

Scotland's largest  
and most effective  
education trade union

eis



*join the Union*

[www.eis.org.uk/join](http://www.eis.org.uk/join)

# Reasons to Join

At the EIS we're dedicated to looking after our members

## The Biggest and the Best

The EIS is the largest and most effective teacher trade union representing over 80% of Scotland's teachers (8 out of 10 teachers and lecturers in Scotland are members of the EIS).

## Scotland's most affordable teaching union

Due to its size, the EIS is also the most efficient and affordable union to join. You can save up to £100 per year compared to the cost of some other teaching unions. The EIS is free for all student members and remains free throughout your probation year and beyond.

## Improving your Pay and Conditions

The EIS campaigns actively to secure and maintain professional salaries and improve conditions of services for all its members (the EIS has the overwhelming majority of members on the Scottish Negotiating Committee for Teachers – SNCT).

## Campaigning on the things that matter to you

The EIS is a campaigning organisation that takes a lead on the big issues for education and teachers. The EIS runs major campaigns to protect education, deliver better opportunities for learners, and defend the pay and conditions of teachers.

## The best legal and professional advice

The EIS provides the best legal and professional advice bar none. Our solicitors and our network of EIS Representatives, Local Association Secretaries and Area Officers are available to provide the highest quality support and advice when it is needed.

We also provide EIS members with FREE legal advice on non-employment matters through our dedicated EIS legal helpline staffed by qualified lawyers, open 8am-7pm 5 days a week.

## Insurance covering all EIS members

The EIS provides four insurance policies to all members covering: Personal Effects, Malicious Damage to Motor Vehicles, Third Party Insurance and Personal Accident Insurance.

## Supporting your career development

As a professional organisation the EIS is committed to promoting opportunities for quality professional development for ALL teachers throughout their careers. The EIS is the only Scottish teaching union with Learning Representatives to support members' CPD.



## Professional Financial Advice

EIS Financial Services provides independent financial advice, a comprehensive range of insurance and other financial planning products exclusively to EIS members.

## Leading on the key issues for education

A commitment to quality and equality across our education service is a hallmark of the EIS and its work in developing policies covering: Education, The Equality Agenda, Pay and Conditions of Service and all other areas of trade union work.



## Specialist discount scheme

The EIS offers all members access to a specialist discount scheme covering a large number of retail outlets in Scotland and the rest of the UK.

**eis** Scotland's largest and most effective education trade union

Tel: 0131 225 4244  
Email: [membership@eis.org.uk](mailto:membership@eis.org.uk)  
Web: [www.eis.org.uk](http://www.eis.org.uk)

The Educational Institute of Scotland  
46 Moray Place, Edinburgh, EH3 6RH

**EXTRA**

# Who Can Join the EIS

You can join the EIS if you are in one of the following categories.

- Students studying for a teaching qualification or PhD.
- Teachers in Scotland - full & part time, temporary and supply.
- Staff employed in FE Colleges in Scotland whose duties include one or more of the following: teaching, lecturing, curriculum management & administration, tutoring or assessment.
- Lecturing, research and academic related staff in universities and other HEIs.
- Educational Psychologists, advisers, staff tutors, development officers, quality assurance inspectors and members of education directorates or any equivalent post.
- Staff employed in universities and other higher education institutions as academic related or in counselling students, managing computing centres, or managing consultancy units.
- Instructors in expressive arts, home economics, former list D schools, outdoor education, special education.
- Persons holding a teaching qualification employed at SQA, Education Scotland, SFEU and similar bodies.
- Chartered librarians in educational establishments.
- Teachers or lecturers, resident in Scotland, who have applied for asylum in the UK.
- Persons employed as Instrumental Music Teachers.

Over 80% of all teachers and lecturers in Scotland are EIS members.

**FREE** Membership for **Probationer teachers** during your induction year and beyond

Legal Cover Included

join the Union  
[www.eis.org.uk/join](http://www.eis.org.uk/join)

Supporting you all the way

Probationer members benefit from the full range of services the EIS has to offer. Leaving you free to focus on your new career teaching and inspiring the next generation. Continuing your membership after completion of teacher training is simple: login to [www.eis.org.uk/join](http://www.eis.org.uk/join) and select the full membership option.

# Need Help, Support or Advice?

## EIS Reps

Help / Advice / Info

### EIS Reps

EIS representatives are fundamental to the operation of the union and play a vital role for members. They are responsible for keeping members up to date with the latest EIS news at local, regional and national level.

Supporting and advising a member during difficult times is one of the most important duties of EIS Reps. They are the first point of contact for a member during a time of need.

EIS Reps are responsible for promoting the benefits of the EIS to new and potential members. As the largest teaching union in Scotland, our strength lies in our numbers.

## Health & Safety Reps

Help / Advice / Info

### Health and Safety Reps

The main duty of Health and Safety Representatives is to promote safe working practices within their educational establishments. They are responsible for identifying H&S issues and taking up any concerns relating to an employee's welfare with the employer.

H&S Reps investigate potential hazards and dangerous occurrences at work and carry out inspections on all or part of the workplace and log their findings in an inspection report.

Another important part of the H&S Reps' duties is to look into complaints from any employees they represent regarding their health, safety or welfare at work. They have wide-ranging influences to monitor the Health and Safety situation, keep employees' interests under review and update them on any H&S changes or developments.

## Equality Reps

Help / Advice / Info

### Equality Reps

The primary role of the Equality Rep is to advise the Local Association/Further Education or Higher Education Branch, and to engage with and support members on equality issues, as well as taking forward The Equality Agenda as a whole in the workplace.

Equality Reps are not required to undertake casework or represent members although they may provide support and advice to EIS Reps undertaking that role.

Reps are approved by their Local Associations / FE or HE branches, and are required to adhere to the policies, rules and regulations of the EIS.

EIS Equality Reps work in both primary and secondary schools within local authority areas, and within Further Education and Higher Education establishments or Branches.

## Learning Reps

Professional Learning  
Help / Advice / Info

### Learning Reps

The learning agenda has become increasingly important in recent years and to this end the EIS has trained a number of Learning Representatives who work at giving information, advice and support to members on quality Professional Learning opportunities. The EIS works in partnership with several organisations to deliver high quality development opportunities for qualified and experienced teachers in post.

The EIS has a network of Learning Reps working across schools and further education colleges throughout Scotland. EIS Learning Reps give information, advice and support to teachers and lecturers on the most appropriate Professional Learning for them as individuals.

Learning Reps offer a unique and confidential service to colleagues on their career-long learning requirements. They can give practical guidance to members on Professional Update and assist them in realising both personal and professional learning goals.

## The Heart of the union

All EIS representatives are volunteers working for their colleagues, fellow members and the union as a whole.

Become an  
EIS Rep

Be Active  
Get Involved

# Membership Information

## Ethnic Monitoring

Ethnic monitoring is accepted as a key tool in combating racism in employment, provision of services and in trade unions. It is supported by the EIS, STUC, TUC and the Scottish Government and Parliament. However ethnic monitoring must be carried out sensitively and with due regard to data protection. Any information gained will be treated in confidence and used only for the good of members. Ethnic monitoring is fully supported by the Equality and Human Rights Commission whose advice the EIS seeks in such matters. Ethnic monitoring categories are reviewed to ensure their validity.

## Subscription Categories

Entitlement to benefits of membership is available to all members irrespective of subscription category payable.

<b>Full-time Permanent:</b> employed on a permanent contract of service (excluding teachers awaiting confirmation of a full-time permanent contract of service).	<b>Part-time Permanent:</b> employed on a permanent basis for less than full time, i.e. for part of the day, week or month (this includes job-sharing on a permanent part-time basis).
<b>Full time Temporary:</b> employed temporarily on a firm contract or understanding to serve on all teaching days.	<b>Part-time Temporary:</b> employed on a temporary basis for less than full time, i.e. for part of the day, week or month (this includes job-sharing on a permanent part-time basis).
<b>Job-share:</b> as job-share arrangement agreed with your employer.	<b>Occasional:</b> employed on an irregular basis either full-time or part-time, e.g. to fill casual vacancies or temporarily replace an absent teacher.
<b>Full rate subscriptions:</b> A member employed for more than 50% of the working week on a permanent, temporary or fixed term contract (which is likely to, or is known will, continue for the whole major part of the school session).	<b>Half rate subscriptions:</b> (a) A member employed for 50% or less of the working week on a permanent, temporary or fixed term contract (which is likely to, or is known will, continue for the whole major part of the school session).  (b) A supply or occasional member who may be called upon at any time and at short notice to teach for periods the duration of which is unknown or uncertain.

## EIS Subscriptions

Paying subscription by direct debit is a simple way of ensuring continuous membership. The subscription year runs from 1 September and you will be advised of any changes to subscription in advance of deduction being made.

## Direct Debit

Direct debiting (unlike standing orders) can be used when the amount or the interval between payments varies. It will save you time and trouble to authorise direct debits for unspecified amounts rather than complete a new authority every time the amount changes. The completed Direct Debit mandate should remain attached to the membership application as we advise your bank electronically that we hold this instruction.

You have one very important protection: Your bank will reimburse you if a direct debit which does not conform to your instructions is charged to your account.

The system has been most carefully designed by the Banks to protect you, the payer. Only approved organisations are allowed to operate the system and strict control is maintained by the Banks over all aspects of direct debiting.

You always have the right to cancel your direct debiting instruction by writing to your bank and ourselves.

## Tax Relief

Tax relief may be claimed on subscriptions. The agreement with the Inland Revenue provides that only two-thirds of the subscription is allowable, but, in practice, the full amount is allowable and it is this amount which should be entered on the Income Tax Return Form.

# EIS Political Fund

## The EIS is not affiliated to any political party. Proceeds from the Political Fund are for the exclusive use of the EIS

The EIS cannot operate in a vacuum as the interests and welfare of members are affected by events elsewhere including the state of the economy, the policies of local and central Government as well as legal provisions governing, for example, employment.

Trade Union legislation makes clear the rights of unions to pursue the interests of their members through political activities although, where a union does so, the cost must be met from a separate "Political Fund". Trade unions are legally required to ballot once every ten years on renewal of their political fund. The current Political Fund was approved by ballot in 2017. The EIS political fund was set up in 1987 with support from an overwhelming majority of members. In 1997, 2007 and 2017 the vast majority of members supported the continuation of the fund. A political fund protects against legal challenges to our campaigning role. It allows us to forcefully put the case for quality education at all levels and to maintain a high profile on issues central to the interests of education - e.g. prior to General Elections or any Scottish elections, thus ensuring Education is a big issue and focusing attention on the educational priorities for the future government.

### The EIS Political Fund is not used for the benefit of any political party as the EIS is not affiliated to any political party,

The EIS has no intention of engaging in any party political campaign and members should note that the EIS Constitution contains a provision that prevents the EIS from affiliating to any political party. The Political Fund is maintained by means of a separate political levy of £1.80 p.a. payable by members over and above the normal EIS subscription. All members are strongly urged to pay the political levy in order to maintain current campaigning capabilities. Any existing member, who wishes to contract out of continuing to contribute to the Political Fund (i.e. by paying a political levy) must give notice to the EIS Membership Dept. New EIS members will need to expressly agree to opt-in to contributing to the Political Fund. Members who do not pay into the Political Fund levy will not be excluded from any of the benefits of membership or placed in any respect, either directly or indirectly, under any disability or disadvantage as compared with other members of the EIS. Contribution to the Political Fund of the EIS is not a condition for admission to the EIS.

### Rules for Political Fund

1. The objects of the Educational Institute of Scotland (the EIS) shall include the furtherance of the political objects to which section 72 of the amended Trade Union and Labour Relations (Consolidation) Act 1992 (the Act) applies. These objects are:-
  - 1.1. The expenditure of money -
    - (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;

- (b) on the provision of any service or property for use by or on behalf of any political party;
- (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
- (d) on the maintenance of any holder of a political office;
- (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
- (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.

- 1.2. Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.
- 1.3. In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the union.
- 1.4. In these objects -
  - “**candidate**” means a candidate for election to a political office and includes a prospective candidate;
  - “**contribution**”, in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;
  - “**electors**” means electors at any election to a political office;
  - “**film**” includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;
  - “**local authority**” means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and
  - “**political office**” means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.
2. Any payments in the furtherance of such political objects shall be made out of a separate fund of the union (hereinafter called the political fund).
3. The particular rules which apply to those people that joined the Union before **1 March 2018** and to political funds set up before **1 March 2018** are set out in Schedule 1 to these rules.
4. The particular rules which apply to those people that joined the Union on or after **1 March 2018** and to political funds set up on or after 1 March 2018 are set out in Schedule 2 to these rules.

5. For the purpose of enabling each member of the union who may pay a political contribution to know in respect of any such contribution, what portion, if any, of the sum payable by him is a contribution to the political fund of the union, it is hereby provided that £1.80 of annual contribution is a contribution to the political fund, and that any member who is exempt shall be relieved from the payment of the sum of £1.80 and shall pay the remainder of such contribution only.
6. A member who is exempt from the obligation to contribute to the political fund of the union shall not be excluded from any benefits of the union, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the union (except in relation to the control or management of the political fund) by reason of his being so exempt.
7. If any member alleges that he is aggrieved by a breach of any of these rules for the political fund, being a rule or rules made pursuant to section 82 of the 1992 Act, he may complain to the Certification Officer, and the Certification Officer, after making such enquiries as he thinks fit and after giving the complainant and the union an opportunity of being heard, may, if he considers that such a breach has been committed, make such order for remedying the breach as he thinks just in the circumstances. Any such order of the Certification Officer may, subject to the right of appeal provided by section 95 of the 1992 Act, be enforced in the manner provided for in section 82(4) of the 1992 Act.
8. Contribution to the political fund of the union shall not be made a condition for admission to the union.
9. The union shall include in the annual return that is submitted to the Certification Officer details of political expenditure as required by section 32ZB of the 1992 Act.
10. The union shall ensure that a copy of the political fund rules is available, free of charge, to any member of the union who requests a copy.

## Schedule 1

Rules that apply to members that joined the Union before 1 March 2018 and political funds set up before 1 March 2018.

### Notice to members

1. As soon as is practicable after the passing of a resolution approving the furtherance of such political objects as an object of the union, it shall ensure that a notice in the following form is given to all members of the union.

**Notice to Members**

**Trade Union and Labour Relations (Consolidation) Act 1992 (as amended)**

**A resolution approving the furtherance of political objects within the meaning of the above Act as an object of the union has been adopted by a ballot under the Act. Any payments in the furtherance of any of those objects will be made out of a separate fund, the political fund of the union.**

**Every member of the union has a right to be exempt from contributing to that fund. A form of exemption notice can be obtained by or on behalf of any member either by application at, or by post from, the head office or any branch office of the union or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House,**

**2-6 Salisbury Square, London EC4Y 8JX.**

**This form, when filled in, or a written request to the like effect, should be handed or sent to the General Secretary or the Membership Dept, EIS, 46 Moray Place, Edinburgh EH3 6BH.**

2. This notice shall be published to members by such methods as are used by the union to publish notices of importance to members. It is the union's current practice to publish such notices by: the union magazine (the SEJ) and on its website.

### Request for exemption

3. Any member of the union may at any time give notice a) on the form of exemption notice specified in rule 4, or b) written request in a form to the like effect, that he objects to contribute to the political fund. A form of Exemption Notice may be obtained by, or on behalf of, any member, either by application at, or by post from, the head office or any branch office of the union, or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

4. The form of an exemption notice shall be as follows:-

<p><b>Name of Trade Union</b></p> <p><b>POLITICAL FUND EXEMPTION NOTICE</b></p> <p><b>I give notice that I object to contributing to the political fund of the union and am in consequence exempt, in the manner provided by Chapter VI of the Trade Union and Labour Relations (Consolidation) Act 1992, from contributing to that fund.</b></p> <p><b>Print Name.....Signature: .....</b></p> <p><b>Address: .....</b></p> <p><b>Date: .....</b></p>
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5. Any member may obtain exemption from contributing to the political fund by sending a Notice of Exemption to the General Secretary or such other person as is identified in the Notice to Members in rule 1. On receiving the Notice of Exemption the union shall send an acknowledgement of its receipt to the member at the address in the notice, and shall process the exemption as soon as reasonably practicable.

**Manner of giving effect to exemption**

6. On giving an exemption notice, a member shall become exempt from contributing to the union’s political fund, where the notice is given:-
- (a) Within one month of the giving of Notice to Members in rule 1 following the passing of a political resolution on a ballot held at a time when no such resolution is in force, as from the date on which the exemption notice is given; or
  - (b) In any other case, as from 1st January next after the exemption notice is given [or any earlier date as decided by the union].
7. The union shall give effect to the exemption of members from contributing to the political fund of the union by relieving members who are exempt from the payment of the whole or part of any periodical contributions required from members towards the expenses of the union.

**Schedule 2**

Rules that apply to people that joined the Union on or after 1 March 2018 and to political funds set up on or after 1 March 2018.

**Opting in by union members to contribute to political funds**

1. A member cannot be required to make a contribution to the political fund of the union unless they have given notice of their willingness to contribute to that fund (an “opt-in notice”).
2. A member of a trade union who has given an opt-in notice may withdraw that notice by giving notice to the union (a “withdrawal notice”).
3. A withdrawal notice takes effect at the end of the period of one month beginning with the day on which it is given.
4. A member of a trade union may give an opt-in notice or a withdrawal notice:-
  - (a) by delivering the notice (either personally or by an authorised agent or by post) at the head office or a branch office of the union;
  - (b) by sending it by e-mail to the following email address: membership@eis.org.uk
  - (c) by completing an electronic form provided by the union which sets out the notice and sending it to the union by electronic means with instructions by the union.
  - (d) by any other electronic means prescribed under the 1992 Act (as inserted by the 2016 Act)

**Information to members about opting in to the political fund**

5. The union shall take all reasonable steps to secure that, not later than the end of the period of eight weeks beginning with the day on which the annual return of the union is sent to the Certification Officer, all the members of the union are notified of their right to give a withdrawal notice.
6. Such notification may be given:-
  - (a) by sending individual copies of it to members; or
  - (b) by any other means (whether by including the notification in a publication of the union or otherwise) which it is the practice of the union to use when information of general interest to all its members needs to be provided to them.
7. The notification may be included with the statement required to be given by section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.
8. A trade union shall send to the Certification Officer a copy of the notification which is provided to its members in pursuance of this section as soon as is reasonably practicable after it is so provided.
9. Where the same form of notification is not provided to all the members of the union, the union shall send to the Certification Officer a copy of each form of notification provided to any of them.
10. If any member alleges that he is aggrieved by a breach of any of these rules for giving information to members about opting into the political fund, being a rule or rules made



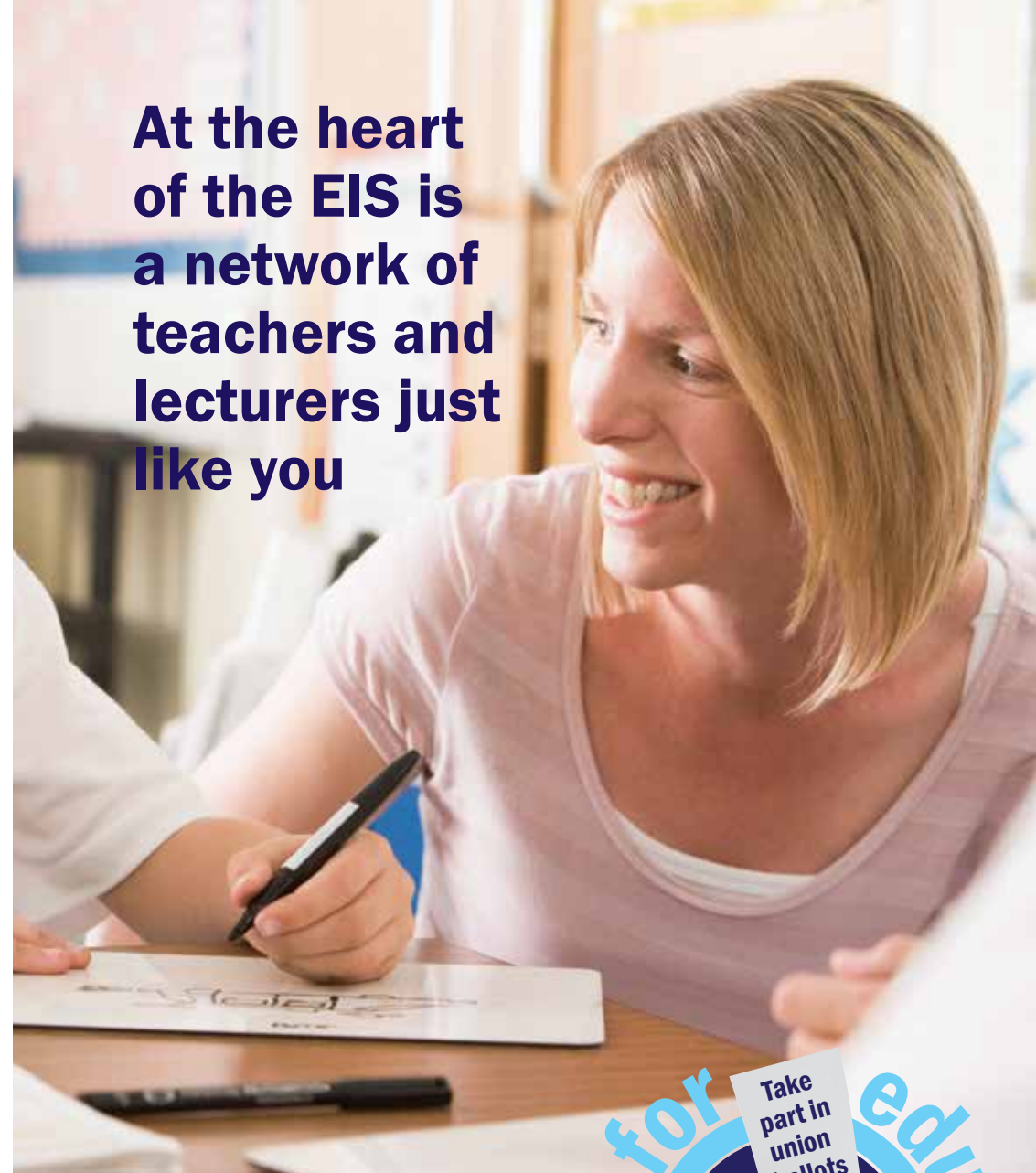
pursuant to section 84A of the 1992 Act, he may complain to the Certification Officer. Where the Certification Officer is satisfied that the union has failed to comply with a requirement of section 84A of the 1992 Act the Officer may make such order for remedying the failure as he thinks just under the circumstances. Before deciding the matter the Certification Officer:-

- (a) may make such enquiries as the Officer thinks fit;
- (b) must give the union, and any member of the union who made a complaint to the Officer regarding the matter, an opportunity to make written representations; and
- (c) may give the union, and any such member as is mentioned in clause (b), an opportunity to make oral representations.

**Manner of giving effect to decision not to contribute to political fund**

- 11. The union shall give effect to the members decision not to contribute to the political fund of the union by relieving members who are not contributors from the payment of the appropriate portion of any periodical contribution required from members towards the expenses of the union.
- 12. Any form (including an electronic form) that a person has to complete in order to become a member of the union shall include:-
  - (a) a statement to the effect that the person may opt to be a contributor to the fund; and
  - (b) a statement setting to the effect that a person who chooses not to contribute to the political fund shall not, by reason of not contributing, be excluded from any benefits of the union or be placed in any respect either directly or indirectly under a disability or at a disadvantage as compared with other members of the union (except in relation to control of the political fund).

# At the heart of the EIS is a network of teachers and lecturers just like you



The EIS remains a truly member led organisation and voting in union ballots allows your voice to be heard.

Your vote sends the strong message, that education professionals are prepared to stand up for what they believe in. Vote for education.



# Working Together

**As a member of the EIS you help promote the positive impact teachers and lecturers have in today's society. By unlocking our collective potential, we influence and change the educational landscape, to ensure both educational professionals and students alike receive the very best opportunities possible.**

With over 80% of teachers and lecturers in Scotland as members our collective strength enables us to be effective during negotiations at a national level and when advising individual members. We are dedicated to helping those who dedicate their own lives to teaching others and believe that only through quality education can Scotland reach its full potential.

At the heart of the EIS is a network of teachers and lecturers just like you. As an organisation made up of people who live and breathe education, we are always open to communication from members, welcoming the chance to hear your views.

I wish you all the best in your career and should you need any further information on joining the EIS please do not hesitate to get in contact.



*Larry Flanagan*  
EIS General Secretary



- **Biggest and Best**
- **Most Affordable**
- **Improving Pay and Conditions**
- **CPD Training and Events**
- **Equality Network and Campaigns**
- **Over 80% of Teachers and Lecturers are EIS Members**

**Join Online**

**Contact Us**  
Membership Dept: 0131 220 2268  
E-mail: [membership@eis.org.uk](mailto:membership@eis.org.uk)  
[www.eis.org.uk](http://www.eis.org.uk)

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