

## **Constitution of the History Teachers' Association of Northern Ireland**

### **1. Name**

The name of the association is the History Teachers' Association of Northern Ireland.

### **2. Aims**

- 2.1. To foster the teaching of history within the Northern Ireland education system.
- 2.2. To facilitate the sharing of practical advice and experience between history teachers and educators.
- 2.3. To keep history teachers and educators in contact with new developments in historical research and new approaches to history teaching.
- 2.4. To develop and promote cross-community and cross-sector balance, contact and co-operation.
- 2.5. To establish links with similar associations in Ireland, the UK and Europe.

### **3. Structure**

- 3.1. The HTANI is a voluntary society.
- 3.2. The association has five officers: the chairperson, vice-chairperson, secretary, treasurer and communications officer; elected by the Annual General Meeting of members.

### **4. Membership**

- 4.1. Membership will be open to all those involved in teaching history.
- 4.2. Full membership is open to all who pay an annual subscription to the treasurer.
- 4.3. Associate membership is free to those studying to be history teachers and retired teachers.
- 4.4. Honorary membership may be conferred by the committee on those who it has decided have made a significant contribution to the teaching of history.
- 4.5. The rates of subscription shall be decided by the Annual General Meeting on the recommendation of the committee. Membership commences from September 1<sup>st</sup> each calendar year for 12 months until 30<sup>th</sup> August of the next year.

### **5. Meetings**

- 5.1. The governing body of the association shall be the General Meeting of its members. At least one General Meeting shall be held each year – the Annual General Meeting, which will be held in September each year.
- 5.2. The Annual General Meeting shall elect the chairperson, vice-chairperson, secretary, treasurer, communications officer and two officers without profile. Those standing for election must be registered members of HTANI and have submitted their names to the Secretary 14 days before the AGM.
- 5.3. The officers may be re-elected but the chairperson and vice-chairperson cannot hold office for more than three consecutive years. The Secretary and Treasurer shall not hold office for more than seven consecutive years.
- 5.4. The agenda for the Annual General Meeting shall include: the chairperson's address, the secretary's report, the treasurer's report and the election of the chairperson, vice-

chairperson, secretary and treasurer, honorary president and two trustees, and any other business.

5.5. A written copy of the treasurer's report, including the statement of the account, shall be circulated at the meeting.

5.6. The quorum for the AGM shall be one-third of members.

5.7. Only registered members of HTANI can vote at the AGM each year.

## **6. Functions of the Central Committee**

6.1.1. The Central Committee shall:

- Administer the business of the association
- Promote the aims and policies of the association
- Organise regular events
- Appoint people as publications officer, membership secretary, press officer and to any other roles the committee may determine
- Vacancies occurring during the term of office of the officers of the Association may be filled by the committee for the unexpired period of the relevant term of office
- Liaise with EUROCLIO and other historical organisations

## **7. Meetings of the Central Committee**

7.1. The central committee shall hold meetings at least six times a year at which one third of the members shall form a quorum.

7.2. The central committee shall, at its first meeting after the AGM, appoint people to the roles mentioned in 6.1. These people shall attend Central Committee as full members.

7.3. The quorum for the Central Committee shall be one-third plus one.

## **8. Finances of the Central Committee**

8.1 An allowance from central funds in respect of agreed expenses incurred in attending Central Committee meetings may be paid to the chairperson, vice-chairperson, secretary, treasurer and communications officer.

8.2 Central Committee may also pay agreed expenses to those members appointed to carry out specific duties on its behalf or to represent HTANI at conferences or events.

8.3 In transactions involving the funds of the Central Committee, cheques shall be signed by the treasurer and either the chairperson or secretary.

## **9. Trustees of the Association**

9.1 Two trustees, who are members of the association, and who cannot at the same time hold any other office or be members of the Central Committee, shall be elected at the AGM.

9.2 Trustees shall hold office for a period of three years.

9.3 The trustees shall ensure the proper administration and audit of the funds of the Association by meeting with the treasurer before the AGM. They shall report to the Central Committee if it is deemed there is cause for concern.

9.4 The trustees shall report to Central Committee if it deemed the contents of financial statements give cause for concern, or when no financial statement has been received for 12 months.

## **10. The constitution**

10.1. Proposals for amendments to the constitution of the association shall be sent to the Central Committee not later than 8 weeks before a General Meeting of the Association. Central Committee shall also have the power to set up a sub-committee to review the constitution from time to time.

10.2. 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..