERAL MEETINGS

38. Paid up Branch members can schedule to present and discuss priority issues/matters and these items be raised in advance.
39. The Cathaoirleach of the Branch Executive Committee, or in absence, the Leas Cathaoirleach, shall take the chair of general meetings of the Branch Executive Committee, however in the event of both being absent the meeting shall elect a Cathaoirleach. In the case of a Biannual General Meeting, the Chair shall be vacated in favour of the incoming Cathaoirleach when elected.
40. The procedures at all general meetings shall be as laid down in the Fórsa Instrument of Amalgamation Rules 2018 and any supplementary procedures agreed by the Branch Executive Committee.
41. A Special General Meeting of the Branch convened in accordance with Section 3.9 of the Branch rules, which shall specify the business to be dealt with at the meeting, and no other agenda items shall be dealt with at the Special General meeting. The Special General meeting shall meet within 10 working days of the request.

9.0 APPLICATION FOR MEMBERSHIP

42. All Applications for membership shall be in accordance with Rule 6, 7, 8 & 9 of the IOA 2018.
43. All applications for membership shall be made, on the approved application form, to the Branch Support Secretary (or Branch Support Officer when in situ) in accordance with G.D.P.R.
44. All applications for membership will be mentioned by the Branch Secretary (or Branch Support Officer when in situ) to the Branch Executive Committee at its next scheduled meeting in accordance with G.D.P.R.
 - (a) Disciplinary action may be taken against a member in line with Rule 27 and in accordance of appendix 3 of Fórsa IOA 2018.
 - (b) Cessation of membership shall be in accordance with Rule 10 of Fórsa IOA 2018.
 - (c) Any member who is in arrears shall be dealt with in accordance with Rule 33 (ii) and (iii) of Fórsa IOA 2018.
 - (c) Any lapsed member who re-applies for membership shall not be re-accepted into membership unless that lapsed member consents to repay her/his subscriptions, together with all arrears of her/his subscriptions and/or have a three month waiting period before a service can be provided.
 - (d) The Branch Executive Committee may waive this requirement in the event of a reasonable case being submitted by the lapsed member.

47. All Branch members shall be notified of all Annual Branch General Meetings provided that only members in benefit in accordance with the rules of the Union may participate in the business or vote at those meetings.

10. HONORARY TREASURER

48. (a) The Honorary Treasurer shall, prior to each Branch meeting, submit an update of Branch accounts to the Finance Sub-Committee.
- (b) The Honorary Treasurer shall present a financial report to the Branch Executive Committee every quarter/ 3 months in accordance to Section 6.32.
- (c) The officers of the Branch Executive Committee will constitute the finance sub-committee as stated in Section 6.31.
- (d) Where Branch contributions to union funds become three months in arrears the Branch Honorary Treasurer shall provide written notification of that position to the Branch Executive Committee and shall continue to provide such notification to all ensuing meetings of the Branch Executive Committee until such time as the Branch is in good standing with the union.

11. HONORARY AUDITORS

49. The Branch at its annual general meeting shall elect not more than 2 honorary auditors who shall not be member(s) of the Branch Executive Committee.
50. Vacancies among the honorary auditors shall be filled during normal business at a Branch Executive Committee meeting.
51. One honorary auditor shall be sufficient to carry out the audit.
52. The books and accounts of the Branch shall be audited for each calendar year and the honorary auditor's report shall be submitted to the honorary secretary of the Branch not later than 14 days prior to the Annual General Meeting.
53. The honorary auditor's report shall be submitted to the Annual General Meeting and also to the honorary treasurer of the union.

12. DUTIES OF BRANCH HONORARY OFFICERS

54. The duties of the Branch Cathaoirleach, or in her/his absence the Branch Leas-Cathaoirleach, shall be in accordance with the rules of the Fórsa union and of the Branch. The Branch Cathaoirleach shall preside at all meetings of the Branch and shall see that the business at meetings of the Branch is conducted in a proper, professional and respectful manner. In the absence of the Cathaoirleach, the Leas-Cathaoirleach will preside over the Branch Executive Committee Meeting.

55. The duties of the Branch Leas-Cathaoirleach shall be in accordance with the Rules of the Fórsa union and of the Branch. In the absence of the Cathaoirleach, the Leas-Cathaoirleach will preside over a Branch Executive Committee meeting. If the Cathaoirleach and Leas-Cathaoirleach are both unavailable to chair a meeting of the Branch, a Cathaoirleach for that specific meeting only shall be elected from the Branch Executive Committee attending that meeting.
56. Where a Branch delegate to the Health and Welfare Divisional Executive is unable to attend at such meeting, the Branch Cathaoirleach, or in the absence the Branch Leas-Cathaoirleach, shall nominate another substitute delegate provided that no Branch Executive Committee meeting is being held prior to the date of the Health and Welfare Divisional Executive meeting and an appointment in this manner shall be deemed to be an appointment by the Branch Executive Committee under the Rule 13 of the Fórsa IOA 2018.
57. Every annual report shall be prepared by the Branch Honorary Secretary in consultation with the Branch Cathaoirleach and such report, signed by the Cathaoirleach and Honorary Secretary, shall be available to all members.
58. The duties of the Branch Honorary Treasurer shall be in accordance with Fórsa IOA 2018 and Section 10 of the Branch rules.
59. The duties of the Branch Honorary Secretary shall be in accordance with Fórsa IOA 2018. The Branch Secretary shall attend all meetings of the Branch Executive Committee and sub-committees where appropriate, keep accurate record of the business and proceedings of the meetings. The Branch Secretary shall perform all necessary duties in accordance with Fórsa IOA 2018.
60. The duties of the Branch Training Officer shall be as determined in accordance with Fórsa IOA 2018. The Branch Training Officer shall arrange and coordinate the necessary training, if required, for officers of the Branch and Branch members.
61. The duties of the Health and Safety Officer shall be as determined in accordance with Fórsa IOA 2108. The Branch Health and Safety Officer shall address and monitor issues associated with Health & Safety for Branch members and work place environment and report to the Branch Executive Committee.
62. The duties of the Equality Officer shall be in as determined in accordance with Fórsa IOA 2018. The Branch Equality Officer shall address and monitor issues associated with equality for Branch members and in the work place and report to the Branch Executive Committee.

13. DUTIES OF THE BRANCH DELEGATES TO THE HEALTH AND WELFARE DIVISIONAL EXECUTIVE (Consultative Council Meetings)

63. The Branch delegates, (the Cathaoirleach and the secretary or a substitute), shall attend such meetings of the Executive as may be necessary for receiving instructions or making reports on the proceedings of the Health and Welfare Divisional Executive consultative council meetings.
64. In the event that a Branch delegate or substitute delegate is unable to attend a meeting of the Health and Welfare Divisional Executive consultative council meeting, they shall notify the branch Cathaoirleach.

14. DUTIES OF THE BRANCH DELEGATION TO ANNUAL DELEGATE CONFERENCE

65. The selected delegation shall regularly attend scheduled Branch Executive Committee meetings, where appropriate and necessary for the purpose of obtaining instructions on conference.
66. Any delegate(s) attending the annual delegate conference will vote in a manner that is consistent with decisions taken by the Branch Executive Committee regarding any matters decided at Branch Executive Committee meetings.
67. Any delegate(s) attending the annual delegate conference will not engage in any disruptive activities that conflict and go against the consensus and position of the Branch Executive Committee previously agreed at the Branch Executive Committee meetings.
68. Any Branch Executive Committee member who is found to be in breach of the Fórsa and Branch rules will be subject to disciplinary procedure in accordance to Fórsa IOA 2018 Rule 27 and IOA appendix 3.

15. MISCELLANEOUS

69. Alteration, addition, amendment or revision to/of the Branch Rules shall only be with the agreement and consent of a majority of two thirds of the Branch members present and entitled to vote at an Annual General Meeting or Special General Meeting of the Branch.
70. Any matter not provided for within the current Branch Rules shall be dealt with by the Branch Executive Committee in accordance to Fórsa IOA 2018 Rule 41.
71. In the interpretation of these rules where the context permits, all words denoting the singular number shall be deemed to include the plural number and vice versa in accordance to Fórsa IOA 2018 Rule 42.
72. With the consent of the Branch Executive Committee not more than three non-committee members, as determined by the Branch Executive

Committee, may be present at a Committee Meeting, for the purpose of seeing and understanding the mechanics of committee procedure with a view to widening knowledge of such procedure.

Proposed additions to Rules (December 2018):

73. The Branch Financial Management Protocols (Appendix 1) in line with Fórsa IOA 2018, provides a transparent and accountable mechanism for the financial management of Branch accounts incorporating due diligence and shall be managed and adhered to by the Branch Executive Committee.
74. The Branch Executive Committee email communication protocol (Appendix 2) shall be adhered to in respect of how written email communication is conducted under General Data Protection Regulation and how the Branch Executive Committee correspond business through emails internally in Fórsa and externally with Branch membership.