



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

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**Constitution**

<b>1</b>	<b>Name</b>	<b>3</b>	<b>Structure</b>
	The name of the Association is The History Teachers' Association of Ireland or <i>Cumann Múinteoirí Staire na hÉireann</i> .	3.1	The HTAI is a voluntary national organisation with a branch network.
		3.2	The Association has four officers: the President, the Vice-President, the National Secretary and the National Treasurer elected by the Annual General Meeting of members.
<b>2</b>	<b>Aims</b>	3.3	The Association has a Central Executive Committee composed of these officers and delegates from each branch.
2.1	To foster the role of history within the Irish Education system.		
2.2	To facilitate the sharing of practical advice and experience between history teachers.		
2.3	To keep history teachers in contact with new developments in historical research and new approaches to history teaching.	<b>4</b>	<b>Membership</b>
2.4	To support and encourage the teaching of history through Irish.	4.1	Membership shall be open to all those involved in the teaching of history.
2.5	To establish links with similar associations abroad.	4.2	Full membership shall be open to individuals who pay the annual subscription to their Branch Treasurer. They shall be entitled to participate fully in the Association.

- 4.3 Associate membership may be granted free to all those studying to be history teachers and to retired members of the Association. This entitles them to notices of meetings of their local branch.
- 4.4 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 full membership.
- 4.5 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. A person's full membership shall lapse on his/her failing to pay the current subscription of a full member by 30th November of the academic year in question.

## **5 General Meetings**

- 5.1 The governing body of the Association shall be the General Meeting of its paid-up members. At least one General Meeting shall be held each year, to be called the Annual General Meeting.
- 5.2 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.
- 5.3 The Annual General Meeting shall elect the President, the Vice-President, the National Secretary

and the National Treasurer, who shall be the officers of the Association. Those standing for election must have submitted their names to the National Secretary before the AGM.

- 5.4 The officers may be re-elected but the President and the Vice-President cannot hold office for more than two consecutive years. The National Secretary and the National Treasurer shall not hold office for more than seven consecutive years.
- 5.5 The agenda of the Annual General Meeting shall include: The President's address, the National Secretary's report, the National Treasurer's report, the election of the President, Vice-President, National Secretary, National Treasurer and two Trustees, and any other business.
- 5.6 A written copy of the Treasurer's report, including the statement of account, shall be circulated at the meeting.

## **6 The Central Executive Committee**

- 6.1 The Association shall have a Central Executive Committee consisting of the President, Vice-President, National Secretary, and National Treasurer, elected at the Annual General Meeting, and two delegates from each branch of the Association. Branches shall also elect one named substitute delegate who may attend in the unavoidable absence of an official delegate.
- 6.2 Branches whose membership exceeds 50 may have one additional delegate.

6.3 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**

CEC shall

- 7.1 Administer the business of the Association.
- 7.2 Promote the aims and policies of the Association and communicate and consult on its behalf with relevant organisations.
- 7.3 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.
- 7.4 Set up and affiliate new Branches.
- 7.5 Appoint people to represent the Association on history syllabus committees.
- 7.6 Appoint people as editors of its publications, webmaster, PRO and to other roles that CEC may from time to time determine.
- 7.7 Vacancies occurring during the term of office of the officers of the Association may be filled by CEC for the unexpired period of the relevant term of office.

## **8 Meetings of the Central Executive Committee**

- 8.1 The Central Executive Committee shall hold meetings at least twice a year at which one third of the members shall form a quorum.

8.2 CEC shall, at its first meeting after the AGM, appoint people to the roles mentioned at 7.5 and 7.6 above. These people shall attend CEC as full members.

8.3 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**

- 9.1 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.
- 9.2 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, National Treasurer and National Secretary.
- 9.3 Central Executive Committee may also pay agreed expenses to those members appointed to carry out specific duties on its behalf.
- 9.4 In transactions involving the funds of the Central Executive Committee, cheques shall be signed by the National Treasurer and either the President or National Secretary.

## **10 Trustees of the Association**

- 10.1 Two Trustees, who shall not at the same time hold any other office at local or national level or be members of CEC, shall be elected at the Annual General Meeting.
- 10.2 The Trustees shall ensure the proper administration and audit of the funds of the Association by meeting with the National Treasurer before the AGM. They shall report to CEC if it is deemed there is cause for concern.
- 10.3 The Trustees shall, in association with the National Treasurer, review the financial statements of the various branches.
- 10.4 The Trustees shall report to CEC when the contents of financial statements give cause for concern, or, when no financial statement has been received from a branch for 12 months.

## **11 The National Secretary**

- 11.1 It shall be the duty of the National Secretary to maintain communication with the Branches of the Association.
- 11.2 The 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.
- 11.3 The National Secretary shall report annually to the General Meeting.

## **12 The National Treasurer**

- 12.1 It shall be the duty of the National Treasurer to receive and disburse the funds of the Central Executive Committee and to present an annual financial report to the General Meeting.
- 12.2 The National Treasurer will request the annual financial statement from branch Treasurers for review by the Trustees.

## **13 Publications**

- 13.1 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
- 13.2 Publications shall include an annual journal, Stair, a biannual newsletter and a regularly updated website.
- 13.3 The editors of the publications will report regularly to CEC, who will maintain overall direction of the content and development of the publications

## **14 Records**

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

## **15 Branches of the Association**

- 15.1 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).
- 15.2 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.
- 15.3 Branches shall have power to organise activities, either on their own or in conjunction with other neighbouring branches.
- 15.4 Each branch shall hold an Annual General Meeting at which paid-up members shall elect a Branch Committee and receive a report of branch activities and finances from the outgoing committee.
- 15.5 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.
- 15.6 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 and Treasurer.
- 15.7 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. They shall also elect one named substitute delegate, who may attend CEC in the unavoidable absence of one of the official delegates.
- 15.8 The Chairperson and Vice-Chairperson shall not hold the same office for more than two consecutive years.
- 15.9 The Branch Committee shall administer the branch's activities and funds, subject to the direction of the Annual General Meeting and the Central Executive Committee.
- 15.10 The Branch Committee shall hold at least four committee meetings annually.
- 15.11 Allowances to cover agreed expenses incurred in attending Central Executive Committee meetings may be paid to delegates from branch funds.
- 15.12 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**
- 16.1 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.
- 16.2 The Branch Secretary shall keep a list of the members of the branch. The Branch Secretary shall also notify members of meetings and activities. The Branch Secretary shall deal with all correspondence of the Branch.
- 16.3 The Branch Secretary shall inform the National Secretary of the names and contact details of the branch officers and CEC

