

## **Constitution of the Cork History Teachers' Association**

### **1. Name**

The name of the Association is the Cork History Teachers' Association (Cork HTA).

### **2. Aims**

The aims of the Cork HTA are:

- 2.1 To support the teaching and learning of history in the Irish education system.
- 2.2 To enhance the status of history in schools.
- 2.3 To encourage and assist the teaching of history through Irish.
- 2.4 To provide a forum for discussion and the sharing of resources between history teachers.
- 2.5 To keep teachers informed of new history teaching methodologies.
- 2.6 To continuously review curricula and assessment.

### **3. Structure**

- 3.1 The Cork HTA is a voluntary organisation.
- 3.2 The Association has four officers: the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer.

### **4. Membership**

- 4.1 Membership shall be open to all those interested in and/or involved with the teaching of history.
- 4.2 Full membership shall be open to individuals who pay the annual subscription, or who are registered through school membership. This entitles them 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, and attendance at those meetings.
- 4.4 The rates of subscription shall be decided by the Annual General Meeting and shall fall due on the first day of September each year.

## **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 Chairperson, or in the absence of the Chairperson, one of the other members of the Committee shall, in consultation with other members of the Committee, convene the General Meeting.

5.3 Motions for the AGM shall be submitted in writing to the Secretary at least one week before the meeting.

5.4 The AGM shall elect a maximum of 8 members to the Cork HTA Committee from those present.

5.5 The Committee shall have the discretion to nominate up to two further members if it deems it necessary.

5.6 The Cork HTA Committee shall elect a Chairperson, Vice-chairperson, Secretary, Treasurer and Membership Secretary from among its members at its first meeting after the AGM.

The Committee will decide on the various other roles of its members.

5.7 The positions of the Chairperson and Vice-chairperson will be reviewed every two years. The positions of the Secretary, Treasurer and Membership Secretary shall be reviewed after five years unless special circumstances apply.

5.8 The Committee shall have the power to call an Extraordinary General Meeting (EGM) to deal with special items of business.

## **6. Functions of the Cork HTA Committee**

The Committee shall

6.1 Administer the business of the Association.

6.2 Promote the aims and policies of the Association through a variety of activities and events.

6.3 Communicate and consult on behalf of the Association with relevant organisations.

6.4 Fill casual vacancies on the Committee.

## **7. Trustees of the Association**

7.1 Two Trustees, who shall not at the same time hold any other office, shall be nominated by the incoming Committee for a period of three years.

7.2 The Trustees shall be entrusted with the proper administration of the association in accordance with the aims, ethos and rules of the association as defined by the constitution of the Cork HTA.

The Trustees shall also be entrusted with the responsibility of conducting an audit of the Association's income and expenditure. This oversight to be conducted through (at least one) meeting with the committee and specifically, the Treasurer, before each EGM or AGM.

The sanction of the Trustees will be required before single expenditures of sums amounting to ten percent of the Association's funds are made.

## **8. Duties of the Officers**

8.1 The Chairperson or, in the absence of the Chairperson, one of the other officers of the Cork HTA Committee shall, in consultation with the members of the committee, convene committee meetings.

8.2 The Secretary shall notify members of meetings and activities, publicise those meetings and activities, and keep minutes of meetings. The Secretary shall deal with all correspondence of the Association.

The Membership Secretary shall keep a register of members of the Association. The Membership Secretary shall update the mailing list and the website registration, in co-operation with the Secretary.

8.3 The Treasurer shall receive and disburse the funds of the Association and present to the Annual General Meeting a report of the finances of the Association.

8.4 Cheques shall be signed by the Treasurer and either the Chairperson or the Secretary in transactions involving Association funds.

## **9. The Constitution**

9.1 Proposals for amendments to the Constitution of the Association shall be sent to the Committee of the Association not later than 1 week before a General Meeting of the Association.

9.2 Arising out of such proposals to 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 three-quarters of the members present and voting.

*This Constitution was ratified at the Cork HTA AGM on Saturday, 17 September, 2016 and came into effect at the Committee meeting on Thursday, 29 September, 2016. The Constitution was amended at the Cork HTA AGM on Saturday, 1 October, 2022.*