

2021

THE PSYCHIATRIC NURSES  
ASSOCIATION OF IRELAND  
RULE BOOK

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## 1. TITLE

1.1. The Association shall be known as the Psychiatric Nurses Association of Ireland Union. Its registered office shall be at Station House, The Waterways, Sallins, Co. Kildare or such other place as may from time to time be determined by the National Executive Committee and notified to the Registry of Friendly Societies.

## 2. OBJECTS OF THE ASSOCIATION

- 2.1. To regulate the relationship between members of the Association and their employers and other unions.
- 2.2. To improve the pay and conditions of and to protect the interests of members in the workplace.
- 2.3. To provide benefits such as legal assistance, sponsorship and strike pay to members in accordance with the rules, however, with full discretion on what benefits are to be bestowed upon members to be governed by the Officer Board/National Executive Committee. Furthermore, all benefits to be in line with the objects of the association and to be restricted to matters pertaining to any members employment.
- 2.4. To promote the education of members in professional, social and industrial affairs.
- 2.5. To protect its members from discrimination in any form in the workplace.
- 2.6. The Association may provide legal or financial assistance to any of its members in connection with any or all of the above objectives. For the purpose of promoting these objectives or of making these methods effective, the Association may co- operate with other unions or Associations or federations or societies or with any other body or person.
- 2.7. The Association shall be empowered to do all things and take all steps as may be necessary to enable the Association to be responsible for the creation of or the continuance in operation of and the administration of any group pension schemes or insurance schemes or any other scheme of such a nature which may from time to time appear to the Association to be desirable in the interest of its members. To this end the Association shall be entitled to employ such advisers and insurance brokers as are normally involved in such schemes and to set up and administer such procedures in relation to the collection of contributions from members of such schemes as may be advisable from time to time. In addition the Association may contribute out of its general funds any sums as it may from time to time decide as are desirable or necessary to facilitate the administration of any such scheme or schemes or to enhance the benefit available to the members of the Association who are members of such schemes.

## 3. MEMBERSHIP

- 3.1 Membership of the association shall be open to nurses and students in the nursing profession, fire fighters and ambulance paramedics/emergency medical technicians upon discharging their subscription fee and to accept the rules and objects of the association.

However, membership is dependent on an application being made on a prescribed form and approval from the Officer Board. Approval shall be communicated through the issuance of a pin number and a welcome letter which will be forwarded to the member by e-mail. Although subscriptions may commence, the Applicant cannot consider themselves members until approved by the Officer Board

- a) Only Nurse Members can vote on Nursing matters
- b) Only Fire-fighters can vote on Fire-fighting matters
- c) Only Ambulance Paramedics/Emergency Medical Technicians can vote on Ambulance Personnel matters.

- 3.2 Associate membership is open to members who have honorably left or retired from the service. Retired members who return to the workforce will be liable for full membership. Any application must be in accordance with 3.1
- 3.3 The Association reserves the right to refuse membership to any individual; and the Officer Board/National Executive Committee shall have power to direct a Branch to refuse admission to or cancel the membership of any Individual.
- 3.4 Nothing in these rules shall prevent the continuation in membership of a member who becomes unemployed or retired by the payment of the appropriate membership fee.
- 3.5 All practicing members of the Association, except those suspended from membership or those who are eight weeks in arrears in their subscriptions, have the right to vote in general ballots of members.
- 3.6 A decision to affiliate/amalgamate with other unions or societies or federations of unions or societies in Ireland shall be taken only with the approval of two-thirds of the membership entitled to vote by secret ballot
- 3.7 Members who fail to pay their contribution or levies for a period of eight weeks or more may have their membership suspended and shall forfeit all claims of benefit, nor shall they be eligible for election to any post at national or local level until a period of four weeks has elapsed following the payment of all arrears
- 3.8 Members in Management positions, if so directed by the General Secretary, will not interfere with any official industrial action at branch level.
- 3.9 No member is permitted to make representations to the media without the express consent of the General Secretary. (Refer to Appendix 5 Social Media Guidelines)
- 3.10 Any member found to be engaged in conduct likely to bring the Association into disrepute may be sanctioned or expelled from membership by the Officer Board should it be proved following investigation that the member has been guilty of such conduct. (Refer to Appendices 1 & 2.)
- 3.11 The Association is non-political and non-sectarian and no member shall use the name of the Association to further his or her cause in any forum wheresoever. Breach of this rule, following investigation, may be subject to disciplinary action which may lead to expulsion from the organisation. (Refer to Appendices 1 & 2.)

- 3.12 Any member who fails to carry out the written instructions issued by the National Executive Committee, Officer Board, or any branch having sought approval from the General Secretary, may be suspended from membership and shall forfeit all claims to benefit. (Appendix 2)
- 3.13. Any member suspended shall be informed in writing of such action and shall have the right to appeal to the Officer Board within 28 days and a second appeal to the next National Executive Committee meeting. (Appendix 2).
- 3.14. Any application for re-admission to membership from a person who has been expelled shall be submitted to the National Executive Committee, If the National Executive Committee decide to re-admit it shall have the power to determine the conditions upon which such person may be re-admitted to membership.
- 3.15. Breach of data protection rules of the organisation, whether intentional or not, can lead to disciplinary action up to and including expulsion. For further details of our GDPR policies (refer to Appendix 4.)
- 3.16 A copy of the Union Rules must be made available to any member on demand and are available on the PNA website.

#### 4. BRANCHES

- 4.1 The annual returns of each branch shall include the branch register of members for the year ending 31st December, of the previous calendar year.
- 4.2 The members of the Association shall be divided into branches in accordance with the decision of the National Executive Committee. Each branch shall have for its management a Chairperson, secretary, treasurer and a committee of four ordinary members or more, to a maximum to be decided at the Annual General meeting.
- 4.3 The business of the branch shall consist of the recruitment of new members, monitoring of contributions from members and all such other business within the objects of the Association as the branch decides, or as it may be instructed by the National Executive Committee/Officer Board to undertake.
- 4.4 The Branch Chairperson, in his/her absence, the vice Chairperson, shall preside at all branch meetings and see that the business is conducted with propriety and order in accordance with the rules and standing orders.
- 4.5 The Branch Secretary shall attend and keep minutes of branch meetings. He/she shall retain all records and files of the branch. He/she shall keep a register of all members of the branch and notify the General Secretary of any change. He/she shall notify the General Secretary of any claims or disputes between the branch and the employer.
- 4.6 The Branch Treasurer shall be responsible for ensuring that all members are paying the appropriate subscriptions. He/she shall ensure adherence to the financial regulations. (Appendix 6)
- 4.7 Each branch must meet at least once a year, which meeting shall be the Annual General Meeting of the branch.

At this meeting the officers and committee of the branch shall be elected and the finances of the branch shall be examined.

- 4.8 The National Delegate Conference of the Association shall be entitled to adopt from time to time, or as occasion may require, standing orders or regulations pertaining to the administration of meetings of the Association.
- 4.9 The National Executive Committee may, at the request of a branch, or on their initiative;
- a) Dissolve a branch and transfer the members to another branch.
  - b) Amalgamate two or more branches into one branch.
  - c) Divide a branch into two or more branches.
  - d) Suspend a branch.
- 4.10 A decision to take industrial action shall in the first instance be approved by the Officer Board and in accordance with rule 14.
- 4.11 Each branch shall appoint a delegate, or delegates to represent the branch at any Special Delegate Conference of the Association and the agenda therefore shall be delivered to each Branch Secretary and to each member of the Officer Board not less than seven days prior to the date of such conference.
- 4.12 The members of a branch have the right to ask for a general meeting of the branch if such a request is signed by one-fifth of the members of the branch committee, or such number of ordinary members as may be decided in local standing orders. In the absence of local standing orders, the rules of the Association permit that 10% of the general membership of the branch have the right to request in writing a general meeting of the branch.
- 4.13 Resolution of Industrial Relations Issues:
- 4.13.1 Procedure for Resolution/Escalation of Industrial Relations issues.
- The first point of contact in the resolution of any Industrial Relations issue is with the local Branch Secretary or Chairperson. It is the case that the branch representatives have an in-depth knowledge of how local systems operate and can bring issues to a conclusion without the need to escalate. If the local branch representative cannot assist in a particular issue, they then contact the regional representative. Should the regional representative not be in a position to conclude the matter it is then escalated to Head Office and assigned to the relevant IRO.

## 5. STANDING ORDERS

- 5.1 The Standing Orders Committee is elected by the Officer Board on a yearly basis for the purpose of governing the order of business of the Annual Delegate Conference inclusive of motions and election of officers.
- 5.2 The Standing Orders Committee will meet at intervals during the year to make recommendations as it deems fit to facilitate the business of conference.

- 5.3 The Standing Orders Committee is comprised of the Honorary National Secretary, one Trustee and a minimum of two ordinary members of the Officer Board including at least one full time official in an advisory capacity.
- 5.4 The Standing Orders Committee will liaise with branches where necessary on motions, amendments to rules and election of officers.
- 5.5 The Standing Orders Committee will ensure that all motions are dealt with in keeping with the decision of conference 2010, in that a time has been set for the conclusion of the debate of each individual motion. This will be followed by a vote on the motion. Any motion not voted on when its time limit is reached will be taken at the end of the session for which it is scheduled.
- 5.6 In keeping with the decision of conference 1996, all motions carrying financial implications are referred back, following debate, to the Finance Committee and Officer Board for consideration.
- 5.7 In keeping with conference 2014 no motion can be addressed by officials/ Officer Board members until the motion has been seconded.
- 5.8 In order for standing orders to facilitate an emergency motion it must meet the following criteria;
  - 5.8.1 The subject matter must be one of major interest to the membership
  - 5.8.2 The subject matter should address a national or international development that impacts upon the membership.
  - 5.8.3 The motion must be addressed to the Chair of the Standing Orders Committee from the nominating branch in a written format by midday of the day of conference.
- 5.9 The Standing Orders Committee will convene to consider all emergency motions, however no emergency motion will be submitted to the floor for consideration unless it is accepted to be within the criteria as laid out above.

## 6. ANNUAL/SPECIAL DELEGATE CONFERENCES

- 6.1 The Annual Delegate Conference of the Association shall be held in the twelve months following the previous one, however standing orders may seek to hold Annual Delegate Conference remotely in exceptional circumstances.
- 6.2 The General Secretary shall ensure that three months' notice is given in writing to all branches and officers of the date and venue of the conference and the latest date for receipt of nominations and motions for such an Annual Conference.
- 6.3 The Annual Delegate Conference shall consist of the Officer Board of the Association and delegates elected by the branches in the manner prescribed by rules and by the standing orders. The delegates shall be members of the branches they represent.

- 6.4 Representation at Annual Delegate Conference shall be in accordance with the paid up membership of each branch or section of a branch at 31st December, or preceding the conference as ascertained from branch annual returns, such returns to be submitted to the Association's National Honorary Treasurer at a time to be decided by the Officer Board.
- 6.5 Each branch, regardless of its size, shall have two votes for the election of officers and for voting on motions at Annual Conference, provided always however that any branch consisting of more than fifty members shall be entitled to one extra vote in respect of each group of twenty five members in excess of fifty, up to two hundred members, and one additional vote for each group of fifty members in excess of two hundred members.
- 6.6 A branch may elect to be represented at Annual Delegate Conference by a lesser number of delegates than it is entitled to under this rule. The principle delegate is entitled to vote on behalf of the difference between the delegates actually nominated and the full delegation in accordance with the rule.
- 6.7 At the Annual Delegate Conference there shall be elected by secret ballot, from among the candidates nominated in accordance with the rules, a National Honorary Chairperson, a National Honorary Secretary and National Honorary Treasurer, and these shall be termed the "Honorary Officers" of the Association. Each of whom will serve a tenure of 2 years. Upon the expiration of the two year tenure members can put themselves forward for re-election.
- 6.8 Annual Conference will also elect a number of ordinary members to the Officer Board i.e. members who are not Officers or Trustees to represent the regions and specialist sections as Annual Conference from time to time decides. Candidates contesting Regional/Specialist positions must be practicing at that time in the region or in the specialist area where he/she is seeking election. Each of whom will serve a tenure of two years. Upon the expiration of the two year tenure members can put themselves forward for re-election.
- 6.9 The position of Vice Chairperson shall be elected by secret ballot for a 1 year term. This position is open to elected ordinary members of the Board. The General Secretary shall ensure that a record of the votes cast are retained in Head Office for the period of the term. The incumbent, upon the expiration of their term can put themselves forward for re-election.
- 6.10 The Conference shall also elect, in the manner prescribed by these rules, three trustees, each of whom will serve a term of three years. For continuity purposes one trustee position shall be filled each year. The General Secretary shall ensure that a record of the votes cast are retained in Head Office for the period of the term. Upon the expiration of their three year tenure members can put themselves forward for re-election.
- 6.11 All amendments to rules, resolutions, motions, and all nominations for the offices of National Honorary Chairperson, National Honorary Secretary, National Honorary Treasurer, Trustee, or for membership of the Officer Board, intended for consideration at the Annual Delegate Conference, must reach the Chairperson of the Standing Orders



Committee at the registered office of the Association no later than a date to be decided by the Officer Board. Any amendment to rules, resolutions or nominations sent to the Chairperson of the Standing Orders Committee by any branch must be submitted by the Chairperson and/or Secretary of the branch.

- 6.12** The rules relating to an Annual Delegate Conference shall where appropriate apply in the case of a Special Delegate Conference. Representation at a Special Delegate Conference of the Association shall consist of the Officer Board of the Association, each branch, regardless of its size, shall have two delegates, provided always however that any branch consisting of more than fifty members shall be entitled to one extra vote in respect of each group of twenty five members in excess of fifty, up to two hundred members, and one additional vote for each group of fifty members in excess of two hundred members.
- 6.13** It shall be the duty of the Branch Secretary to notify in writing to the General Secretary of the Association the name or names of the branch delegate or delegates appointed to attend a Special Delegate Conference summoned under these rules, this shall be notified to the General Secretary not later than the time appointed for the commencement of the Conference.
- 6.14** Branches suspended or out of benefit under the rules of the Association shall not be entitled to function or participate in any respect of Annual or Special Delegate Conference of the Association.
- 6.15** A Special Delegate Conference of the Association shall have complete authority, subject to these rules, to deal with the matters or business in respect of which it is summoned, including the authority to reinstate, remove or suspend an officer, branch or committee of the Association, providing notice of intention to do so shall have been given in the summons convening same.
- 6.16** The expenses of a Special Delegate Conference of the Association shall be borne in like manner and under the like conditions applying to the payment of expenses of any Annual Delegate Conference. (Refer to Appendix 6 Financial Regulations)
- 6.17** All members who are not under any financial liabilities to the Association shall be entitled to be present at an Annual or Special Delegate Conference as observers but shall not be entitled to take part in discussions or business or to vote thereat.

## 7. NATIONAL OFFICERS

### 7.1. HONORARY NATIONAL CHAIRPERSON

- 7.1.1** The Honorary National Chairperson shall have the right to preside at Annual and Special Delegate Conferences and at meetings of the Officer Board and National Executive Committee and shall have a casting vote
- 7.1.2** In his/her absence the Vice-Chairperson shall preside and exercise these rights.

- 7.1.3 In the absence of both Honorary National Chairperson and Vice-Chairperson, a Chairperson shall be elected from among the board members present.
- 7.1.4 The Honorary National Chairperson shall be entitled to supervise the General Secretary, or the person acting in the position and the Association's Head Office, subject to the rights and obligations conferred upon the General Secretary by the rules of the Association.
- 7.1.5 The Honorary National Chairperson has the right to attend and speak at all meetings of the Association.

## 7.2.1 HONORARY NATIONAL TREASURER

- 7.2.1 The Honorary National Treasurer shall have the duty and responsibility of overseeing and regulating, on behalf of the Trustees and with the authority of the Annual Delegate Conference of the Association, all of the financial affairs of the Association shall have authority to inspect at all reasonable times all financial records, books and documents of the Association and of the branches thereof and shall advise the Trustees and the Officer Board of the financial position. He/ she shall at all times, in consultation with the Trustees and the Auditors of the Association, ensure that all proper books and records are maintained in respect of all of the income and expenditure of the Association and that same are maintained up to date and that they reflect all transactions conducted by or on behalf of the Association and shall keep the Trustees informed from time to time in relation to all matters relating to the assets and funds and liabilities of the Association.
- 7.2.2 The Honorary National Treasurer shall present an audited account of the Association accounts for adoption at the Annual Delegate Conference.
- 7.2.3 The Honorary National Treasurer shall propose the adoption of the Auditors of the Association for the next 12 months at the Annual Delegate Conference.

## 7.3 HONORARY NATIONAL SECRETARY

- 7.3.1 The Honorary National Secretary shall liaise with Head Office and National Officers and liaise closely with regional officers.
- 7.3.2 The Honorary National Secretary shall ensure minutes are recorded and maintained at all national meetings of the Association.
- 7.3.3 The Honorary National Secretary shall have the right to advise on the general work of the Head Office.
- 7.3.4 The Honorary National Secretary has the right to attend and speak at all meetings of the Association.

## 8. OFFICER BOARD

- 8.1 The Honorary National Officers and Trustees together with the ordinary members (*members who are not Officers or Trustees*) elected in accordance with Rules 6.7,6.8 & 6.10 shall be known as the Officer Board and shall be vested with the management of the Association between

Annual Conferences. Trustees may be present, act and speak at Officer Board meetings and are entitled to vote.

The Officer Board shall direct and supervise the business of the Association and shall have power subject to these rules to deal with all matters between the Annual Delegate Conferences. Its interpretation of the rule shall be final, subject to the right of appeal by a branch or by a member of the National Executive Committee or the next Annual Delegate Conference.

- 8.2 The Officer Board of the Association shall consist of those members duly elected at Annual Delegate Conference and, ex officio, any immediate past Chairperson and immediate past Honorary National Treasurer of the Association (for a period of one year).
- 8.3 No branch of the Association shall be entitled to have more than two ordinary members on the Officer Board at any time.
- 8.4 The duties and powers of the Officer Board shall be to manage and direct the affairs of the Association under the direction of the National Executive Committee, in accordance with the provisions of these rules and in compliance with the directions and policies laid down from time to time by Annual or Special Delegate Conferences of the Association.
- 8.5 The Officer Board shall be responsible for the enforcement and observance of the rules of the Association and the direction of the actions of the trustees. It shall also be responsible for the administration of the funds expended at the registered office, to suspend, expel or impose any penalty on any member (without prejudice to any other provisions of these rules) for conduct or actions that are detrimental to the interests of the Association, for such reasons and on such terms as the Officer Board shall deem expedient. (Refer to Appendix 2)
- 8.6 Any member of the Officer Board shall be entitled to attend and speak at all meetings of the Association.
- 8.7 In the event of the removal of any Officer, or the expulsion of any member of a branch, or the suspension of any branch, the trustees, acting on behalf of the Board, shall have full power to claim or sue for the recovery of any monies, books, securities, papers or other effects, the property of the Association, in the possession or keeping of such officer, member or branch.
- 8.8 The Officer Board shall have full power to make all necessary arrangements in connection with its own meetings.
- 8.9 The Officer Board shall be responsible for convening the Annual Delegate Conference and for making all arrangements regarding same in conjunction with hosting branch/branches.
- 8.10 Meetings of the Officer Board shall take place regularly not less than 6 per year or as deemed necessary by the National Chairperson in consultation with the Officers
- 8.11 A meeting of the Officer Board may be requested by 5 or more Officer Board members and shall take place within 2 weeks of such a request.
- 8.12 A quorum for an Officer Board meeting is deemed to be 50% plus one providing at least one National Officer is present.

- 8.13 An Officer Board member who fails to attend a minimum of 50% of Officer Board meetings will be replaced at the next Annual Delegate Conference unless there are extenuating circumstances.
- 8.14 Any matter not provided for in the rules of the Association shall be dealt with as the Officer Board may determine, subject to the rights of any aggrieved member to appeal to the National Executive Committee or to the next Delegate Conference, whichever arises first.
- 8.15 The Officer Board shall be empowered to constitute committees or sub-committees for particular purposes in accordance with such terms of reference or conditions which the Board may decide.
- 8.16 The Officer Board may make arrangements for the publication of such newsletters/websites/social media or other periodicals as they may consider advisable in the interest of members.
- 8.17 A vacancy on the Officer Board shall be filled at the next Annual Delegate Conference. In the event that the vacancy is that of Officer/Trustee this shall be filled from within the elected Officer Board until the next Annual Delegate Conference.
- 8.18 The Officer Board may pay out of the Central Fund any reasonable expenses incurred by members or representatives attending meetings held in connection with the business of the Association. (Refer to Appendix 6 Financial Regulations)

## 9. NATIONAL EXECUTIVE COMMITTEE

- 9.1 The Association shall have a National Executive Committee which shall consist of two representatives from each branch, selected at the branch Annual General meeting. One of the representatives shall be the Branch Chairperson or secretary. A quorum for a National Executive Committee shall be 25% of branches. The Officer Board shall be entitled to be present, act and speak but not vote at National Executive Committee.
- 9.2 The National Executive Committee shall be responsible for setting the subscription rates and enacting policy for the Association and shall decide the purpose to which the funds of the Association shall be transacted having regard to the advice of the Finance Committee.
- 9.3 The National Executive Committee shall meet on such occasions as the Officer Board may decide from time to time, but in any event on at least 2/3 occasions between Annual Conference.
- 9.4 Any vacancy occurring in the membership of the National Executive Committee shall be filled by the election of a member of the branch committee.
- 9.5 A meeting of the National Executive Committee shall also be called on receipt of a request in writing to the General Secretary from five branches signed by the Chairperson and Secretary of each branch and it shall be the duty of the General Secretary to summon such a meeting as soon as possible but no later than 7 days.
- 9.6 No branch shall be entitled to more than two votes at National Executive Committee meetings.

- 9.7 Majority decision will prevail at all National Executive Committee meetings.
- 9.8 Observers may attend meetings of the National Executive Committee, subject to the approval of the National Honorary Chairperson, upon receipt of written application from any branch. The number of observers at any meeting shall not exceed five and a rotation system will operate to ensure each branch gets representation.

## 10. GENERAL SECRETARY

- 10.1 There shall be a General Secretary who shall be responsible to the Officer Board, National Executive Committee and the Annual Delegate Conference for organizing the work of the Association and for conducting all business carried out at the registered office. In general, the function of the General Secretary shall be, as an Executive, to ensure the implementation of the policies of the Officer Board, National Executive Committee and the Annual Delegate Conference.
- 10.2 He/She shall, in consultation with the National Honorary Chairperson, ensure that the agenda is prepared for the Annual Delegate Conference, Special Delegate Conference, National Executive Committee and Officer Board meetings and ensure that minutes are recorded and maintained.
- (a) On behalf of all Trustees, and under the supervision of the National Honorary Treasurer, he/she shall be responsible to and shall receive, for the use of the Association, all sums of money due or payable to the funds of the Association and make disbursements only on the order of the Officer Board.
  - (b) He/she shall ensure that proper accounts of all the Association's receipts and payments are kept and shall make a full and clear account on the occasion of each auditing of the Association's books.
  - (c) The receipt of the General Secretary shall be a good discharge for all monies payable to the Association.
  - (d) On behalf of the Trustees and subject to the supervision of the National Honorary Treasurer he/she shall carry out all such functions as are assigned to him/her in relation to maintaining of bank accounts and the making of lodgments to same and shall make available to the National Honorary Treasurer all such financial statements and books and vouchers and documents as may be required by the National Honorary Treasurer in the submitting of financial statements to the Annual Delegate Conference and to the meetings of the Officer Board.
  - (e) He/she shall be eligible for the appointment as a union representative or delegate to any Conference or Congress of Unions to which the Association may at that time be affiliated or in connection with any scheme of conciliation or arbitration recognised by the Association, with full power to speak and vote in his capacity as representative or delegate, as the case may be.

- (f) He/she shall be empowered to negotiate on behalf of the Association in pursuance of its objects, in his/her capacity as General Secretary, including negotiations with any public body or Association of public bodies lawfully entitled to negotiate, provided that such negotiations have been authorized by the Officer Board and the National Executive Committee and are conducted in conjunction with known policy or in accordance with specific instructions.
  - (g) The General Secretary shall not be entitled, in any negotiations conducted by him/her under the preceding paragraph, to enter into any final or binding agreement on behalf of the Association (unless where specific authorisation be given to him by the Officer Board), but, subject thereto, he/she shall be free to speak and shall have the same authority and status as would any accredited deputation or negotiating team possess in respect of the matter or matters the subject of negotiation.
  - (h) The General Secretary shall be entitled, to sit, act and speak, but not vote, at any Committee or other meetings of the Association. He/she shall also be Public Relations Officer of the Association and shall liaise with all media outlets.
- 10.3 The General Secretary shall summon a Special Delegate Conference of the Association when, in the opinion of the Officer Board, such a course is necessary, or is authorised by a specially convened meeting of not less than five branches, signed by the Chairperson and Secretary of each branch, stating the business to be transacted thereat.
- 10.4 The Officer Board shall arrange for the guarantee of the General Secretary and such other officers and employees of the Association in such sum as it may consider advisable.
- 10.5 The General Secretary shall be responsible for the Management of Head Office and all employees of the Association who, subject to the Terms and Conditions of employment, shall perform such duties and work from such locations as the General Secretary may direct.
- 10.6 The General Secretary may delegate to any employee of the Association such of the General Secretary's powers as the General Secretary may consider appropriate.

## 11. FINANCE AND FUNDS OF THE UNION

- 11.1 Matters with financial implications shall be examined by the Finance Committee who will make recommendations to the Officer Board. The Finance Committee consists of the 3 Honorary Officers, 3 Trustees assisted by General Secretary and/or designate
- 11.2 A Quorum is required of 50% + 1 of Finance Committee. This does not include full time officials.
- 11.3 In relation to the ordinary running expenses of the union, the Honorary National Treasurer shall be responsible for the financial administration of the Association in accordance with the rules and subject to the decision of the Annual Conference.

- 11.4 The funds of the Association shall be used for whatever purposes the Officer Board/National Executive Committee decide in carrying out the union objects and shall be lodged in the name of the Association.
- 11.5 Cheques drawn on the Association's account shall be signed by the Honorary National Treasurer and at least one Trustee.
- 11.6 The accounts of the Association shall be audited annually by a duly qualified Auditor, who shall be appointed annually by the Annual Delegate Conference and these shall be presented and approved by the Annual Delegate Conference. He/she shall carry out such occasional audits as may be required by the Officer Board.
- 11.7 The Trustees shall, in accordance with a decision of the Annual Delegate Conference, appoint an Auditor and the Association's Annual Returns must be submitted to the Registry of Friendly Societies before the first of June each year. Each paid up member of the Association shall have a right to inspect the financial records of the union following national audit.
- 11.8 All deeds, documents of title and securities shall be the responsibility of the Trustees to retain in safe keeping and produce when required.
- 11.9 The Officer Board is empowered to make any payments or purchase any equipment they think advisable from the funds of the Association.
- 11.10 The Officer Board may, subject to guidelines determined from time to time, give approval to any branch to involve themselves in local fund-raising activities for the benefit of their members.
- 11.11 All money received by the Association shall be paid into the Central Fund.
- 11.12 Subscription rates for members and associate members will be as determined from time to time by the National Executive Committee or Annual Delegate Conference having regard to the advice of the Finance Committee.
- 11.13 The Association may at any time be dissolved its funds divided among charitable organisations to be determined by the National Executive Committee and with the sanction of 5/6 of its members entitled to vote.

## 12. TRUSTEES

- 12.1 There shall be elected or caused to be elected at an Annual Delegate Conference, three Trustees, who shall jointly and as joint tenants, hold and be seized and possessed of all assets and monies and properties of the Association as Trustees on behalf of and for the benefit of members of the Association. The said Trustees, when elected, shall hold office for a period of not less than three years each. For continuity purposes one Trustee position shall be filled each year. The said Trustees shall control all and every Bank Account of the Association and shall, in consultation with and on the advice of the Officer Board, nominate such persons as shall from time to time have the right to draw and endorse cheques on behalf of the Association.



- 12.2 The Trustees shall be entitled to receive all information from the General Secretary and the Honorary National Treasurer of the Association in relation to the finances and properties of the Association and shall have the right, in consultation with the Auditors to the Association, to determine the form of all accounting and reporting procedures in relation to the funds and properties and assets of the Association.
- 12.3 The Trustees are entitled to set up any company or companies which are required to achieve the objects of the Association and vest any real property, of any nature and kind, in the company name to the intent that the assets shall, at all times, be used for the benefit of the organisation.
- 12.4 The Headquarters and premises of the Association shall be vested in the Trustees who shall at all times ensure that the property of the Association is adequately insured against fire and theft and public liability and all of the usual and normal insurable perils and the cost of implementing all such insurances shall be borne by the Association.
- 12.5 The Trustees shall have the right to sue and institute proceedings and comprise actions in the name of and on behalf of members of the Association and shall in general be indemnified out of the assets of the Association, and by way of a first charge or call on the said assets in respect of all actions, proceedings, costs, claims and demands whatsoever against them, or any of them jointly or severally arising from their office of Trustee and notwithstanding the same, may arise from negligence or otherwise but provided always that the Trustees and each of them shall be fully responsible for all losses sustained by the funds and properties and assets of the Association due to the willful default or dishonesty of the Trustees or any of them.
- 12.6 The Trustees shall in accordance with the decisions of the Officer Board invest all surplus funds on behalf of the Association.

### 13. AMENDMENT OF RULES

- 13.1 Amendments to the rules may be passed by majority vote at Annual/ Special Delegate Conference and such rule changes shall be notified to the Registry of Friendly Societies.
- 13.2 To reverse an existing rule and have passed a change which was previously rejected within the previous 2 years of Annual Delegate Conference a two-thirds majority shall be necessary.

### 14. STRIKES AND INDUSTRIAL ACTION

- 14.1 The provisions of this rule shall apply notwithstanding any other provision contained in these rules.
- 14.2 In this rule the terms "*strike*" and "*industrial action*" shall have the same meaning as in the Industrial Relations Act 1990.
- 14.3 In this rule the term "*member*" shall have the same meaning as in rule 3.1.



- 14.4 The provisions of this rule shall apply in the Republic of Ireland.
- 14.5 The union shall not organise, participate in, sanction or support a strike or other industrial action without a secret ballot, entitlement to vote in which shall be accorded equally to all members whom it is reasonable at the time of the ballot to believe will be called upon to engage in the strike or other industrial action.
- 14.6 The union shall take reasonable steps to ensure that every member entitled to vote in the ballot vote without interference from, or constraint imposed by, the union or any of its members, officials or employees and, so far as is reasonably possible, that such members shall be given a fair opportunity of voting.
- 14.7 The National Executive Committee shall not organise, participate in, sanction or support a strike or other industrial action against the wishes of a majority of the unions members voting in a secret ballot, except where, in the case of a ballot by more than one trade union, an aggregate majority of all the votes cast favours such strike or other industrial action.
- 14.8 The National Executive Committee shall have full discretion in relation to organising, participating in, sanctioning or supporting a strike or other industrial action notwithstanding that the majority of those voting in the ballot including an aggregate ballot referred to in 14.7 of this rule favours such strike or other industrial action.
- 14.9 As soon as practicable after the conduct of a secret ballot the union shall take reasonable steps to make known to the members of the union 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, and
  - V. The number of spoiled votes.
- 14.10 Nothing in this rule shall constitute an obstacle to negotiations for the settlement of a trade dispute nor the return to work by members of the union party to the trade dispute, and any decision taken in accordance with this rule to organise, participate in, sanction or support a strike or industrial action may be rescinded or amended without the necessity of a further ballot of the members concerned.

## APPENDIX 1:

### PROCEDURE FOR HANDLING OF COMPLAINTS AGAINST PNA REPRESENTATIVES/MEMBERS

1. A PNA representative is an elected official of a branch or the Officer Board.
  - 1.1. The PNA recognises the importance of promoting a sense of identity with, and loyalty to the organisation and to promoting a feeling among the membership of being valued and being an important part of the PNA. The PNA has and continues to create a culture and climate within the organisation that encourages the commitment and motivation of all those in a representative role. The PNA has and continues to strive for the highest professional standards in the delivery of services to members.
  - 1.2. Every so often conflict arises between members and representatives. This is more likely to arise at branch level. This occasionally leads to a situation where the branch moves to advise, admonish, suspend or expel the member. It is possible on occasions that conflict develops because of personality differences between individuals rather than because of any alleged breach of union or branch rules and in such circumstances there is a great onus on the officers of the Branch, by the exercise of forbearance and tact, to diffuse such situations.
  - 1.3. It is however the case that the PNA like all other organisations will be required from time to time, to deal with complaints against representatives of the PNA. It is important therefore to have a procedure in place that facilitates any member to make a complaint while at the same time recognising the right of the accused to defend themselves.
    - 1.3.1. A number of principals must govern the actions of officers in these matters.

Procedures must:

      - o Reflect the presumption of innocence.
      - o Facilitate the eliciting of all the facts before action is taken.
      - o Include the opportunity for the accused member to be made aware of the complaint against him/her.
      - o Allow the accused member the opportunity to defend himself / herself
      - o Provide for a right of appeal.
  - 1.5 The PNA wishes to provide a fair and equitable procedure of dealing with members complaints against PNA representatives as speedily as possible in accordance with Fair Procedure and Natural Justice.
  - 1.6 A complaint can be defined as follows:

*anything done or omitted to be done by a Representative of the PNA in connection with the provision of services to members that does not accord with fair or sound Trade Union or administrative practices that has resulted in an adverse impact on a member, a group of members or the Trade Union as a whole".*
  - 1.7 The PNA wishes to emphasise the need to resolve complaints as near as possible to the point of origin i.e. directly between the member making the complaint and the PNA representative concerned.
  - 1.8 If the complaint cannot be resolved between the parties the complaint should be put in writing and sent to the Honorary National Chairperson who shall

endeavour to resolve the matter between the parties in the first instance. If the complaint remains unresolved the matter may be referred to mediation.

(mediation process attached as Appendix 3)

1.9 If the complaint remains unresolved then the Honorary National Chairperson will advise the Chairperson of the rules and re-organisation sub-committee and the representative subject of the complaint. The Chairperson of the Rules and re-organisation sub- committee then convenes an investigation committee made up of elected board members who are members of the rules and re-organisation committee.

- The investigation will be conducted by the designated person(s) i.e.; three members of the Rules and re-organisation committee agreed between the parties, one of which will be the Chairperson of the Rules and re-organisation Committee or their Deputy.
- The investigation will be governed by clear terms of reference based on the written complaint and any other matters relevant to the complaint and with due respect, for the right of the representative who is the subject of the allegation to be treated in accordance with the principles of natural justice including a presumption of innocence. The terms of reference shall specify the following:
  - The timescale within which the investigation will be completed:
  - The investigation team may set time limits for completion of various stages of the procedure to ensure the overall timescale is adhered to:
  - Scope of the investigation i.e. the investigation team will determine whether or not the complaint has been upheld and may make recommendations (other than disciplinary sanction) where appropriate:
  - The representative against whom the complaint is made will be advised of the right to representation and given copies of all relevant documentation prior to and during the investigation process, i.e.
    - Complaint
    - Witness statements (if any)
    - Minutes of any interviews held with witnesses.
    - Any other evidence of relevance.
- The investigation team will interview any witnesses and other relevant persons. Confidentiality will be maintained.
- Persons may be required to attend further meetings to respond to new evidence or provide clarification on any of the issues raised.
- A written record will be kept of all meetings and treated in the strictest confidence.
- The investigation team will form preliminary conclusions based on the evidence gathered in the course of the investigation and invite any person adversely affected by these conclusions to provide additional information or challenge any aspect of the evidence.
- On completion of the investigation, the investigation team will form its final conclusions based on the balance of probabilities and submit a written report of its findings and recommendations to the Honorary National Chairperson.
- The representative against whom the complaint is made will be given a copy of the investigation report.
- If the findings of the investigation uphold the allegation a disciplinary hearing will be held.

## APPENDIX 2:

### DISCIPLINARY PROCEDURE

#### 1. General Principles:

- 1.1. All disciplinary action should be fair and reasonable having regard to the seriousness of the infringement.
- 1.2. There should be substantial reasons for taking action which should be backed up by adequate evidence.
- 1.3. The principal of natural justice should be observed by:
  - 1.3.1. No decision regarding disciplinary action will be made until a formal disciplinary hearing has been convened and the respondent has been afforded an opportunity to respond.
  - 1.3.2. The respondent will be advised of his or her right to be accompanied by a colleague or PNA representative at any meeting under the disciplinary procedure.
  - 1.3.3. The respondent will be advised in advance of the disciplinary hearing of the precise nature of the complaint against him or her and will be given copies of any relevant documentation.
  - 1.3.4. The respondent will be afforded the opportunity to state his or her case and challenge any evidence that may be relied upon in reaching a decision.
  - 1.3.5. The respondent may appeal the outcome of the disciplinary hearing to the Officer Board within 28 days and subsequently to the NEC.

#### 2. Disciplinary Hearing:

- 2.1. The respondent will be informed of the following in writing in advance of the disciplinary hearing.
- 2.2. The status of the meeting i.e. that it is a formal disciplinary hearing.
- 2.3. The disciplinary hearing will be conducted by the National Honorary Chairperson and General Secretary unless otherwise decided by the Officer Board.
- 2.4. The purpose of the hearing is to consider representations by the respondent or on their behalf and to decide if disciplinary action is appropriate in all the circumstances and the nature of the sanction if any.
- 2.5. A copy of the investigation team's report including all relevant documentation and recommendations will be provided to the respondent.
- 2.6. Their right to be accompanied by a Union Representative or colleague.
- 2.7. The Respondent and his/her representatives will have the opportunity to present his/her case in response to the findings of the investigation.
- 2.8. The disciplinary hearing is not intended to repeat the investigation but the representative will be able to raise any concerns regarding the investigation process if she/ he feels that these concerns were not given due consideration by the investigation team.

- 2.9. The hearing will be adjourned to allow the Honorary National Chairperson and General Secretary to carefully consider the representations made on the respondent's behalf.
- 2.10. The hearing will be reconvened, and the respondent will be advised of the decision which may include:
- o To exonerate
  - o To censure,
  - o To suspend from membership for a period until stated conditions are met, as is deemed appropriate,
  - o To expel from membership.
- 2.11. The respondent will be advised of his/her right to appeal the decision to the Officer Board within 28 days and subsequently to the NEC.

## APPENDIX 3

### MEDIATION

1. Mediation is the preferred method for resolving complaints. The objective of mediation is to resolve the matter speedily and confidentially without recourse to a formal investigation and with the minimum of conflict and stress for the individuals involved. Mediation requires the voluntary participation and co-operation of both parties in order to work effectively.
2. Both parties will be requested to consider the use of mediation and every effort will be made to secure their agreement. An appropriate person who is experienced or well versed in mediation will meet with each of the parties separately to explain the mediation process and its benefits. This person will be a PNA member or employee.
3. An assigned mediator will meet with both parties, usually separately to begin with, to discuss the complaint. The mediator will then bring both parties together to reach a common understanding and agreement on how to resolve the issue. A mediation agreement seeks to reach an accommodation between the parties and thereby restore harmonious working relations
4. A mediated solution will not result in the issues being dealt with under the disciplinary procedure. Minimal paperwork and / or records will be generated by this process.
5. If the mediation process does not produce a satisfactory outcome, the complainant may seek to have the matter resolved through formal investigation. Any new information that emerges during the course of the mediation process remains strictly confidential and cannot be disclosed as part of the formal investigation.
6. If the matter remains unresolved at this stage, a formal investigation will be carried out.

**Note:** Mediation may be attempted at any/ all points in the procedure to try to resolve the matter. Mediation may be attempted again during the formal investigation or following the outcome of the investigation.

## APPENDIX 4

### GENERAL DATA PROTECTION REGULATION / DATA PROTECTION

1. The PNA take data protection very seriously and treat personal data confidentially and in accordance with General Data Protection Regulation. (GDPR)
2. Breach of Data Protection Rules of the organisation can lead to disciplinary action. (as per 3.15)
3. All employees/volunteers or individuals with day to day responsibilities involving personal data and those with permanent, regular access to personal data will be made aware of GDPR and are required to have an understanding of data protection and privacy. Those with control of personal data in the PNA must understand the risks to the organisation (both financial and reputation) as well as the risk to themselves (potential disciplinary issues) if a data breach were to affect the organisation and/or a data subject, whether intentional or not.
4. Guidelines will be issued to all volunteers upon being elected to a branch or regional position on how to protect the data they are holding or processing. These guidelines will also be available on [www.pna.ie](http://www.pna.ie).
5. Staff and Volunteers will be required to sign a user agreement to confirm compliance with data protection rules and to establish that they have been made aware of their obligation to have read, understood & adhere to PNA's privacy policy.

Any queries/comments regarding data protection should be forwarded to the PNA Data Protection Officer.

# APPENDIX 5

## SOCIAL MEDIA GUIDELINES

### 1. General Aims

1.1. The PNA believes that utilising social media channels is essential in enabling it to achieve a number of strategic aims, namely:

- to build public awareness of the vision, mission and values of the PNA.
- to promote and build the PNA brand
- to create a following among the public to give people an opportunity to identify with the aims and issues which PNA campaigns and advocates for
- to maintain visibility among other stakeholders in the mental health sector
- to listen to other relevant stakeholders
- to enable PNA to keep up-to-date on issues, news and debate relevant to its areas of interest and engagement.
- To promote continuing professional development

### 2. Statement

2.1. Social media offers PNA new channels for engagement and communication within, and beyond the union. Many members will already be using social media in a variety of ways in their personal lives.

2.2. These guidelines refer to member's use of social media as it relates to their membership of PNA and also their representation of PNA as members.

2.3. These guidelines are intended to help PNA members make appropriate decisions about the use of social media platforms such as Twitter & Facebook.

2.4. They outline the standards we ask members to observe when using social media, the circumstances in which we will monitor the social media use of members and the action the organisation may take in respect of breaches of these guidelines.

### 3. Scope

3.1. The PNA ask members to comply with these guidelines at all times to protect the privacy, confidentiality, interests and reputation of PNA and fellow PNA members whilst utilising social media.

3.2. Members are responsible for their own compliance with these guidelines and for ensuring that they are consistently applied.

3.3. Only such persons as designated by PNA are permitted to post material (inside and outside of normal office hours) on a social media website in PNA's name and on PNA's behalf. Those designated as permitted to post materials on external social media forums will be restricted to those nominated by the PNA Officer board.

### 4. General Principles for use of Social Media

4.1. All members are required to adhere to the PNA rules of the Association.

4.2. PNA's Vision, Mission and Values inform all our engagement with social media and in doing so care needs to be taken that online activity does not damage



the PNA's reputation. As a PNA member, be mindful of the impact your contribution might make to people's perceptions of the PNA as an organisation.

- 4.3. The NMBI, in Association with the PNA and other stakeholders, published Guidance to Nurses and Midwives on Social Media and Social Networking, which has been adopted by the PNA as best practice in terms of social media use for PNA members. Members should familiarise themselves with these guidelines as these are the standards that are expected by the PNA.  
(<https://www.nmbi.ie/nmbi/media/NMBI/Publications/Guidance-to-Nurses-Midwives-on-Social-Media-Social-Networking.pdf?ext=.pdf>)
- 4.4. Members are asked to be cognisant of their responsibilities under the PNA GDPR guidelines when utilising social media.
- 4.5. Using social media in accordance with these guidelines commits you to these general rules:
  - 4.5.1. Be professional. You are a representative of PNA
  - 4.5.2. Always pause and think before posting. When disagreeing with other opinions, keep it appropriate and polite.
  - 4.5.3. In line with our requirement to comply with GDPR please note the following:
    - 4.5.3.1. Never give out personal details like your home address or phone number
    - 4.5.3.2. Do not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
    - 4.5.3.3. Never upload photographs that are private or inappropriate – even if it is felt you have received consent.
    - 4.5.3.4. Never disclose sensitive, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, then do not post.
    - 4.5.3.5. Do not upload, post or forward any content belonging to a third party –
    - 4.5.3.6. Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it. All links must be done so that it is clear to the user that they have moved to the third party's website. When making use of any social media platform, you must read and comply with its terms of use.
    - 4.5.3.7. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them (e.g. an email address), and never publish anyone else's contact details.
    - 4.5.3.8. Always consider others' privacy and consider avoiding discussing topics that may be inflammatory.
    - 4.5.3.9. You are personally responsible for content you publish onto social media tools – be aware that what you publish will be public for many years.
    - 4.5.3.10. If you feel even slightly uneasy about something you are about to publish, then you shouldn't do it.

## 5. Monitoring use of Social Media Sites

5.1. Misuse of social media forums can, in certain circumstances constitute a criminal offence or otherwise give rise to legal liability against you and PNA. It may also cause embarrassment to you, the PNA and fellow PNA members.

5.2. In particular uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity is not acceptable. (this list is not exhaustive)

- pornographic material (that is, writing, pictures, films and video clips of a sexually explicit nature).
- a false and defamatory statement about any person or organisation;
- material, which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the PNA.
- confidential information
- any statement which is likely to create any liability (whether criminal or civil for the member or the organisation)
- material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

If you notice any use of social media in breach of these guidelines, then please inform PNA.

5.3. The PNA reserve the right to take appropriate action to address the misuse of social media platforms by PNA members. Action may include but is not limited to:

- Removal of posted material
- Exclusions from social media platforms
- Disciplinary Action (As per Appendices 1 and 2)

## 6. Monitoring and Review of Guidelines

6.1. PNA shall be responsible for reviewing these guidelines on an ongoing basis to ensure that it meets legal requirements and reflects best practice.

# APPENDIX 6

## FINANCIAL REGULATIONS

### 1. Subscription Collection.

1.1. Where available subscription at source should be availed of. Members can join on the PNA website where applications can be submitted directly to Head Office. Only GDPR compliant forms can be accepted. Members can also fill in hard copy forms which should be returned to Head Office when they are completed. Branch representatives can also request members to complete the PNA application form ensuring Personnel Number and a signature is included. Forms are to be returned to PNA HQ for processing as soon as possible and in order to comply with GDPR requirements all forms submitted must have consent boxes filled in. Branch representatives should not store copies of members forms but can transfer contact details to their secure record system. (PNA GDPR Guidelines Appendix 4)

1.2. For staff working in organisations that do not offer a subscription collection service a standing order bank mandate option is available

1.3. Subscription Refunds: It is imperative that individuals keep us updated as to the status of their membership should there be changes after one joins. This applies to any changes that alter membership, for e.g. cancellation, retirement, unpaid leave inter alia. Upon receipt of this notification the PNA can *only* remove a member's details from the membership records database, the onus is on the member to cancel payment of subscriptions. The PNA have no authorisation to commence or cancel union subscriptions. Refunds cannot be claimed for subscriptions unless HQ are copied on a notification to payroll or bank at the time of the cancellation etc. by date stamped email or letter. The PNA cannot be held liable for refunds when it is not informed of subscription amendments.

### 2. Financial Regulations

2.1. Full Financial Regulations for example, Branch, Officer Board, National Executive Committee, Annual Delegate Conference and member expenses, are available upon request for members from PNA Headquarters.

# APPENDIX 7

## RULES OF DEBATE

1. The meeting shall be called to order by the Chairperson, who shall ensure that sufficient numbers are present, in accordance with local rules, before starting the meeting.
  - 1.1. In the case of the National Executive Committee / 25% of branches,
  - 1.2. Officer Board meetings require 50% plus 1 to start the meeting inclusive of at least one National Officer.
  - 1.3. Branch general meeting requires at least 10% + 1 of membership
  - 1.4. Branch committee meeting requires 50% plus 1 inclusive of at least one elected officer.
2. The Secretary shall read the minutes of the previous meeting. After the reading of the minutes they must be approved by the membership.
3. Only questions of the completeness of corrections of the minutes may be raised when minutes are to be approved.
4. A member of the Association when speaking shall address the Chairperson and shall direct his/her speech strictly to the motion or amendment under discussion or to the question of order.
5. A member shall not speak more than once on any motion amendment, save with the permission of the Chairperson. The mover of a proposal may reply before amendment or a vote is taken. In reply he/she shall confine himself/herself to answering previous speakers and not introduce new matters.
6. With the permission of the Chairperson a member may speak on a point of order, or in explanation of some part of speech made by him, which he believes to have been misunderstood.
7. Every motion or amendment shall be made to the secretary, written down and read to the members present.
8. A motion or amendment once made and seconded shall not be withdrawn save with the consent of the meeting.
9. Whenever an amendment or an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of; but notice of any number of amendments may be given.
10. Every amendment shall be relevant to the motion on which it is moved and shall be either; -
  - a. To leave out words and insert or add words.
  - b. To leave out words.
  - c. To insert or add words.
  - d. To refer back for further consideration.
11. All questions shall, on being put from the Chairperson, be determined by a show of hands.

END