

HISTORY TEACHERS ASSOCIATION OF IRELAND : REVISED CONSTITUTION

1 Name:

History Teachers' Association of Ireland.
Cumann Múinteoirí Staire na hÉireann.

2 Aim:

- (a) To foster the role of history within the Irish Education system.
- (b) To facilitate the sharing of practical advice and experience between history teachers.
- (c) To keep history teachers in contact with new developments in historical research and new approaches to history teaching.
- (d) To support and encourage the teaching of history through Irish.

3 Structure:

The H.T.A.I. is a national organisation with a Branch network. The Association shall have 4 officers : the President, the Vice-President, the Honorary National Secretary and the Honorary National Treasurer; and a Central Executive Committee comprising of these officers and delegates from each Branch.

4 Membership:

- (a) Membership shall be open to all those involved in the teaching of history.
- (b) Ordinary members shall be those who apply to and who pay the annual subscription to their Branch Treasurer. They shall be entitled to participate fully in the Association.
- (c) Student membership shall be granted free to all those studying to be history teachers. This entitles them to notices of meetings of their local Branch.
- (d) Honorary life membership may be conferred by the Central Executive Committee on those who it has decided have made an outstanding contribution to the teaching of history. They shall enjoy the rights and privileges of ordinary members.
- (e) The rates of subscription shall be decided by the Annual General Meeting on the recommendation of the Central Executive Committee and shall fall due on the first day of September each year.

5 The General Meeting:

- (a) The governing body of the Association shall be the General meeting of its paid-up ordinary

members. At least one General Meeting shall be held each year.

- (b) The President, or in the absence of the President, one of the other members of the Central Executive Committee shall, in consultation with other members of the Central Executive Committee, convene the General Meeting.
- (c) The Annual General Meeting shall elect from those present, or from those who have indicated in writing their willingness to stand, the President, the Vice-President, the Honorary National Secretary and the Honorary National Treasurer, who shall be the officers of the Association.
- (d) The officers may be re-elected but the President and the Vice-President cannot hold office for more than two consecutive years. The Honorary National Secretary and the Honorary National Treasurer shall not hold office for more than 7 consecutive years.
- (e) The agenda of the Annual General Meeting shall include: The President's address, the Honorary National Secretary's report, the Honorary National Treasurer's report, the election of the President, Vice-President, Honorary National Secretary, Honorary National Treasurer and two Trustees, and any other business.
- (f) A written copy of the Treasurer's report, including the statement of account, shall be circulated at the meeting.

6 The Central Executive Committee:

- (a) The Association shall have a Central Executive Committee consisting of the President, Vice-President, Honorary National Secretary, Honorary National Treasurer, elected at the Annual General Meeting, and two delegates from each Branch of the Association. Branches whose membership exceeds 50 shall have an additional delegate.
- (b) The President, or in the absence of the President, one of the other elected officers of the Central Executive Committee shall, in consultation with its members, convene the Central Executive Committee.

7 Functions of the Central Executive Committee:

- (a) To administer the business of the Association.
- (b) To promote the policy of the Association and to communicate and consult on its behalf with relevant organisations.

- (c) To organise one or more In-Service courses on the teaching of history each year. The Central Executive Committee may delegate the running of such a course to a particular Branch.
- (d) To set up and affiliate new Branches.
- (e) To co-ordinate the activities of the Branches.
- (f) To appoint Editors of its publications.

8 Meetings of the Central Executive Committee:

- (a) The Central Executive Committee shall hold meetings at least twice a year at which 1/3 of the members shall form a quorum.
- (b) The Editors of the publications of the Association shall attend the Central Executive meetings.
- (c) Only Branch delegates and national officers shall have voting rights on Central Executive Committee.
- (d) Between meetings of the Central Executive Committee the national officers, in consultation with each other, may administer the business of the Association. All such decisions must be submitted to Central Executive Committee for ratification at the next Central Executive Committee meeting.

9 Finances of the Central Executive Committee:

- (a) Each Branch shall pay annually to the Central Executive Committee for each of its paid-up members: the subscription to the journal and 15% of the remainder of the ordinary subscription, to finance the activities of the Central Executive Committee.
- (b) An allowance from central funds in respect of agreed expenses incurred in attending Central Executive Committee meetings may be paid to the President, Vice-President, Honorary National Treasurer and Honorary National Secretary.
- (c) Central Executive Committee may also pay agreed expenses to those members appointed to carry out specific duties on its behalf.
- (d) In transactions involving the funds of the Central Executive Committee, cheques shall be signed by the Honorary National Treasurer and either the President or Honorary National Secretary.

10 Trustees of the Association:

- (a) Two Trustees, who shall not at the same time hold any other office at local or national level in the Association, shall be elected at the Annual General Meeting.

- (b) The Trustees shall ensure that proper administration and audit of the funds of the Association by meeting once a year with the Honorary National Treasurer.

11 The Honorary National Secretary:

- (a) It shall be the duty of the Honorary National Secretary to maintain communication with the Branches of the Association.
- (b) The Honorary National Secretary shall keep a list of officers of Branch committees, record the Minutes of the meetings of the Central Executive Committee, notify Central Executive Committee members of its meetings and deal with all Executive correspondence.
- (c) The Honorary National Secretary shall report annually to the General Meeting.

12 The Honorary National Treasurer:

It shall be the duty of the Honorary National Treasurer to receive and disburse the funds of the Central Executive Committee and to present an annual financial report to the General Meeting.

13 Publications:

- (a) The Association shall, through its publications, create a forum for the exchange of ideas and experience on a broad range of aspects of history teaching.
- (b) Publications shall include an annual journal, Stair, a biannual newsletter and a regularly updated website.
- (c) The Editors of the publications will report regularly to Central Executive Committee, who will maintain overall direction of the content and development of the publications

14 Records:

On retiring, officers shall pass all documentation to their successors.

15 Branches of the Association:

- (a) Ten ordinary members in good standing may, with the approval of the Central Executive Committee, form a local Branch. Branches shall be called "History Teachers' Association of Ireland (Local Name) Branch" : Cumann Múinteoirí Staire na hÉireann Craobh (ainm áitiúil).
- (b) Branches shall be bound by policy decisions taken at the General Meeting of the Association, and shall be subject to the Central

- Executive Committee's interpretation of these decisions.
- (c) Branches shall have power to organise activities, either on their own or in conjunction with other neighbouring Branches.
 - (d) Each Branch shall hold at least one General Meeting per year at which paid-up ordinary members shall elect a Branch committee and receive a report of Branch activities and finances from the outgoing committee.
 - (e) The committee of the Branch shall consist of not less than 4 and not more than 9 ordinary members, elected at the Annual General Meeting. National officers of the Association shall be ex-officio members of their Branch committees.
 - (f) The Branch committee shall, at its first meeting following the Annual General Meeting, elect from its members a Chairperson, Vice-Chairperson, Branch Secretary, Membership Secretary, Branch Treasurer.
 - (g) The Branch committee shall also elect delegates to Central Executive Committee, who may also simultaneously hold any of the above offices, but who may not be a Trustee of the Association.
 - (h) The Chairperson and Vice-Chairperson shall not hold the same office for more than two consecutive years.
 - (i) The Branch committee shall administer the Branch's activities and funds, subject to the direction of the General Meeting and the Central Executive Committee.
 - (j) The Branch committee shall hold at least four committee meetings annually.
 - (k) Allowances to cover agreed expenses incurred in attending Central Executive Committee meetings may be paid to delegates from Branch funds.
 - (l) In the event of a Branch ceasing to function, outgoing Branch officers shall be responsible for conveying all funds and records to the Central Executive Committee.

16 Duties of the Branch Officers:

- (a) The Chairperson or, in the absence of the Chairperson, one of the other officers of the Branch committee shall, in consultation with the members of the committee, convene Branch meetings and committee meetings.
- (b) The Branch Secretary shall keep a list of the members of the Branch. The Branch Secretary shall also notify ordinary members of meetings and activities. The Branch Secretary shall deal with all correspondence of the Branch.

- (c) The Branch Secretary shall inform the National Secretary of the names of the Branch officers within 14 days of their election.
- (d) The Branch Treasurer shall receive and disburse the funds of the Branch. The Branch Treasurer shall present to the Annual General Meeting of the Branch a report of the finances of the Branch and forward this statement of account to the National Treasurer for review by the Trustees.
- (e) The Branch Treasurer shall forward to the National Treasurer the subscription for the Association's journal and 15% of the remainder of the ordinary subscription for each member of the Branch, not later than the first day of May of each year.
- (f) In transactions involving Branch funds, cheques shall be signed by the Branch Treasurer and either the Branch Chairperson or the Branch Secretary.

17 The Constitution:

- (a) Proposals for amendments to the Constitution of the Association shall be sent to the Central Executive Committee of the Association, through the Branch Committees, not later than 8 weeks before a General Meeting of the Association. Central Executive committee shall also have the power to set up a sub-committee to review the Constitution from time to time.
- (b) Arising out of such proposals to review or amend the Constitution, the General Meeting of the Association alone shall have the power to change the Constitution of the Association. Such decisions shall be made by a majority of two thirds of those present and voting.

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This draft Revised Constitution has been drawn up in preparation for the Annual General Meeting in October 2001. It was initially discussed at C.E.C. in February 2001. A first draft was drawn up by a Sub-Committee of C.E.C., who then received comments and suggestions from Branches and prepared a second draft for C.E.C. in May. This final draft was drawn up after the C.E.C. in May and sent to Branches, and finally approved for submission to the Annual General Meeting at the September 2002 C.E.C. meeting.