

12.

AUDIT

The financial year shall end on the 31st December, when the Accounts of the Council shall be audited by the persons appointed for the purpose.

13.

CHANGES OF RULES

These rules, having been adopted by the Council on shall not be altered or revised except at an Annual General Meeting of the Council or at a Special Meeting, called for the purpose. Notification of alterations or revisions shall be given to all members of the Council and the responsible official of each affiliated organisation not less than one month prior to the date of a Special Meeting called for this purpose.

14. AGENDA FOR MEETINGS OF THE COUNCIL

The procedure of the meetings of the Council shall be governed in the following manner :

- (a) Roll Call.
- (b) Minutes of previous Meeting.
- (c) Discussion arising out of Minutes.
- (d) Correspondence.
- (e) Notice of Motions.
- (f) Discussion and disposal of officers' reports or reports from Sub-Committees.
- (g) Reception of deputations.

PM

Trades Councils model rules and notes for guidance

ICTU

Irish Congress of Trade Unions
19 Raglan Road, Ballsbridge, Dublin 4

TRADES COUNCILS

The circumstances in which a modern trade council performs its functions have changed substantially since the first trades councils were established. Centralisation of organisation, national agreements, social changes and such developments as modern transport facilities, and modern information services (press, radio and T.V.) have brought about changes both in trade union organisation and in the communities in which trades councils operate.

Some trades councils have not sufficiently adapted themselves to the changes which have taken place. The result is frustration, and the council may eventually find itself unable to continue in operation due to lack of interest by its members. That this should be so is unfortunate, because trades councils at the present time, properly organised to meet present needs, can perform most important functions in the trade union movement. Of these functions, probably the most important is the provision of a line of communication, between membership and Congress and between members of different unions in a locality. The development and strengthening of these "lines of communication" is essential to the integration of the trade union movement, enabling it to act in a unified manner and so achieve its economic and social objectives.

Congress is always willing to guide, advise and assist trades councils in this important work. Model rules are appended hereto to assist trades councils. It is not obligatory for any council to adopt these rules ; they are for guidance. They do, however, take account of the changed circumstances in which trades councils operate, and they make provision to eliminate some difficulties which, we have found from experience, endanger the efficient operation of councils. In considering new applications for affiliation or registration from trades councils the Executive Council will consider the extent to which the applicant council has made suitable provision to avoid these difficulties, and may recommend changes to be made prior to the acceptance of any application for affiliation.

Education Programme

A description of the Education Programme of Congress, dates of education conferences and lectures, notes on the assistance which is available to affiliated unions and trades councils, can be obtained from the Education Officer, I.C.T.U., Miss Joan O'Connell, 19 Raglan Road, Dublin 4, or from Mr T. Carlin, Training & Information Officer, I.C.T.U., 236 Antrim Road, Belfast BT15 2AN.

Trades Councils Annual Weekend Seminar

The object of this annual seminar is to enable Trades Councils representatives to come together and discuss among each other the ways and means of performing their functions effectively.

Booklets published by Congress include the following :

Your Union and You.
Trades Councils : Model Rules & Notes for Guidance.
Operating the "All-Out Strike".
Education Programme.
Structure & Functions of Congress.

Also available :

Annual Report (50p)
Trade Union Information : 6p per issue (8½p incl. postage).
Single copy for 5 issues 42½p incl. postage.
Single copy for 10 issues 85p incl. postage.
(There are 10 issues per annum).

NOTES TO READ IN CONJUNCTION WITH I.C.T.U. MODEL RULES

- 1. Name :** Define the district. Avoid overlapping titles. It is desirable that Trades Councils should adopt a standard form of title, and we recommend that the form should be either the name of the place followed by the words Trades Union Council or Council of Trades Unions.
- 2. Objects and Functions :** Make the objects and functions realistic. Some "objects" retained in rule books for many years are almost, or quite, meaningless. The inclusion of high sentiments does no harm but a practical statement of the work to be done is most useful. With reference to 2 (b) and (c), it should be noted, in particular, that no intervention of a trades council in the affairs of a union or unions should take place, except to the extent that such union or unions approve. In particular a trades council must not intervene between a union branch and the head office of the union.
- 3 & 4. Application and Membership :** Trades Councils are a part of the trade union movement. Some councils admit visitors to their proceedings, but whether this is done or not it is essential to provide that the delegates to the council shall represent union organisations and no one else, and that no one other than accredited delegates of affiliated organisations shall conduct the business of the council or participate in its decisions.
- 5 & 6. Fees and Representation :** can be based on whatever scale appears best to suit local requirements. There should be a reasonable relationship between the scale of fees and the level of representation.
- 7 & 8. Finance :** The system outlined in the rules is suitable for a small council, with little or no property and an annual income of less than £250. A council with an annual income of over £250, or which possesses property, should have its accounts certified by an auditor. The auditor will also advise on the manner in which the books should be kept, and on the appropriate rules. It is not necessary that the system suggested in the model rules should be followed, provided that the system used provides reasonable protection for the funds of the council and an accurate, and checked, record of income and expenditure. It is essential that affiliated

organisations should be provided with accounts of the Council. Reading an income and expenditure statement at an annual meeting is not sufficient for this purpose. Affiliated organisations may be interested in such questions as : were subscriptions received from other organisations as well as ourselves, or have others been neglecting to pay, are grants being given for objects which we would not approve, as well as the general question : are the finances of council being properly conducted?

Affiliated organisations may therefore wish to keep a file of annual financial statements to which they can refer.

- 9. Officers :** The number of officers should be decided having regard to the size of the Council, and also having regard to whether, in addition, provision is made for an executive committee as well. The five-member officer committee suggested here would be suitable for a small or medium-large council with no executive committee.
- 10. Meetings :** The number of meetings can be determined by each council in accordance with local conditions.
- 11. Delegates :** It is important to provide for the annual nomination of delegates. The Council can not function effectively unless the delegates take steps to report back to their constituent organisations. Unless the constituent organisations have the opportunity of reviewing the manner in which the delegate is representing them the Council may find that a number of its members are delegates in name only. Appointment as a delegate should therefore be strictly limited to a period of one year only, and each delegate should be nominated in writing by the appropriate official of his organisation each year.
- 12. Annual General Meeting :** It is preferable to arrange for the nomination of delegates from each affiliated organisation immediately prior to the annual meeting. If this is not possible, other arrangements can be made, providing, for example, that delegates may be appointed during the year. In no case, however, should a person who has not been properly nominated as a delegate by his organisation since the preceding annual meeting, be allowed to vote and act as a delegate at the annual meeting, or at subsequent meetings. The Constitution may provide for the holding of the Annual General Meeting in any one month of the year. It is desirable however, that the date be restricted to one specific month.

GENERAL

Affiliation to, or registration with the Irish Congress of Trade Unions.

Some of the smaller councils are not in a position to send delegates to Congress. A Council which does not send delegates to Congress cannot put motions on the agenda of Congress. The right to send delegates and put down motions for Congress is the only distinction between affiliated and registered Councils. Therefore, Councils which do not propose to exercise these rights as affiliated organisations should consider registration instead. The registration fee is only £1 per annum. Registered councils will receive advice and guidance from Congress, on request. They will be kept informed of Congress activities. They will receive notification of "open" conferences and may appoint delegates to attend those in which they are interested. In particular, each affiliated or registered trades council is given two free places at an annual seminar for trades councils, at which the work of trades councils and the issues facing them are discussed.

They will be assisted in the organisation of educational programmes. All councils should be either affiliated or registered, otherwise they are not in a position to play their part in the trade union movement.

MODEL RULES AND STANDING ORDERS FOR TRADES' AND WORKERS' COUNCILS.

1. NAME

The Name of the Council shall be the.....

.....Trades Council

2. OBJECTS

The objects of the Council shall be to promote the industrial and social interests of its affiliated membership and of the trade union movement in general.

In furtherance of these objects the Council shall

- (a) promote co-operation between its affiliated unions on matters of common concern.

- (b) assist by common action, publicity and information, and such other means as may be appropriate, any affiliated organisation which requests such assistance in furtherance of legitimate trade union objectives and for the betterment of the economic, social or industrial status of its members.
- (c) In the event of a dispute between affiliated organisations, assist the disputant organisations to adjust their differences, subject to their consent, or, in the event of a dispute being submitted to the Irish Congress of Trade Unions Disputes Committee, assist in the implementation of the ruling of the Irish Congress of Trade Unions Disputes Committee.
- (d) Promote trade union interests generally in the jurisdictional area of the Council by endeavouring to organise unorganised workers and by publicity, information, public lectures, discussions and other appropriate forms of propaganda.
- (e) Inform the members of affiliated organisations on trade union policy, and, for this purpose, assist in the circulation and discussion of the publications and statements issued by the Irish Congress of Trade Unions.
- (f) Advise and assist affiliated organisations on problems arising in the course of their work, and where necessary refer such problems to the Irish Congress of Trade Unions or other appropriate body.
- (g) Inform the Irish Congress of Trade Unions on matters of local concern.
- (h) Take such action as may be appropriate to organise support for the policy and programme of the Irish Congress of Trade Unions and the advancement of workers' interests.

The Council shall not intervene as between an affiliated branch of a trade union and the headquarters of such a union, nor shall the Council subscribe to a policy or take action contrary to the policy of the unions whose branches are affiliated to it or contrary to the policy of the Irish Congress of Trade Unions.

3. **AFFILIATION**

Only trade unions and branches of trade unions shall be eligible for affiliation to the Council.

4. **MEMBERSHIP**

The Council shall consist of delegates from affiliated local trade unions and branches of trade unions operating within the district.

Application for affiliation may be made to the Council by trade unions and branches of trade unions. Each application shall be accompanied by a copy of the rules of the organisation seeking affiliation and a statement of the membership to be affiliated.

The Council shall consider and decide on applications for affiliation.

An organisation refused membership may appeal through its Head Office to the Executive Council of the Irish Congress of Trade Unions. No organisation which has been condemned or officially disaffiliated by the Irish Congress of Trade Unions shall be accepted into affiliation or permitted to remain affiliated to the Council.

5. **AFFILIATION FEES**

The affiliation fee to the Council shall be at the rate of.....pence per member per annum, payable in advance on the full membership of each affiliated organisation on the first day of January each year. Organisations which have not paid their affiliation fee for the current year shall not be eligible to appoint delegates to attend the Annual meeting or other meetings of the committee.

6. **REPRESENTATION**

Affiliated organisations shall be entitled to representation at the Council in accordance with the following scale:

Organisations with less than.....members 2 delegates.

Organisations with.....and up to.....members 3 delegates

One additional delegate for every.....members up to a maximum of

7. **OFFICERS**

The officers shall consist of a Chairman, Vice-Chairman Secretary, Treasurer and two other members.

The Officers shall be elected by ballot vote at the Annual Meeting of the Council from nominations made in writing by the affiliated organisations. Each nomination shall be signed by the responsible official of the nominating organisation. The nomination must reach the Secretary of the Council not less than seven clear days prior to the Annual Meeting. The Officers must be delegates to the Council. The Officers shall be eligible for re-election and shall hold office until their successors are appointed. They must be bona fide members in good standing of a trade union affiliated to the Council.

Chairman's Duties :

The Chairman shall preside at all meetings of the Council and conduct the business with propriety and order. In conjunction with his vote as a delegate of the Council he shall have the right to give a casting vote upon any question where the voting otherwise is equal.

Vice-Chairman's Duties :

The Vice-Chairman shall act in the absence of the Chairman and shall have the same authority and perform all the duties of the Chairman when so acting.

Secretary's Duties :

The Secretary shall attend all meetings of the Council and take Minutes of the proceedings in a book kept specially for the purpose. He/she shall conduct all correspondence, keeping a copy of the same for reference. He/she shall prepare a short report of the work of the Council throughout the year and submit the report to the Annual General Meeting of the Council.

Treasurer's Duties :

The Treasurer shall be responsible for all monies entrusted to him/her on behalf of the Council. He/she shall produce all monies and vouchers of the Council at their quarterly meetings, and for the annual audit, and at such other times as the Council may direct. He/she shall present a Statement of Accounts and Balance Sheet duly signed by the Auditors to the Annual Meeting of the Council. Copies of the Statement of Accounts and Balance Sheet shall be forwarded prior to the meeting, to the Branch Secretary or responsible official of each affiliated organisation.

8. TRUSTEES AND AUDITORS

Three trustees who shall not be members of the same union shall be elected from the members of the Council. They shall hold the property and funds of the Council in trust for the Council and shall deal with such funds and property in accordance with the directions of the Council.

Auditors :

Two Auditors shall be appointed at the Annual General Meeting of the Council. They shall audit the accounts and prepare a Statement and Balance Sheet of same for the Annual General Meeting.

9. MEETINGS OF THE COUNCIL

The Council shall meet fortnightly. Special meetings of the Council may be convened:

- (a) at the request of the Chairman, Vice-Chairman, Secretary and Treasurer, or any two of them acting together, and,
- (b) by a request to the Secretary in writing from three members of three different affiliated unions.

The notice convening a Special Meeting shall state the business to be transacted thereat, and shall be the only business of the Meeting. In cases where the branch secretary or responsible official of an affiliated organisation is not a delegate to the Council, copies of the notices of all meetings shall be forwarded to such branch secretary or responsible official at the same time as such notices are issued to delegates.

10.

DELEGATES

Delegates to the Council shall be bona fide members of the organisations they represent and shall be nominated annually by the organisations they represent. Nominations of delegates shall be in writing and shall be signed by the responsible officers of the nominating organisation.

Where a delegate is absent from three successive meetings of the Council without reasonable cause, such absence shall be notified by the Secretary of the Council to the union of which the absent delegate is a member.

11.

ANNUAL GENERAL MEETING

The Annual General Meeting of the Council shall be held in the first fortnight in the month of January. The Agenda for the Annual General Meeting shall be as follows:

Agenda :

- (a) Roll call and reception of names of the delegates who are to constitute the Council for the ensuing year.
- (b) Elect the following officers of the Council (i) Chairman, (ii) Vice-Chairman, (iii) Secretary, (iv) Treasurer and also Trustees (3), and Auditors (2)
- (c) Receive from the Secretary the Annual Report.
- (d) Receive from the Treasurer the Statement of Accounts and Balance Sheet duly signed by the Auditors.
- (e) Discuss any revision of the Rules and Standing Orders of the Council.
Each motion for the Revision of Rules or Standing Orders must be handed to the Secretary in writing and read at a meeting of the Council held not later than the month of November.
- (f) Discuss any matter appropriate to an Annual General Meeting notice of which has been handed to the Secretary and read at a Meeting of Council held not later than the month of November.

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