ONE

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Organisation of National Ex-Service Personnel

NO IRISH VETERAN LEFT BEHIND

HANDBOOK OF RULES

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PREAMBLE

Óglaigh Náisiúnta na hÉireann, the Organisation of National Ex-Service Personnel (ONE) is a registered company, limited by guarantee and also has charitable status. ONE is governed by its Constitution (Memorandum of Association and Articles of Association) which is lodged with the Companies Registration Office. The company is subject to company and charities legislation.

This Handbook of Rules, authorised under the ONE Constitution, governs the relationship between the Board and the Area Councils and Branches of the charity. It also sets out how Area Councils and Branches conduct their business. Finally, it provides guidelines on a variety of matters such as dress, ceremonial, etc.

Réamhrá

Cuideachta chláraithe faoi theorainn ráthaíochta is ea Óglaigh Náisiúnta na hÉireann (ONE) agus deonaíodh stádas carthanachta di.

Tá ONE á rialú ag a Bhunreacht (Meabhrán Comhlachais agus Airteagail Chomhlachais) a chuirtear isteach leis an Oifig um Chlárú Cuideachtaí. Tá an chuideachta faoi réir ag reachtaíocht cuideachtaí agus carthanachtaí.

Rialaíonn an Lámhleabhar Rialacha seo, atá údaraithe faoi Bhunreacht ONE, an caidreamh idir an Bord agus Comhairlí Ceantair agus Brainsí an charthanais. Leagann sé amach freisin conas a dhéanann Comhairlí Ceantair agus Brainsí a ngnó. Ar deireadh, cuireann sé treoirlínte ar fáil ar ábhair éagsúla ar nós éadaí, searmanais, srl.

CHAPTER 1
ORGANISATION

Objects & Aims

1.1 The main object for which the Óglaigh Náisiúnta na hÉireann (ONE) is established is to:

> *Support the needs of Irish veterans by the provision of accommodation to homeless and other veterans in need of such domestic accommodation in its Veterans' Homes and the provision of other advice and support to veterans, in particular Mental Health advice, through its nationwide network of Branches and Veterans' Support Centres.*

1.2 The following objects set out hereafter are exclusively subsidiary and ancillary to the main object set out above and these objects are to be used only for the attainment of that main object and any income generated therefrom is to be applied for the main object only.

a. **Comradeship**
   (1) To develop a spirit of comradeship among veterans, and between veterans and serving members of Óglaigh Na hÉireann.
   (2) To foster public interest in Óglaigh Na hÉireann.
   (3) To promote social and cultural activities.

b. **Advocacy**
   (1) To advocate with the Department of Defence, Defence Forces, and other elements of national and local government on behalf of veterans.
   (2) To maintain liaison with veterans' organisations of other states.

c. **Remembrance**
   (1) To remember those who served.
   (2) To participate in national and local remembrance ceremonies.

d. To do all such other things as will assist in achieving the above objects and aims.

Control and Administration

1.3 The control and administration of ONE shall be vested in

a. The Board of Directors.
b. ONE Head Office managed by the Chief Executive Officer.
c. The Annual General Meeting
d. Area Councils.
e. Branches.

1.4 **The Board of Directors**. The Company shall have a Board of not less than three and not more than twenty members. The Directors shall be appointed to office and may be removed from office at a General Meeting. The Board shall be an elected body. It shall administer the affairs of the Company and shall be assisted in the administration by appointing a Chief Executive Officer and a Company Secretary. The Board of Directors may form committees comprised of Directors and other members of ONE to oversee specific areas of interest, e.g. Audit, Finance, Welfare, etc.

1.5 **Directors**. The Directors shall act as agents on behalf of the members of ONE and also stand in a fiduciary relationship to its members and shall owe the members of ONE a duty to act in good faith in the interests of the company as a whole. (See also "Articles of Association" paragraphs 33, 35 to 64 inclusive).

1.6 **ONE Head Office.** One Head Office, managed by the CEO, shall administer the Company on a day to day basis. The CEO is responsible to the Board of Directors for the management and administration of the Organisation.

1.7 **ONE Staff.** The House Managers, Assistant Managers, and other members of staff of the Company's residential accommodations and offices shall be appointed by the Board on terms of employment that comply with all current regulations. While the Board may cede such responsibilities to the CEO of the Company from time to time, the Board will finally approve all appointments.

1.8 **Area Councils**. Area Councils may be set up in areas as defined by and at the discretion of the Board.

1.9 **Branches**. The Company shall be organised in Branches, as required, at the discretion of the Board.

Residential Accommodation

1.10 ONE shall, at its discretion, provide accommodation for those in need of such accommodation.

Rescinding / Amending / Interpreting Handbook of Rules

1.11 The rules of ONE are as contained in the Handbook of Rules and are subject to amendments from time to time.

1.12 This Handbook of Rules shall form its basis from the ONE Constitution (Memorandum and Articles of Association of the ONE) and may only be amended by Annual Convention or by Special General Meeting.

1.13 Amendments may be put forward for resolution from affiliated Branches, from Area Councils or from the Board and shall be passed by Annual Convention, on a majority equal to or greater than two-thirds of delegates present, entitled to vote and voting.

1.14 The Board at its discretion shall deal with any matter not provided for in the Handbook of Rules.

CHAPTER 2
MEMBERSHIP

Ordinary Membership

2.1 Ordinary Membership of ONE shall be open to the categories listed hereunder providing such person had at least one year's satisfactory service, has been honourably discharged[1], and has completed the current registration form declaring acceptance of the Constitution and Handbook of Rules for the ONE and providing such person is accepted by an affiliated Branch of the ONE

a. Veterans and serving personnel of the Permanent Defence Force.
b. Veterans and serving personnel of the Reserve Defence Force.
c. Ex-service personnel of the Civil Defence.
d. Ex-service members of An Garda Síochána.
e. Ex-service personnel of the Irish Red Cross.

2.2 A member may hold membership of only one Branch.

2.3 Membership of the ONE will be deemed to have ceased on any one of the following

a. Receipt in writing by a Branch of a member's resignation from ONE.
b. Failure to pay the annual subscription by 01 January in the membership year.
c. On the authority of the Board
d. On the demise of a member.

2.4 Notwithstanding anything in these rules, the Board has the power to debar or suspend from holding any office of ONE or may expel any member whose actions or conduct is considered to be prejudicial to the interests of ONE and its members. Any member who acts or incites others to act in any way inconsistent with the aims or aspirations of the Company or who gained membership of the Company by fraud or misrepresentation shall have their membership revoked by the Board.

2.5 a. Where a member is under investigation by An Garda Síochána, TUSLA, or other authorised state agency for a serious offence, ONE Head Office will look to require the member to stand down without prejudice to an outcome to any such investigation.

b. Where a member is convicted in a Court of Law of a serious offence his/her membership of the Company shall be reviewed by the Board. The Boards decision in the matter shall be final.

2.6 A member who has been the subject of disciplinary measures may appeal the findings to the Board at the next meeting of the Board following on the date the finding was handed down. The appellant shall not make representations to any member(s) of the Board of Directors prior to the Boards consideration of the appeal. The decision of the Board in the matter shall be final.

[1] This does not apply to serving personnel in the Permanent or Reserve Defence Force.

2.7 In accepting membership of ONE, a member shall be bound by and shall submit to the Constitution and the Handbook of Rules.

2.8 A member ceasing to be a member, or resigning or having been expelled from the Company shall have no right or claim upon the Company or upon its funds or effects.

Volunteer Membership

2.9 Volunteer membership is open to persons other than those listed in paragraph 2.1 who are of good character and who wish to volunteer with a Branch. Such persons may be enrolled as Volunteer Members of a Branch having received the prior approval of the Board. Volunteer Members are welcome in good faith in Branches to help do such things as will assist in achieving the objects and aims of ONE through the Branch concerned. Volunteer Members shall be associated with one branch only.

2.10 Volunteer Members shall be required to pay an annual subscription at 3/5th of the rate of Ordinary Members. The annual subscription of Ordinary Members will be set by the Board.

2.11 Volunteer Members shall conform to the rules and policies of ONE but shall not be eligible for election to any office in ONE, or to be delegates from a Branch to an Area Council or General Meetings or Annual Convention.

2.12 Volunteer Members or other observers who attend Branch General Meetings may participate but not vote at such meetings.

2.13 Volunteer Members shall be entitled to wear the ONE uniform.

2.14 Volunteer membership of the company shall be deemed to have ceased on receipt in writing by a branch of a volunteer member's resignation from that branch. On resignation, a volunteer member shall have no right or claim upon the company or upon its funds and effects.

2.15 Volunteer membership shall be reviewed annually by Branches

Honorary Membership

2.16 The Board at its sole discretion may award Honorary Membership of a Branch to persons whom they consider suitable.

2.17 Branches may recommend persons to the Board, such recommendations to be accompanied by a written citation stating a case for the award.

2.18 Honorary non ex-service members shall not be eligible for election to any office in the Company, to represent a Branch as a delegate or to vote at meetings.

2.19 The Board shall review Honorary Membership annually. A decision of the Board on the nomination of any person for Honorary Membership shall be final and shall be conveyed in writing to the Branch concerned without delay.

CHAPTER 3
GENERAL PROVISIONS

Annual Convention

3. 1 The Board shall decide the location and date of the Annual Convention.

3. 2 The Annual Convention shall consist of: - The officers of ONE, the members of the outgoing Board and not more than three delegates from each affiliated Branch.

3. 3 Notwithstanding paragraph 3.2 above, any ordinary member of ONE may attend the Annual Convention of the Company.

3. 4 The Annual Convention shall be presided over by the Cathaoirleach (Chairperson) of the Board.

3. 5 Except where otherwise provided, all voting at the Annual Convention shall be by a show of delegate cards and the declaration of An Cathaoirleach (Chairperson) that a motion has been carried or rejected shall be final, unless immediately after such a declaration, a poll be demanded by more than ten (10) percent of those present and eligible to vote. In the case of an equality of votes, An Cathaoirleach (The Chairperson) shall have a casting vote.

President/President Elect– Nomination, Election, Eligibility & Vacancy

3. 6 The National President shall be elected for a period of two years after which he/she retires and may not offer him/herself for re-election.

3. 7 Affiliated Branches only may submit nominations for President on the appropriate pro-forma supplied by the Company.

3. 8 Before a member is nominated for the office, s/he must have been an Ordinary Member for the previous two years.

3. 9 The Board shall decide the closing date for nominations.

3. 10 A ballot of Branches shall elect a President in the year prior to the relinquishment of office of the incumbent President. The result of the ballot shall be announced at Annual Convention.

3. 11 Each Branch shall have a single vote for a single candidate. Where there is a tied vote a ballot of delegates present at Annual Convention shall be taken to decide the issue. The Branch Chairperson will certify that a properly convened meeting had taken place and that the vote cast for a candidate reflects the majority decision of the members at the said meeting.

3. 12 In the event that the office of President becomes vacant in the first year of office either through resignation, incapacity or death, the Board must convene a meeting of the Area Council Presidents to seek nominations for the post from among

them. If there is a clearly preferred candidate he/she shall assume the role of President until the end of that year, such decision to be confirmed at a properly convened meeting of the Board. If there is a tied vote, the Board shall have the right to choose from among the candidates proffered. Should the Office of President become vacant for any of the aforementioned reasons in the second year of office the position of President to be assumed by the President Elect.

CHAPTER 4
ONE POLICIES and PROCEDURES

4.1 Policies and Procedures are designed to influence and determine all major decisions and actions of ONE, and all activities take place within the boundaries set by them. Policies are the principles, rules, and guidelines formulated and adopted by ONE to reach its long-term goals. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organisation. Together, Policies and Procedures ensure that a point of view held by the Board of ONE is translated into steps that result in an outcome compatible with that view.

4.2 The Board shall promulgate Policies and Procedures from time to time and shall review them at regular intervals of not less than 3 years. These Policies and Procedures are issued for compliance by the Board, CEO, Head Office Staff, Area Councils, Branches, Homes, and individual members of ONE.

4.3 Failure by any Branch to comply with Policies and Procedures may lead to the revocation of the Branch Warrant at the annual review conducted by the Board of Directors under this Handbook of Rules.

4.4 Failure by an employee or individual member of ONE to comply with Policies and Procedures may result in disciplinary action.

4.5 Policies and Procedures may be promulgated in the following areas and in other areas decided by the Board from time to time

a. Bullying.
b. Code of Ethics.
c. Compliance.
d. Conflict of Interest.
e. Convictions.
f. Data Protection.
g. Disputes and Complaints**.**
h. Disaster Recovery.
i. Employee Handbook of Rules.
j. Finance – ONE Head Office & Houses.
k. Finance - Branches.
l. Finance – Travel and Subsistence.
m. Governance Framework.
n. Health and Safety.
o. Internet and Email.
p. Record Management.
q. Social Media Policy
r. Veteran Support Centres.
s. Diversity and Inclusion.

CHAPTER 5
AREA COUNCILS

Introduction

5.1 Area Councils may be set up in Areas as defined by and at the discretion of the Board.

5.2 All Branches in the geographical areas of Area Council shall register annually with that Area Council. Such registration shall be notified to ONE Head Office by the 31st March of each year.

Role of Area Councils

5.3 The role of Area Councils shall include the duty of advice, co-ordination, encouragement and supervision of the Branches in its Area. Area Councils are also responsible for dissemination of information from Board level to Branches within their area.

5.4 Area Councils shall recommend to the Board the dissolution or merger of any branch or branches within its area and shall furnish the Board with the reasons in writing for such request. Should it come to an Area Councils notice that a Branch within its area is experiencing difficulties, whether because of numerical strength (under ten members) or financial difficulties or for any other reason, the Council should arrange contact with the Branch by any means but preferably by visiting the Branch concerned. The Board shall at its next subsequent meeting examine and decide on the recommendation referred to it by the Area Council. ONE Head Office shall convey in writing to the Area Council and to the Branch / Branches concerned the decision of the Board.

5.5 Area Councils will liaise with branches that are having difficulty with administration, accounts or financial returns. Any such branch shall be notified in writing to the CEO no later than 5 working days after the Area Council has been so informed of such difficulty.

5.6 Area Councils will coordinate member branches 'Lá na bhFiann' ceremonies/Annual Mass dates (where possible) and other relevant activities in order to avoid a clash of dates between branches. Area Councils shall notify Head Office in writing of any such dates selected for inclusion on the company web site and social media platforms.

5.7 Area Councils will be responsible for the maintenance and manning of any Veteran Support Centres within its area. In this regard the Area Council may assign a particular branch or branches to maintain the day to day running of the said Veteran Support Centres.

5.8 Area Councils shall arrange meetings, conduct localised Public Relations and raise funds in accordance with instructions issued by the Annual Convention of the Company and/or the Board. Area Councils shall collect any necessary levies on branches sanctioned by the Board.

5.9 The Chairperson of the Board and the CEO shall meet with the Chairpersons of the Area Councils at regular intervals to raise issues and note relevant details for dissemination at Area Council meetings.

5.10 The Area Council should encourage all members to familiarise themselves with Health and Safety legislation. In this regard the Area Council should appoint a member as Health and Safety Officer who should pay particular attention to Health and Safety aspects relative to locations of meetings viz. Emergency exits, Assembly Points, Written Risk Assessments, number of members at meetings and in the event of an emergency should check that all members are accounted for.

5.11 The officers from the three Area Councils shall meet for organised workshops no later than mid-April each year and also at the Annual Convention venue following the close of the Convention.

5.12 Area Councils will carry out loyally all lawful instructions issued by Annual Convention and /or the Board.

Organisation and Elections

5.13 The Constitution of Area Councils shall not be more than two delegates from each affiliated Branch in the Area, from amongst whom they may elect the following principal officers: President; Cathaoirleach (Chairperson); Secretary; Welfare Officer; and Treasurer. The period of office will be for three years. If for any reason a principal officer needs to be changed within the three-year period, an EGM should be called. A principal officer elected at an EGM may serve a full term of office (3 years) from the date of the EGM.

5.14 Following the election of the principal officers, ancillary officer positions may be filled by co-option of a delegate. Ancillary officers include but are not limited to: Marketing and Fundraising Officer; Health and Safety Officer; Membership Officer; Vice Chairperson; Vice Secretary and Vice Treasurer. Their period of office shall be three years.

5.15 The outgoing officers will step down and the election will be chaired by a Branch Delegate who is not offering him/herself for office and who is not an outgoing officer. If a Director of the Company or the CEO is present he/she may be invited to chair the election regardless of whether he is a member or delegate of that Area Council.

5.16 Outgoing principal officers, i.e. President, Cathaoirleach (Chairperson), Secretary, Welfare Officer, and Treasurer, who have served in either or any

combination of the above offices for six consecutive years may not offer him/herself for election in any of those offices for a minimum of two years.

5.17 En Bloc nominations will not be permitted and will have no legal effect.

5.18 Outgoing officers who have served in one or more of the above positions for one, or two consecutive years shall be deemed to be ex-officio and will therefore be eligible as candidates for re-election provided that they declare their candidacy to the AGM prior to the election of officers.

5.19 Where an Area Council has only five or less branches, (5.16) above will not apply, or where no alternative candidates are prepared to allow their names go forward for election.

5.20 Members of the Board are entitled to attend and speak at all meetings of Area Councils but shall not vote unless they are also delegates.

Annual General Meeting

5.21 The Annual General Meeting (AGM) of the Area Council shall normally be held in the month of March each year. Each Branch of the Area Council will forward a report on its commitments in the previous year to include but not limited to:

- Remembrance Ceremonies;
- Participation in Parades (e.g. St Patrick's Day);
- National Fundraising;
- Local Fundraising;
- etc.

5.22 Branch Delegates who wish to apply for one of the principal officer positions will submit their nomination to reach the Area Council Secretary by the end of February in an election year. Delegates of the Area Council must be given a minimum of 21 clear days' notice (Annex A) of the AGM which will normally be held by the end of March in an election year. A Proxy Card, which will accompany the notification, will be issued to each Branch Delegate and returned in the manner outlined therein. This will ensure that the delegates votes will be counted in the event that a delegate could not attend for whatever reason. The names of all eligible candidates will be included on the Proxy Card, even where there is only one candidate for a principal officer position. Should an EGM be necessary for the election of a principal officer, the election will be conducted in the same manner as outlined above. The notification period for an EGM may be reduced from 21 days if necessary to a lesser time with the approval of the Board.

5.23 Volunteer Members or other observers who attend Area Council Meeting may not participate or vote at such meetings.

5.24 The Area Council Secretary shall send to ONE Head Office before 15th April each year the names and addresses of members together with list of all Branches in

the Area who were represented at the Annual General Meeting and a summary of the proceedings.

5.25 The Area Council Treasurer shall forward a copy of the Balance Sheet and the Treasurers report, as presented to the AGM of the Council, to ONE Head Office before the 15th of April each year.

Ordinary Meetings

5.26 Area Councils shall have three (3) Ordinary Meetings a year in addition to the AGM.

a. At least one of these meetings will be for the purpose of education / training Branch Officers in their role and duties.
b. At least one of these meetings will be attended by the CEO and/or Board Director who will brief the Councils on on-going developments and future strategy in accordance with decisions and policy of the Board of O.N.E.
c. The Area Councils will act as a conduit of communication between the Board of O.N.E. and Branches within its area. This will be a two-way system. In addition to disseminating information from Board level to the Branches, Area Councils will also bring forward suggestions and views of Branches within its area to Board level through the office of the CEO.

5.27 Minutes of all Area Council meetings shall be forwarded to ONE Head Office within 14 days of such meetings. Area Council Secretaries will record only the following in the minute book: date, venue, apologies, attendance and all decisions taken. The business conducted at meeting may not under any circumstances be recorded by Dictaphone or any other electronic recording device without the agreement of all officers and delegates present.

5.28 The Area Council shall discuss such matters as are brought to its attention by the Branches in the Area.

5.29 The Area Council shall take such action as may be agreed by a majority of the delegates present and voting at a meeting on matters affecting its own Areas only. Any other matters shall be referred to ONE Head Office in writing no later than 5 working days after such vote takes place.

5.30 In the event of a vacancy occurring amongst its officers, the Area Council shall elect a replacement from amongst the delegates to the Area Council within 6 weeks of such vacancy occurring.

5.31 All Branches in the Area shall attend meetings of the Area Council and support its projects. The quorum for meetings of the Area Council shall be a number equivalent to 50% of the number of Branches in its area plus one, e.g. 10 Branches= 5+1.

5.32 In the absence of the Cathaoirleach (Chairperson) and the Vice-Chairperson (if appointed), members shall appoint a Cathaoirleach (Chairperson) from the members attending. The Secretary or Treasurer shall not be eligible to preside.

5.33 The duties of Officers of the Area Council shall be as laid down in "Council Standing Orders". In the event of any conflict as between the terms of these standing orders and those of the Handbook of Rules of ONE, the terms of the latter shall prevail.

5.34 Meetings of the Council shall be held in a venue to be decided at each Meeting. In the event of failure to agree on a venue, the Secretary, after consultation with Cathaoirleach (Chairperson), shall have the authority to fix a venue.

5.35 No matter of a political or sectarian nature shall be discussed at Council meetings.

5.36 Should the Cathaoirleach (Chairperson) consider that a matter being raised is of sufficient importance, he/she may rule that the discussion is suspended and that Notice of Motion be given. The person raising the "Notice of Motion" shall thereupon inform the meeting of his/her intention to raise the matter at the next Council meeting. Notice of motion under this paragraph may be given verbally or in writing.

5.37 A special meeting may be convened on a demand by two-thirds of those present, entitled to vote and voting, or if the Cathaoirleach (Chairperson) at his/her discretion at any time decides. At least 14 days' notice of such meeting shall be given in writing to all branches and the notice shall include the purpose for which the Special Meeting is being held. At a Special Meeting no subject other than that for which it has been called may be raised.

5.38 Failure to obey the Cathaoirleach (Chairperson) may incur censure up to and including suspension, at the discretion of the Cathaoirleach (Chairperson).

5.39 Failure to obey the Council shall incur a suspension. Whether to suspend a member under this Rule shall be decided by a majority equal to or greater than two-thirds of those present, entitled to vote and voting.

5.40 Any member so suspended under Paragraph 5.33 or 5.34 shall have the right to appeal to the Board.

Disputes and Complaints

5.41 Disputes and Complaints shall be handled in accordance with the Disputes and Complaints Policy and Procedures issued under Chapter 4 of this Handbook of Rules.

CHAPTER 6
BRANCHES

Introduction

6.1 Every Branch of ONE must be familiar with the Constitution, this Handbook of Rules and the associated Policies and Procedures, and shall be bound by them.

6.2 Every Branch is answerable for the conduct of its members.

6.3 A Branch may not parade in any public procession, meeting or demonstration of a political or sectarian nature. The decision as to what other parades a Branch may attend shall be determined by the Branch but should assist in Branches identifying themselves as much as possible with comradeship, remembrance, local community and civic affairs.

Branch Warrants

6.4 The Company shall be organised in Branches through the issue of Branch Warrants which shall be reviewed annually by the Board.

6.5 **New Branches**

a. Application for the affiliation of a Branch shall be made in writing to the Board, attested by the signature of not less than ten potential eligible members of the Company. The names of existing members of other Branches will not be considered as potential eligible members of any new proposed Branch.

b. On receipt of the warrant the members shall convene and elect a committee by secret ballot which shall consist of: Branch Cathaoirleach (Chairperson); Welfare Officer; Secretary; and Treasurer; and not less than three committee members, who shall hold office as interim Carthaoirleach (Chairperson), Secretary and Treasurer until the next Annual General Meeting of the Branch.

c. On receipt of the warrant and following the election of the Branch committee, the Secretary of the Branch shall forward to the CEO a list of the officers of the Branch, showing full names, addresses and phone numbers of the Cathaoirleach (Chairperson), Welfare Officer, Secretary and Treasurer. The Branch shall maintain a register of assets purchased including chains of office, flags and other branch equipment including electronic items. This register may be subject to audit by the Board at any time with reasonable notice to the Branch.

6.6 **Existing Branches.** The Board will conduct an annual review of Branch Warrants for existing Branches which will include but is not limited to

a. Participation in ONE activity governed by the Warrant.

b. The submission of accurate and timely Branch Returns as outlined below

c. The holding of a Branch AGM and election of officers if necessary.

d. The completion of education / training for the elected branch officers in the past year.
e. Compliance with the Constitution, Handbook of Rules, and Financial Policy and Procedures.

Branch Returns

6.7 Each Branch shall submit to ONE Head Office

a. An annual fee on a per capita basis of the Branch membership as contained in the Financial Policy and Procedures (See Chapter 4).
b. A certified copy of the Branch Financial Report as presented to the Annual General meeting of the Branch to include correct up to date Bank Statements of all accounts held by the Branch for the outgoing year, lodgement books for the Branch and copies of all expenses and receipts for the Branch to account for all payments from the Branch accounts for the previous year in accordance with the Financial Policy and Procedures (See Chapter 4).
c. Each Branch shall forward an updated nominal roll (as on the 31st January of the current year) on or before the 14th of February each year.
d. Each Branch shall within seven days of the Branch Annual General Meeting submit the names and addresses, phone number and email address of all Branch Officers. These will only be used for ONE related activity and in compliance with GDPR legislation.
e. A copy of the Secretary's report of the Branch Annual General Meeting. The Secretary's report should show all fund-raising functions carried out during the year.

Annual Convention and Area Council Meetings

6.8 Each Branch may send up to three of its principal officers as delegates to attend the Annual Convention. Ancillary officers may deputise if principal officers are not available. The delegates will brief the branch on the Convention at the following branch meeting.

6.9 Each Branch may send up to two of its principal officers as delegates to attend meetings of the Area Council. Ancillary officers may deputise if principal officers are not available. The delegates will brief the branch on the Area Council Meeting at the following branch meeting.

6.10 Branches may submit before the 30th of June each year a list of resolutions for consideration at the Annual Convention. This date may be adjusted by the Board if the Annual Convention takes place outside the months of September / October.

6.11 Expenses necessarily incurred by delegates attending the Annual Convention or Area Council Meetings shall be borne by the Branch, providing such expenses are vouched for and submission made on the appropriate pro-forma. All expenses shall be paid by cheque or EFT.

Branch Annual General Meeting

6.12 The Branch Annual General Meeting shall be held before the end of February in an election year. The date of the Annual General Meeting to be notified to all members of the Branch at least twenty-one clear days (Annex A) in advance of the meeting.

6.13 Ordinary Members may elect the following principal officers: Cathaoirleach (Chairperson); President; Secretary; Welfare Officer; and Treasurer. The period of office will be for three years. If for any reason a principal officer needs to be changed within the three-year period, an EGM should be called. A principal officer elected at an EGM may serve a full term of office (3 years) from the date of the EGM.

6.14 Following the election of the principal officers, ancillary officer positions may be filled by co-option of a member. Ancillary officers include but are not limited to: Marketing and Fundraising Officer; Health and Safety Officer; Membership Officer; Vice Chairperson; Vice Secretary and Vice Treasurer. Their period of office shall be three years.

6.15 The outgoing officers will step down and the election will be chaired by a Branch Member who is not offering him/herself for office and who is not an outgoing officer. If a Director of the Company or the CEO is present he/she may be invited to chair the election regardless of whether he/she is a member or delegate of that Area Council.

6.16 Outgoing principal officers, i.e. Cathaoirleach (Chairperson), President, Secretary, Welfare Officer, and Treasurer, who have served in either or any combination of the above offices for six consecutive years may not offer him/herself for election in any of those offices for a minimum of two years.

6.17 Paragraph 6.16 will not apply to branches with memberships of ten or less or where no alternative candidates are prepared to allow their names go forward for election.

6.18 Branch Ordinary Members who wish to apply for one of the principal officer positions in their branch will submit their nomination to reach the Branch Secretary by the end of January in an election year. Branch Members must be given a minimum of 21 clear days' notice (Annex A) of the AGM which will normally be held by the end of February in an election year. A Proxy Card, which will accompany the notification, will be issued to each Branch Ordinary Member and returned in the manner outlined therein. This will ensure that the members votes will be counted in the event that a member could not attend for whatever reason. Should an EGM be necessary for the election of a principal officer, the election will be conducted in the same manner as outlined above. The notification period for an EGM may be reduced from 21 days if necessary to a lesser time with the approval of the Board.

6.19 Any committee member who shall have absented him/herself from four consecutive meetings without explanation shall be deemed to have resigned from the committee.

6.20 The following other provisions are in place for the election of Branch Officers

a. Branch Volunteer Members or other observers who attend Branch General Meetings may participate, but not vote at such meetings.
b. The outgoing officers will step down and the elections will be chaired by a Branch Member who is not offering him/herself for office and who is not an outgoing officer. If a Director of the Company or the CEO is present he/she may be invited to chair the election regardless of whether he is a member the branch or not.

6.21 The duties of the principal officers are outlined below and duties of ancillary officers shall be as per branch standing orders.

Branch Chairperson

6.22 The Branch Chairperson is the senior elected Officer on the Branch Committee and directs all Branch activities.

6.23 He / She is expected to demonstrate

a. Leadership – Influence, Develop, Evaluate & Achieve.
b. Management - Run the Branch.
c. Diplomacy – Public face of ONE in the Branch area.

6.24 He / She is expected to ensure that a close bond and liaison is maintained between the Branch Committee, the Branch members, the Area Council, and the Board through ONE Head Office.

6.25 The Branch Chairperson is accountable for all Branch activities and must delegate activities in a manner that will ensure duties are performed effectively.

6.26 The Branch Chairperson must be conversant with the Constitution, the Handbook of Rules and all relevant policies and procedures, and must be prepared to advise the Branch Committee accordingly.

6.27 The Branch Chairperson must have extensive knowledge of all issues affecting the Branch and ensure that they comply with the governance documents mentioned above.

6.28 The Branch Chairperson must ensure that proper handovers take place between newly elected Branch Officers, elected Committee Members and their predecessors. This includes ensuring that all minute books, correspondence, ONE publications, Branch papers and keys are handed over.

6.29 The Branch Chairperson must ensure the Treasurer has a correct audit/examination undertaken and is agreed by both the outgoing and incoming

Officers and that both are satisfied with the security of cash, cheque books and debit cards.

6.30 The Branch Chairperson must set an example as an active member of ONE and to be available for advising both the Committee and Branch members when necessary.

6.31 The Branch Chairperson is responsible for the standard of dress in the branch.

6.32 The Branch Chairperson must ensure that all Branch Committee Members are aware of their duties and responsibilities and encourage them to undergo training.

6.33 The Branch Chairperson must ensure all new Members receive an induction to ONE.

6.34 The Branch Chairperson should arrange the reading out of part of the rules at each meeting. Compliance should be recorded in the Branch minutes.

Branch President

6.35 A branch may elect a Branch President whose role shall be ceremonial. His/her period of office shall be for three years. A branch may elect a Branch President 'for life' provided that 75% of the members present at the Branch AGM agree.

6.36 Where a branch does not have a tradition of electing a Branch President the Branch Chairperson may wear the Branch Chain of Office where one exists.

6.37 Where the office of Branch President exists and where a Branch Chain of Office exists, it shall be worn only by the Branch President or in his/her absence on a public occasion and on his/her request it shall be worn by the Branch Chairperson or other member of the Branch.

6.38 The Branch Chain of Office will under no circumstances be worn by the Chairperson or other member of the branch if the Branch President is present at the event.

6.39 If the National President or the Area Council President is present and wearing his/her chain of office, i.e. the senior President attending the function, parade or event is the only person who shall wear a chain of office. The only exception is the organising Branch chain of office.

Branch Secretary

6.40 Branch Secretaries shall cause minutes of every meeting held to be entered in a Minute Book provided for that purpose and such minutes, if duly signed by the Cathaoirleach (Chairperson) or Acting Cathaoirleach (Chairperson) of any meeting, shall be prima facie evidence of the matters transacted at said meeting. Branch Secretaries will record only the following in the minute book: date, venue, apologies, attendance and all decisions taken, and confirmation that part of the rules have been

read out to the meeting. The business conducted at meeting may not under any circumstances be recorded by Dictaphone or any other electronic recording device without the agreement of all of the members present.

6.41 Branch Secretaries will maintain a roll book to record attendance at meetings and the dates when membership subscriptions have been paid.

6.42 Where Branches receive application forms for membership it is the responsibility of the Secretary to check and ensure that all necessary particulars are recorded. The Branch shall be responsible for ensuring that an applicant is a proper person for enrolment and if satisfied as to suitability, the Branch shall forward the application form to ONE Head Office. Only when a Membership Card is issued will the applicant be deemed to be a member of ONE.

6.43 The Branch Secretary will notify ONE Head Office on the death of a branch member, who will then notify all branches as soon as possible.

Branch Treasurer

6.44 Branch Treasurers are responsible for all monies received and expended by the Branch. He / She shall operate an account on behalf of the Branch, approved by the Board, and shall lodge all monies received in this account. The account and associated financial returns shall be operated in accordance with ONE Financial Policy and Procedures.

Branch Ordinary Meetings

6.45 The Branch shall hold meetings to transact the business on hand, normally one meeting in each calendar month. In the event that the Branch Chairperson is unable to attend a monthly meeting, he/she shall inform the Vice-Chairperson to chair the meeting in his/her place. In the absence of both the Chairperson/Vice Chairperson or where a Vice Chairperson is not in place, the meeting may elect a member from the floor and who is not an officer to chair the meeting.

6.46 The quorum for meetings of the Branch shall be six and must include three committee members. On no account shall the quorum consist of the Branch Officers only.

6.47 Questions arising at meetings of the Branch shall be decided by a majority of votes cast by those present and voting. In the event of the votes being equally divided the Cathaoirleach (Chairperson) shall have a casting vote.

6.48 The Branch shall have power to appoint such subcommittees as appear necessary and the functions and powers of each sub-committee shall be defined when the sub-committee is appointed. The Cathaoirleach (Chairperson), Secretary and Treasurer shall be ex-officio members of every sub-committee appointed.

Health and Safety

6.49 Members of Branches should familiarise themselves on all relevant aspects of Health & Safety legislation. In this regard each Branch shall appoint a member as a Health and Safety Officer who should pay particular regard to Health and Safety aspects relative to locations of meetings viz. Emergency exits, Assembly points, Written Risk Assessments, numbers at meetings and in the event of an emergency should check that all members are accounted for.

Inter Branch Transfer

6.50 All applications for inter Branch transfers shall be referred to the Board for approval. The application should be initiated on the appropriate form by the individual requesting the transfer, detailing their reasons for this request. This should then be sent to the new branch for approval, and then to the originating branch for sign-off. The originating branch should then forward the completed application form to the CEO, who will place the application before the Board who will have the power to approve or disapprove the transfer.

6.51 The C.E.O shall act on the authority of the Board, and shall sign the form in the appropriate place and forward a copy to the applicant and to both Branches.

6.52 In the event of a dispute involving a transfer, the matter shall be referred to the Board.

6.53 Contravention of Rules regarding transfers entails automatic disqualification from holding any office within the Company.

Suspension

6.54 Any Branch which does not comply with the Constitution, this Handbook of Rules and the associated Policies and Procedures, and honour its commitments shall on the decision of the Board be deemed suspended and shall not be eligible to take part in the activities of ONE. The suspension shall be notified in writing to the Branch Secretary within seven days of the suspension. Such suspension may be lifted on the decision of the Board.

6.55 Branches may suspend a member for bringing the Branch, Company or meetings into disrepute. The following procedures will apply in such cases

a. The member must receive thirty days' notice of the Branches intention to suspend him/her.
b. A Branch who intends to exercise its right to suspend a member must inform him/her by ordinary pre-paid post, and all its members on the Branch nominal Roll of its intention to hold a Special Meeting, to discuss and rule on the suspension of a member, after the member has been heard in their own defence if he / she so chooses to be heard at such a meeting. No other matter may be discussed at this meeting.
c. All voting at this meeting shall be by secret ballot of the members present and voting. A motion to suspend a member at this meeting must be carried by a two-thirds majority of the members present and voting.

d. The period of suspension will be for a minimum of one month and a maximum of six months.
e. The member shall be informed of his/her right to appeal the findings of the Branch to the Disputes and Complaints Committee (DCC) and in turn the findings of the DCC to the Board.
f. The decision of the Board in the matter shall be final.
g. While under suspension, a member may not take part in any ONE duties, regardless of their role within the Company. This includes up to and including the role of ONE President. In such instances, their term in office will also be suspended and they will not be permitted to accept or attend any invitations or events relating to their ONE role.
h. Suspension imposed / approved by the Board will be notified to both the individual suspended, and the branch initiating the suspension, in writing.

Dissolution of a Branch

6.56 A Branch may be dissolved at any time by a resolution of the Branch but the dissolution shall not take effect until confirmed by a majority equal to or greater than two-thirds of the Branch members voting in a referendum, which shall be organised by the Branch committee.

6.57 When the dissolution of a Branch has been decided on, surplus funds, after providing for all outstanding liabilities, shall be dealt with in such a manner as the Board at its absolute discretion shall determine and to this end the results of the referendum, together with a final statement of the financial affairs of the Branch shall be forwarded to ONE Head Office within six months of the said referendum.

6.58 The Branch will return all chains of office, flags and any other equipment including computers, phones and any other asset purchased with company or Branch funds.

6.59 In the event of a Branch being dissolved, the committee shall remain in office until the affairs of the Branch shall have been finalised to the satisfaction of the Board.

6.60 In the event of a deficit being revealed, this shall be met by means of a levy on the persons who are members of the Branch at the date of the dissolution, not to exceed €1.27 per member.

CHAPTER 7
PUBLIC RELATIONS

7.1 No statement purporting to represent ONE policy, housing or any other such matters shall be given to the "Media" except through the Chairperson of the Board, CEO or other member authorised by the Chairperson or CEO.

7.2 No member of the Board may attend or lend his/her name or office to any parade, meeting or demonstration outside the Company without the prior sanction of the Board.

7.3 No individual member of the Company or member of the Board shall order or make any other such commitment on behalf of the Board unless he/she has been given the authority to do so by the Chairperson of the Board or CEO.

7.4 As a result of legal obligations and the threat of litigation **ALL** Branch social media accounts and Facebook pages shall not be used to post or share any material that is personal, offensive, political and or regarding operational issues regarding the Defence Forces. Any posts or comments deemed to be offensive shall be removed at the direction of the Board via the CEO or other officer of the Company. Any individual who contravenes this rule shall be subject to discipline including the possibility of civil legal action.

CHAPTER 8
PROTOCOL AND CEREMONIAL

Presidential Protocol

8.1 The President shall represent the Company where such representation is necessary and desirable. If the President is unable to attend a function, he/she may nominate a President of the relevant area council to represent him/her. The area council President will act as ONE Vice-President for this purpose.

8.2 The Cathaoirleach (Chairperson) shall meet the President on his/her arrival at Annual Convention or on other occasions as deemed appropriate.

8.3 If the Cathaoirleach (Chairperson) cannot be available on any of the occasions as indicated above, he/she shall appoint a deputy to receive the President.

8.4 In the event of the President being represented by a Vice-President the same procedure as indicated above shall be followed.

8.5 The President shall be received at the appointed venue by the Area Council President or Cathaoirleach (Chairperson) or by a deputy appointed by him/her.

8.6 The President shall be received at the appointed venue by the Branch President or Cathaoirleach (Chairperson) or by a deputy appointed by him/her.

Ceremonial

8.7 A Ceremonial Order will be issued to all leading participants in ceremonial events. This will detail all aspects of the ceremony, i.e. who, when, where, etc. It will also detail the words of command, dress and if medals will be worn. A copy of the ceremonial order will also be forwarded to ONE Head Office for circulation to the Chairperson and the Ceremonial Committee. Particular attention will be paid to the rendering of honours to the colours as they are marched on and off parade. The colours will be cased and uncased off parade in a respectful and dignified manner.

8.8 The Officer in charge of Protocol and Ceremonial shall be available to advice on matters of all ceremonial and functions that take place.

8.9 Personnel participating in ceremonials shall receive adequate briefing in all cases. Rehearsals for all ceremonies must be carried out.

8.10 The designated Ceremonial Officer shall be responsible that these instructions are implemented on all ceremonial occasions. Personnel participating in ceremonials shall receive adequate briefing in their duties.

8.11 Rehearsals for all ceremonies must be carried out. Branch Chairpersons shall have responsibility for ceremonial within his/her Branch and is responsible for the standard of dress. The National Ceremonial Officer shall provide guidance and

assistance. Liaison with An Garda Síochána on stewarding, traffic control and route designation where required. On religious services, Chaplains shall be contacted and on the involvement of Bands, Conductors should be consulted.

8.12 In the case of non ex-Defence Forces service members such as the Irish Red Cross or Civil Defence, contact with their parent organisations would be advisable as they may wish to do the honours. Such action would avoid embarrassment.

Uniform

8.13

a. **Male Uniform:** The ONE uniform standard of dress for Ordinary Members is as follows; Black Blazer with O.N.E. crest, Trousers Charcoal Grey with Black Belt, Shirt White (company crest may be worn on left breast pocket), an authorised representation of the National Flag may be worn on the left upper sleeve of the blazer and shirt, Shoes Black, Beret Black or equivalent authorised by the Board (See paragraph 8.15), and Tie as per present issue, i.e. with company crest. In inclement weather ONE Overcoat may be worn. A Navy Cravat may be worn with the White Shirt, when the Blazer and Tie are not worn in warm weather, in warm weather for non-ceremonial occasions.

b. **Female Uniform:** The ONE uniform standard of dress for Ordinary Members is as follows; Black Blazer with ONE crest, Trousers Charcoal Grey with Black Belt or Black Skirt, Shirt White (company crest may be worn on left breast pocket), an authorised representation of the National Flag may be worn on the left upper sleeve of the blazer and shirt, Shoes Black, Beret Black or equivalent authorised by the Board (See paragraph 8.15), and Cravat or Tie with company crest. In inclement weather ONE Overcoat may be worn. A Navy Cravat may also be worn with the White Shirt, when the Blazer and Tie are not worn in warm weather for non-ceremonial occasions and, where necessitated by medical reasons, females shall be permitted to wear open neck shirt / blouse with navy cravat at any time as required for personal comfort.

8.14 Volunteer Members may wear all the above including headdress.

8.15 Headdress - Members of ONE may wear their service or corps berets, or equivalent authorised by the Board. Members of ONE who served overseas may wear the UN beret at relevant ceremonies authorised by the Board.

8.16 Designated Ushers, Colour Parties and Parade Marshall will wear white gloves on ceremonial occasions.

8.17 The designated Ceremonial Officer may exercise his/her discretion as to the wearing of headdress as the occasion demands in their own branch area, whilst for larger parades, or events of national importance, the designated Ceremonial Officer, in conjunction with organisers, will make a decision appropriate to the occasion. It is forbidden to wear any military style dress, such as tunics, military badges or unit markings.

Medals and Ribbons

8.18 a. Medals and ribbons may be worn on the proviso that such medals have been awarded by or on behalf of the Irish Government or by UN authorised missions, or by ONE. Where medals are awarded by or on behalf of the Government of another state such medals may be worn subject to approval of the Board. Medals will be arranged in a neat manner and in order of seniority. When medals are worn, ribbons must not be worn on the blazer or jacket and vice versa. Where ribbons are worn on blazer or jacket they shall be arranged in a neat manner and in order of merit. Miniature medals may be worn at social functions only and not on parades.

b. Pending approval of the award of the 1916 Centenary Commemorative Medal to Veterans of the Defence Forces, the Medal may be worn by members of ONE.

8.19 Three medals are issued by ONE to members on certain conditions. These, together with medals issued on behalf of Irish Government or by UN authorised missions, are the only medals authorised for wear on parade or on ceremonial occasions.

8.20 The three ONE Medals in order of seniority are

a. The ONE Service Medal.
b. The ONE Jubilee Medal.
c. The Irish Volunteer 100th Anniversary Commemoration Medal.

8.21 The ONE Service Medal, introduced formally by ONE in 1982, is awarded under the following conditions

a. A person must be an active, paid up, Ordinary Member or Volunteer Member – see Chapter 2.
b. They must have participated actively for 3 consecutive years to become entitled to an award of an ONE Service Medal without bar, and have satisfactory service.

8.22 An O.N.E. service Medal with bar shall be awarded to a member who has achieved 7 consecutive years satisfactory service.

8.23 An O.N.E. Service Medal with two bars shall be awarded to a member who reached twelve (12) consecutive years satisfactory service.

8.24 ONE recognises the long and loyal service of its members who volunteer to support veterans of the Defence Forces. Long Service Medals, provided by ONE, will be awarded as follows:

a. A Silver Service Medal will be presented to members with 25 years satisfactory service.
b. A Gold Service Medal will be presented to members with 50 years satisfactory service.
c. Only one service medal may be worn.

8.25 Where a member becomes incapacitated through illness, thereby, preventing him/her taking an active part in the activities in a Branch as required for the award of an O.N.E. Service medal in accordance with the above rules, the Branch shall use its discretion in such a case. Such persons must have been active prior to their incapacitation.

8.26 Service with another Branch shall be taken into account, provided in the case of transfer that the transfer was by mutual consent. It must be stated in writing by the members previous Branch the length of service within that Branch.

8.27 No award shall be made to the next-of–kin of a deceased member.

8.28 Application form for the award of O.N.E. Service medal, Medal with bar(s) shall be submitted to the Board on pro-forma which is obtainable from the Branch / ONE Head Office. All applications must be carefully checked by the Branch concerned and certified by the Branch Cathaoirleach (Chairperson) and Branch Secretary before being submitted to the Board for approval. Upon approval by the Board, ONE Head Office shall make the necessary arrangements with the Trader for production of ONE medal(s) with the name of the recipient engraved on the medal(s). Where the Board disallows application(s) for medal(s) Branches shall be notified with the reason for its decision.

8.29 The cost of the medal shall be borne by the recipient.

8.30 **Past Presidents' Medal.** On the successful completion of their term of office, Past Presidents of ONE shall be awarded the Past Presidents' Medal. This is the senior Medal and will placed first in the row of ONE Medals.

8.31 **Wearing of Relatives' Medals.** The medals awarded to a deceased Service / ex-Service person may be worn on the right breast by a near relative when attending appropriate ceremonies but may not be worn by those on parade. For the purpose of this Handbook a near relative includes; grandmother, grandfather, aunt, uncle, mother, father, sister, brother, spouse, partner, daughter or son. Not more than one group of medals should be worn by any individual, i.e. the medals of one relative. Examples of appropriate ceremonies include

a. If your grandmother was awarded a 1916 Medal, it would be appropriate to wear her medal/s at Easter Sunday Commemorations.
b. If your grandfather served in WW1, it would be appropriate to wear his medal/s on Remembrance Day Services.
c. If any of your near relatives as defined above served in the Defence Forces, it would be appropriate to wear the medals of one of them on Veterans' Day but not on parade.

Badges / Pins

8.32 No badges or pins, other than the following, may be worn on ONE Blazer

a. 1916 90th Anniversary Badge (awarded Easter Sunday 2006), worn on Right Lapel of blazer.

b. 1916 100th Anniversary Badge (awarded Easter Sunday 2016), worn on Right Lapel of Blazer (below 90th).
c. Name Plate on Right Lapel of Blazer (level with top of breast pocket).
d. Fuchsia Badge/Pin to be worn on Left Lapel of Blazer.
e. Fáinne Pin or Defence Forces "G" to be worn on Left Lapel of Blazer underneath the Fuchsia.
f. Pioneer Pin to be worn on Left Lapel of Blazer underneath the Fuchsia.

Funerals

8.33 Where the death of a member is notified, the Branch Cathaoirleach (Chairperson) or a Branch Officer shall contact the next-of-kin and ascertain whether they desire the Branch to render honours at the removal and at the interment. If consent is given, the following course of action will be put into operation

a. The National flag 9'x 4½' will be made available for the draping of the coffin.
b. Pallbearers will take up position on either side of the hearse facing the direction of the march, the leading pair shall be slightly in front of the hearse, and the last pair slightly to the rear of it and the number of Pallbearers shall be not greater than ten but not less than six. Medals shall be worn at funerals.
c. An One Member of the pallbearers shall be in charge and the Member-in-Charge will drape the coffin with the National flag ensuring that the green portion is covering the head and shoulders. The flag will be tied to prevent it from falling, or otherwise disarranged.
d. Prior to lowering of the coffin into the grave the pallbearers will remove the flag with respect.
e. A Trumpeter or bugler, if available, will render final compliments by sounding the Last Post and Reveille.
f. Where possible, Pallbearers shall wear Blazers with O.N.E. crest and black crepe bands 3½" wide shall be worn on the left elbow.
g. Head-dress, shall be Berets and they will be removed during the time the coffin is being brought from the building and placed in the hearse, and again while the coffin is being brought from the hearse to the graveside. The wearing of military type dress is prohibited.
h. Where wreaths are provided at funeral ceremonies they should be inscribed with the name of the Company, Area Council or Branch as appropriate. Under no circumstances will an individual sign them.

8.34 In the case of the death of retired personnel, OIC "A" Administration's letter of January 1987, which is outlined as follows, is relevant. It states that

"The Adjutant-General directs that where the family of a retired member of the Permanent Defence Force has requested same and where the exigencies of the service permit, a General Officer Commanding a command may authorise participation at the funeral of retired personnel not covered by paragraph (9) Or DFR A6 as outline hereunder:

1. A bearer Party of ten PDF NCOs with Military Police on the day of the burial only.
2. A National Flag to dress the coffin.

b. The deceased must have had a minimum of twenty-one years' service and retired with a satisfactory record. "

State Precedence

8.35 The following are some State Precedence listed by the Department of Foreign Affairs which should be of assistance

a. An tUachtarán.
b. An Taoiseach.
c. An Tanaiste.
d. Cardinal.
e. Ambassadors.
f. Members of Government.
g. Archbishops.
h. Ceann Comhairle.
i. Cathaoirleach An Seanad.
j. Ministers of State.
k. Bishops.
l. Deputies and Senators.
m. Members of European Parliament.
n. Lord Mayors.
o. Chief of Staff.
p. Garda Commissioner.
q. Mayors.

8.36 The order of precedence is taken from right to left with Personnel or Branches on parade. Seating plans for formal dinners. Shall be: - The centre position of the table takes precedence over all other positions and the host of the function should occupy it. Seniority takes precedence alternatively, from right to left of the host.

Religious Ceremonies

8.37 Seating positions for religious ceremonies are as follows

a. An tUachhtarán, with a Chaplain to his/her right and ADC to his/her left normally occupies a prie-dieu within the sanctuary. Where ceremonies take place in a non-garrison church the local Clergy should be requested to provide a chaplain.
b. An Taoiseach, with a Chaplain to his/her right and ADC to his/her left occupies the next senior position in the church if An tUachhtarán is positioned in the church proper. If An tUachhtarán is positioned in the sanctuary, the Taoiseach is positioned in the first row on the right hand side. If An tUachhtarán is located in the first row on the right hand side, the Taoiseach is located in the second row on the right hand side, When Officers represent An tUachhtarán or An Taoiseach, they shall position themselves in the appropriate positions in the Church and shall be accorded the same honour and privileges as those whom they represent.

8.38 The Company may accord Honours to the Blessed Sacrament by way of an Honour Guard, Escort and musical honours. All honours to Blessed Sacrament will be for authorised ceremonies by the ONE and will normally be accorded on Church ceremonies.

8.39 An Honour Guard may be provided to render honours to the Most Blessed Sacrament with the following components; - Colour Party, consisting of National Flag, Company Colours and Provincial Colours and Escort. The U.N. Colour shall be included on the occasion of the Annual Convention, Lá Na bhFiann Arbour Hill, and the November Niemba Ceremony. A member shall be appointed to take command and will ensure that required numbers are available. The Honour Guard will always consist of Colour party, personnel element and trumpeter(s) or Bugler.

8.40 In preparation of the Honour Guard, the member appointed will conduct the necessary preliminary rehearsals drill and ensure that the Guard is competent to fulfil its duties, that it consists of the appropriate strength, that the standard of dress is satisfactory and that all personnel are equalised. Reconnoitre the location to ascertain if there is sufficient room to execute the mission. He / she shall liaise with the Parish Priest, Chief celebrant and Conductor of the Band.

8.41 The Honour Guard, complete with the Colour Party will form up during the offertory of the Mass. The Honour Guard complete with the Colour Party will advance to the altar and after the response to the prayer; “Pray brethren that my sacrifice may be acceptable to God the Almighty Father”. At the elevation the member in charge of the Honour Guard will order the Royal Salute, the Honour Guard will to return to the position of attention after the last note of the Royal Salute. The Honour Guard will withdraw from the Altar after the recitation of the prayer “Through Him, with Him, in Him in the unity of the Holy Spirit, all glory and honour are Yours, Almighty Father, for ever and ever.” which is before the Lord’s Prayer.

Annex A

Guidance Note on 21 Clear days' Notice

When you are calculating 21 clear days' notice you must adhere to the following rules.
You do not count the following days in your calculation:

1. The day of postage.
2. The day of postal service.
3. and the day of the meeting.

If you post on a Friday you have to ignore Saturday, Sunday and Monday, the day of postal service.
Therefore, the count begins on the Tuesday and finishes on the day before the meeting.
The golden rule is your count begins on the day after the postal service day.