

# Retired Members' Association

## Teachers' Union of Ireland

### CONSTITUTION

(including 2022 revisions)

#### 1. NAME

The Association shall be known as Cumann Iar-Mhuinteoiri, Aontas Muinteoiri Eireann and in English as Retired Members Association – Teachers' Union of Ireland.

#### 2. MEMBERSHIP

Persons who are in-benefit members of the Teachers Union of Ireland at the time of their retirement may become members of the Retired Members' Association in accordance with TUI Rule Book - Rule 8 (i), on such conditions as are determined by the Association's Constitution and on payment of the subscription determined in Section 12.

#### 3. AIMS AND OBJECTIVES

The aims and objectives of the Association are as follows:

- (i) To represent and endeavour to secure the services to which its members are entitled.
- (ii) To inform and assist members or their spouses/next of kin on matters affecting their pensions, lump sums, rights and other entitlements;
- (iii) To enable members to continue active participation in the affairs of the T.U.I. consistent with RMA membership.
- (iv) To establish and administer such funds as are necessary for the conduct of the business of the Association.
- (v) To organise cultural, social and other events for the enjoyment of members.
- (vi) The Retired Members' Association shall deal exclusively with matters affecting their interests as retired teachers.
- (vii) The Constitution of the Retired Members' Association shall be approved by the Executive Committee of the Union and any changes shall be subject to the approval of the Executive Committee
- (viii) Representation to outside bodies shall be through the Executive Committee of the Union
- (ix) Retired members shall have the right to attend and speak at Branch meetings but shall not have the right to vote on any matter concerning the Union, nor shall they hold office under the Union. Retired members shall not be reckoned as members in calculating the number of delegates to Congress.

#### 4. STRUCTURE

The Association shall be constituted as follows:

- (i) Annual General Meeting
- (ii) RMA Management Committee
- (iii) RMA Areas
- (iv) RMA Branches
- (v) RMA Members.

The RMA regional structure shall be based, as far as possible, on the county unit, (members will be associated with the county in which they live) which will include the relevant second level schools and colleges as well as any third level institutions within the Area. Normally, however, an RMA Area shall comprise a number of counties and RMA branches. In the case of Dublin City and County the position will be as listed:

- |             |  |
|-------------|--|
| Area No. 1. | Kildare, Carlow, Laois, Wicklow.       |
| Area No. 2  | Roscommon, Longford, Westmeath, Offaly |
| Area No. 3  | Cavan, Monaghan, Louth, Meath.         |

Area No. 4	Wexford, Waterford, East Tipperary, Kilkenny
Area No. 5	Kerry
Area No. 6	Limerick Clare and West Tipperary
Area No. 7	Cork
Area No. 8	Galway, Mayo
Area No. 9	Sligo, Leitrim
Area No. 10	Donegal.
Area No. 11	City of Dublin ETB Schools and Colleges.
Area No. 12	Dublin and & Dun Laoghaire ETB Schools and Colleges
Area No. 13	Dublin City and County Community and Comprehensive Schools.
Area No. 14	Dublin Colleges – Third Level.

(a) The RMA shall hold an annual general meeting. The composition of its voluntary Management Committee shall be based on the above regional structure as follows:

(b) Each Area to have one representative on the RMA Management Committee. This person to be elected at an AGM for a two-year period and may stand for re-election. Where an RMA Area Representative fails to attend 5 consecutive Management Committee meetings without good reason, it will be deemed that the member has resigned, and RMA branches in the relevant Area will be consulted regarding the co-option of a member to represent the Area. Where the RMA Management Committee deems that the committee is lacking in representation from a sector or expertise in a certain area it may co-opt up to two members to the committee. The Committee should endeavour to ensure gender representation on the Committee. When a member of the RMA Management Committee vacates office ahead of schedule, his/her replacement shall be elected at an Area/Branch meeting by secret ballot. The meeting agenda shall include notice of the election and shall be attended by 2 national officers of the RMA. The Management Committee shall consist of one representative from each area, plus the six Officers - Chairperson, Hon. Secretary, Hon. Treasurer, Membership Officer/Assistant Treasurer, Social and Cultural Officer, I.T./Data Officer - and the immediate past Chairperson and Secretary for one year. Vice-Chairperson to be elected at the first meeting of the Management Committee after the AGM. All records, files and correspondence made by or held by any and all officers and other RMA Management Committee members during their term of office shall remain the property of the RMA, and must be surrendered on the expiry of their term. This includes all data storage devices supplied by the RMA. Each Area Representative may serve a maximum of three consecutive terms on the Management Committee.

(c) Auditors shall be appointed at the AGM.

## 5. THE OFFICERS, THEIR DUTIES AND FUNCTIONS

**Chairperson:** (i) To chair meetings of the RMA management committee and special meetings of its officers; (ii) To chair the Association's AGM and all its related functions; (iii) To act as public relations officer for the Association or nominate the vice-chairperson to do so.

**Hon. Secretary:** (i) To deal with all RMA correspondence; (ii) To keep careful records and files of all such correspondence; (iii) To co-operate with the Social and Cultural Officer in the making of arrangements for the AGM, and social outings; (iii) To correspond with members, the T.U.I. and outside agencies as and when required and as directed by the Management Committee. All files and correspondence shall remain the property of the RMA.

**Hon. Treasurer:** (i) To control and keep the financial records of the RMA. (ii) To receive and deal with the subscriptions of members and keep the list of names and addresses updated; (iii) To make a report to the AGM on the Association's finances. (iv) To liaise with the T.U.I. in respect of common financial matters. (v) To organise prior to the AGM the annual audit of the accounts of the RMA, to facilitate this the financial year to

end 31st March. (vi) To provide each Management Committee meeting with an income, expenditure and membership report. No officer or member shall without the prior agreement of a meeting of the Management Committee commit the RMA to any expenditure or undertaking.

**Membership Officer/Assistant Treasurer:** (i) To maintain and update the list of members, the register of paid up members, and maintain accurate mailing lists. (ii) To record in the absence of the Secretary the minutes of all full meetings of the RMA's Management Committee, the AGM and any EGM. (iii) To set up a hard copy file of all the members of the Association. This file should be fully maintained for referencing by the officers of the Association. (iv) To supply a full database listing of all RMA members in an RMA Branch to its Secretary, and ensure that this list is kept up to date and accurate. (v) Take charge of registration of members attending the AGM or EGM and ensure that only paid up members receive voting cards.

**I.T./Data Officer:** i) to administer, maintain and update the RMA TUI website, monitor its usage and preserve its integrity through the use of relevant software updates, patches and plugins, ii) to liaise with Branch secretaries regarding Calendar notices of meetings /events, iii) to liaise with the Treasurer and Membership Officer on matters of data protection and encryption issues, iv) to inform Management Committee members and Branches of changes in Data protection measures and procedures, v) to attend RMA Branch meetings when required to inform the membership on relevant data issues.

**Social and Cultural Officer:** (i) To advise and arrange for the organisation of social and cultural events including the social aspects of the AGM and the Spring and Autumn breaks. (ii) To liaise with the Management Committee and others to receive suggestions as to possible activities and venues.

In addition to their specific duties, all Officers and members of the Management Committee shall: (i) represent members on Equality issues, (ii) liaise with RMA Branches on Equality issues, (iii) liaise with TUI regarding equality matters. The equality grounds are set out the Employment Equality Act 1998 and 2004 and the Equal Status Act 2000 and 2004. The 9 equality grounds are as follows: Gender; Marital Status; Family Status; Age; Disability; Race; Sexual Orientation; Religious belief; Membership of the Traveller Community.

## 6. DUTIES OF COMMITTEE MEMBERS

- i. To represent the interests of the members in their own area
- ii. To keep a record of members' names in the area
- iii. To seek to recruit new members for the RMA
- iv. To assist in the conduct of the Association's social and cultural events
- v. To hold an area meeting annually where possible.
- vi. To attend all RMA branch meetings in the area, where possible
- vii. In the conduct of business at RMA Management Committee meetings, voting shall normally be by a show of hands. However, in the recording of decisions, the Secretary, and any and all other members shall not record the names of members voting or abstaining.
- viii. Members of the Management Committee shall respect the confidentiality of discussions which take place during properly convened RMA Management Committee meetings. The RMA affirms the right of its members to their good name and reputation.

## **7. DURATION OF OFFICE**

Each officer shall hold office for a period of three years. No officer may continue in the same office for longer than two consecutive terms of 3 years. However, in the exceptional event, where no candidate presents for election, the incumbent shall be allowed to seek re-election for one further 3-year term. In the event of an officer being unable to continue in office, the Management Committee shall select his/her replacement. The duration of office of the new officer will be the period remaining of the retired officer's term, approval of the co-option to be sought at the next AGM.

## **8. ANNUAL GENERAL MEETING**

- (i) This shall be held in May of each year
- (ii) In the event of an ordinary AGM not being held in May, due to Government imposed restrictions, then the time between ordinary AGMs will count as one year, for election purposes to the Management Committee.
- (iii) A change or alteration to this Constitution can be made only by two-thirds majority of the members present and voting at the AGM
- (iv) Notice of motion of any proposed changes to the RMA Constitution must be in written form, and received by the Hon. Secretary not later than the 1st of March in the year of the AGM and must be notified to members at least four weeks in advance of the AGM. Ordinary motions shall also be submitted by March 1st and circulated to RMA Branches four weeks before the AGM. Amendments to all motions may be submitted up to two weeks before the date of the AGM.
- (v) The AGM shall elect the following officers following nominations submitted to the Hon. Secretary at least 7 days prior to the AGM: Chairperson, Hon. Secretary, Hon. Treasurer, Membership Officer and Social and Cultural Secretary subject to conditions set out in section 7. The election shall be by secret ballot. The Chairperson shall appoint two tellers to conduct the ballots. In the event of there being more than one candidate for any of the positions listed at (iv). The candidate who receives the most votes shall be deemed elected.
- (vi) Changes in the composition of the electoral areas shall be considered as the need arises.
- (vii) Affiliation to external bodies shall be agreed by the Management Committee and approved by the Executive Committee of TUI but a report on such affiliations must be made at each AGM.

Travelling and personal expenses on a scale to be determined and approved by the AGM shall be paid to the members of the Management Committee. Members are expected to use public transport and avail of the free travel facility where applicable. Attendance at the AGM shall be at the members', including Management Committee members, own expense.

## **9. RMA BRANCHES**

An RMA Branch shall be constituted of all members in an area defined by the RMA Management Committee as an RMA Branch Area. The minimum number of members required for an RMA Branch shall be 20. Membership of a particular branch of the RMA is at the discretion of the member and is not determined by previous work or residence location. The RMA Management Committee shall have the power to dissolve an RMA Branch for clearly stated reasons and make alternative arrangements for servicing the members, provided such dissolution be approved at the next AGM.

Each RMA Branch shall hold at least one general meeting and an AGM during the calendar year and such other meetings as the officers deem necessary. Each RMA Branch/Area shall hold an Annual General Meeting in the month of October or November, or at a time sanctioned by the Management Committee. The RMA

Branch/Area shall at this meeting elect an RMA Branch Chairperson, Vice Chairperson, Secretary, Treasurer, Equality Officer and Social and Cultural Officer. No member shall hold more than one such Office at any given time unless it has been approved by the Management Committee. Each RMA officer shall serve for a period of one year but may seek re-election. All records, files and correspondence made by or held by any and all officers and other Committee members during their term of office shall remain the property of the RMA, and must be surrendered on the expiry of their term. This includes all data storage devices supplied by the RMA.

**It shall be the duty of the RMA Branch:**

- (i) To carry out the work of the Association
- (ii) To assist in the recruitment of RMA members.
- (iii) Where an issue arises, to bring the issue to the attention of the RMA Management Committee in the first instance
- (iv) To carry out any work remitted to it by the RMA Management Committee
- (v) To liaise with local TUI branches on matters of common interest.

An RMA Branch Committee shall be elected in each RMA Branch consisting of the Branch Chairperson, Secretary, Treasurer and Social and Cultural Officer. The Branch Chairperson shall be Chairperson of the Committee. The Committee may co-opt further committee members as required, after consultation with the Branch. RMA Branches should endeavour to ensure gender representation on the Committee.

An RMA Branch Committee shall have power to act in the name of the Branch where

- a. urgent action is required,
- b. an RMA Branch Meeting is not feasible, or
- c. the RMA Branch itself so wishes, provided that a General Meeting of the RMA Branch shall have power to supersede the power of the RMA Branch Committee. A General Meeting of the RMA Branch must be held if a requisition to hold such a meeting is signed by one-fifth of the members of the RMA Branch, provided that the purpose for which the special meeting is called is stated by the RMA members concerned.

Subject to the approval of the AGM, the Management Committee shall retain such percentage of Subscriptions as it deems necessary for the proper and efficient administration of the Organisation. The remainder of the subscriptions shall be used to fund the Branches. In disbursing such funds to the Branches, The Management Committee shall have due regard to geographical location, diversity of functions, membership and operational costs of the various branches.

**RMA BRANCH CHAIRPERSON**

The RMA Branch Chairperson shall chair meetings of the RMA Branch, including the AGM, and of the Branch committee.

**RMA BRANCH SECRETARY**

Each RMA Branch Secretary shall keep all books and records relevant to Branch and Association business. Each RMA Branch Secretary shall submit each year to the RMA Management Committee not later than 1st December a report on the work of the RMA Branch during the previous year ending 30th September.

## **RMA BRANCH TREASURER**

The RMA Branch Treasurer shall be responsible to the RMA Branch and the RMA Management Committee for all the moneys, financial records and accounts relating to the RMA Branch and the Association. The RMA Branch Treasurer shall submit each year to the RMA Management Committee not later than 1st December a Financial Statement, duly authenticated showing details of receipts and expenditure for the year ending 30th September. The RMA Branch Treasurer shall prepare each year for presentation to the A.G.M. a financial statement, for the previous year ending 30th September showing details of receipts and expenditure for the year, the accounts to be audited according to the instructions of the RMA Branch.

## **RMA BRANCH SOCIAL AND CULTURAL OFFICER**

The RMA Branch Social and Cultural Officer shall advise and arrange for the organisation of local social and cultural events.

## **10. EXTRAORDINARY GENERAL MEETING**

An extraordinary general meeting may be called if two-thirds of the members of the Management Committee present and voting are in favour of such meeting taking place. An extra-ordinary meeting should only take place when an issue of great and pressing importance needs to be dealt with as a matter of considerable urgency. All members of the Management Committee to be given seven days' notice of the intention to consider the holding of an EGM. Members to be given fourteen days' notice of an EGM.

## **11. STANDING ORDERS**

The Standing Orders Group for AGMs and EGMs shall consist of three members, each Representing a different RMA Area. Members of Standing Orders shall be elected for a three-year term, one annually, at the AGM, and shall not be members of the Management Committee.

The Standing Orders Group shall:

- (i) Decide if a motion conforms with the Constitution. Any non-conforming motion shall be returned to the proposer for amending. If amended satisfactorily the motion can come before the AGM. If not amended to conform with the Constitution it will come before the AGM and be ruled out of order.
- (ii) If a motion is received which would result in the RMA incurring increased expenditure, the Finance Advisory Sub-committee may be asked by the officer board to assess the financial consequences of the motion, and a recommendation from this sub-committee considered by the Management Committee prior to the AGM or EGM, thereby allowing the motion to be tabled with any relevant recommendation(s).
- (iii) Composite motions of similar wording or intent.
- (iv) Make recommendations regarding the order in which motions are to be taken.
- (v) Receive motions not dealing with the RMA Constitution following their submission to the RMA Secretary by March 1<sup>st</sup>.
- (vi) A proposer of a motion shall be allowed three minutes and each subsequent speaker two minutes. No speaker may speak more than once on the same motion. With the exception of the mover of the original motion who shall be allowed one minute to reply to the discussion.
- (vii) Only paid up members of the RMA on March 31<sup>st</sup>, are entitled to vote at the AGM.
- (viii) Votes on motions other than those dealing with the Constitution shall be decided by simple majority.

- (ix) The Chairperson shall have a casting vote should the vote be tied.
- (x) To terminate a discussion: A motion that this be done shall be moved and seconded without discussion. If carried, amendment or the original motion shall be put after its proposer has exercised the right to reply.
- (xi) Proceed to the next business: If a motion to do this is proposed and seconded, the proposer of the motion under discussion shall be allowed to speak in opposition for one minute. If the procedural motion is passed, the original motion is set aside and the AGM moves to the next item on its agenda.
- (xii) Interruptions shall be allowed on a point of order or information as decided by the Chairperson.
- (xiii) The AGM shall adjourn and re-assemble as determined by a majority of members on the recommendation of the Standing Orders Group or Chairperson.
- (xiv) The quorum for the valid conduct of an AGM or EGM shall be 25 members.
- (xv) Emergency motions, which may only deal with issues arising after the March 1<sup>st</sup> deadline, may be submitted to the Standing Orders Committee for validation not later than five p.m. on the night before the AGM/EGM

## **12. SUBSCRIPTIONS**

Each full RMA member, shall pay an annual subscription as decided by the Annual General Meeting. Subscriptions shall be remitted to the RMA Hon. Treasurer when and in a manner prescribed by him/her subject to the approval of the RMA Management Committee. Application for RMA membership should be accompanied by one year's subscription. In the event of the applicant being ineligible the subscription shall be returned.

Annual subscriptions shall be paid:

- (a) by deduction at source from pension payment
- (b) by other payment method approved by the Treasurer Any RMA member who is in arrears to the extent of having failed to pay his/her subscription, for a period of six months during the period of such arrears, shall forfeit all claim to benefit and the right to vote on any matters concerning the Association. Such member shall be described as 'out of benefit'.

An RMA member who is out of benefit shall be debarred from holding office while out of benefit. An RMA member who is out of benefit shall not be entitled to attend meetings while out of benefit.

An RMA member who is out of benefit may have all privileges of membership restored subject to the limitations imposed by the rules and

- (i) on the first occasion by payment of one year's subscription
- (ii) on any subsequent occasion by payment of all arrears due. On the death of an RMA member, the surviving partner of the member shall be invited to avail of free associate life membership with all the social benefits of an ordinary member.

An RMA member who is out of benefit shall not be entitled to avail of the TUI Travel Insurance scheme, or to make any claim from the TUI Assistance Fund.

## **13. DATA PROTECTION**

All RMA/TUI members shall comply with current Data Protection Legislation.