

British Association For Irish Studies

Draft Constitution

1. **Name**
 - 1.1 The name of this Association shall be "The British Association For Irish Studies".
2. **Objectives**

The British Association For Irish Studies exists:

 - 2.1 To encourage teaching, research and writing in Irish Studies, to the public benefit, by establishing a means of communication between those interested in Irish Studies in all disciplines.
 - 2.2 To develop and improve resources available in Britain for Irish Studies;
 - 2.3 To encourage links with and exchanges between educational institutions in Britain and Ireland.
 - 2.4 The British Association For Irish Studies is a non-political and non-sectarian body. In order to maintain the essential objectives of the Association, Members involved in political or social action are not permitted to use the name of the British Association For Irish Studies in support of their activities. Non-observance of this clause will be held to invalidate membership
 - 2.5 The Executive Committee of the British Association For Irish Studies shall be empowered to seek the status of a Charity, registered with the Charity Commissioners.
3. **Membership**
 - 3.1 Membership of the British Association For Irish Studies shall be open to anyone with a **bona fide** interest in Irish studies.
 - 3.2 Members must pay the Annual Dues at the rate recommended by the Executive Committee and ratified by the Membership.
 - 3.3 Members failing to pay dues for one year automatically forfeit the rights and benefits of Membership of the Association.
4. **Officers**
 - 4.1 The British Association For Irish Studies shall have an Executive Committee.
 - 4.2 The Executive Committee shall have the power to constitute advisory sub-committees and shall initially constitute sub-committees to advise on Irish Studies in higher education, further and continuing education and compulsory education. Advisory Committees will elect their own Convenors who will keep minutes of all meetings for submission to the Executive Committee. The majority of members of sub-committees should be involved in the relevant area.
 - 4.3 The Officers of the British Association For Irish Studies shall be:
 - 4.3.1 One or two Honorary Presidents, if and when appointed;
 - 4.3.2 A Chairperson, a Vice-Chairperson, up to two Secretaries and a Treasurer.

4.3.3 The Vice-Chairperson shall automatically succeed the Chairperson.

4.4 The Executive Committee shall include the Officers specified in 4.3 above, together with the Editor of the Proceedings/Journal or Newsletter of The British Association For Irish Studies, four other elected Members of the Association and two representatives from each of the advisory sub-committees referred to in 4.2 above

4.5 The Executive Committee may coopt up to four additional Members with full voting rights as may be deemed necessary.

4.6 The Executive Committee is responsible for formulating the policy of the British Association For Irish Studies. Members are encouraged to suggest policies and programmes to the Executive Committee providing only that these shall not conflict with the objectives of the Association as defined in 2. above or have the effect of the Association ceasing to be a charity in law.

4.7 The Executive Committee is responsible for arranging the dates and locations for the Annual Meetings of the British Association For Irish Studies.

4.8 The Executive Committee has the authority to appoint the Editorial Board of the Journal, Proceedings and any other publications sponsored by the Association.

4.9 The Executive Committee is responsible for supervising Association elections.

5. Trustees

5.1 The Association at its first Annual General Meeting shall appoint three Trustees. The Trustees shall have the power to appoint from time to time and as necessary further or replacement Trustees.

5.2 The Association's Property, and the balance of its funds over and above £10,000 (index-linked) shall be held in Trust for the Association by its Trustees.

6. Elections

6.1 Elections for the Vice-Chairperson and Officers of the Executive Committee shall be held every two years at the Annual General Meeting of the Association. Elections for the first Chairperson of the Association shall be held at the first Annual General Meeting of the Association.

6.2 The quorum for the Annual General meeting shall be 10% of the paid-up members of the Association.

6.3 The Executive Committee shall, by means of a circular letter to all Members, request nominations for the posts detailed in 4.3.2 above (other than the Chairperson) not less than six weeks before the date of the Annual General meeting at which elections are to be held.

6.4 The Executive Committee will fill casual vacancies which may occur on the Committee between elections. Should the vacancy be that of Vice-Chairperson the member appointed shall not succeed automatically to the

office of Chairperson on completion of the term of office. An election for Chairperson will be held at the next election for membership on the Executive Committee.

7. Meetings

7.1 The British Association For Irish Studies will hold an Annual General Meeting and may hold other Meetings as and when deemed appropriate by the Executive Committee.

8. Adoption and Amendment of Constitution

8.1 Amendments to the Constitution may be proposed at Annual General Meetings of the Association provided that notice is given in writing to the Secretary not less than two weeks before the Annual General Meeting.

8.2 Amendments, properly notified and put to an Annual General Meeting, shall be accepted if supported by two-thirds of the members present and voting, provided that no Amendment is made which would have the effect of the Association ceasing to be a charity in law.

Definitions

1. **Member** means Member of the British Association For Irish Studies;

2. **All Members** in 6.3 above means all currently paid up Members as certified by the Treasurer and notified to the Executive Committee.

BRITISH ASSOCIATION
FOR
IRISH STUDIES

Procedural Guidelines

1. For the Conduct of Annual General Meetings.

1. The Executive Committee shall convene an Annual General Meeting of all Members of the British Association For Irish Studies in accordance with the provisions of the Constitution of the Association. The maximum period which shall be allowed between Annual General Meetings shall be 15 calendar months and the minimum period between meetings shall be 10 calendar months.
2. Members shall be informed of the proposal to hold the Annual General Meeting in writing or by a notice inserted in the Newsletter of the British Association For Irish Studies.
3. Not less than six weeks notice shall be given to Members of an Annual General Meeting.
4. Notice of the proposal to hold an Annual General Meeting shall be accompanied by an outline Agenda detailing the business to be transacted at that Meeting, specifying the venue and time at which the Meeting will commence and listing the Offices for which elections are to be held.
5. The order of business at the Annual General Meeting shall be as follows:
 - 5.1 To elect a person to Preside in the absence of the Chairperson or Vice-Chairperson.
 - 5.2 To receive apologies for absence.
 - 5.3 To receive the Minutes of the last Annual General Meeting
 - 5.4 To receive any corrections to the Minutes. There shall be no discussion of matters of substance in the Minutes.
 - 5.6 To discuss matters arising from the Minutes not appearing elsewhere on the Agenda. (Not more than ten minutes shall be allowed for this item except with the approval of the Meeting)
 - 5.3 To receive a report from the Hon. Treasurer on the number of Members whose subscriptions are current and to determine the quorum for the meeting in accordance with the Constitution of the Association.
 - 5.4 To receive, examine, and approve, written Reports from:
 - Chairperson
 - Vice Chairperson
 - Hon. Secretary I
 - Hon. Secretary II
 - Hon. Treasurer
 - Editor of the Newsletter of the Association.
 - Convenors of Sub-Committees.

The Chairperson shall allow not more than five minutes discussion on each Report except with the approval of

- the Meeting.
- .5 To receive a Report from the Secretary on valid nominations received for those posts which are to be filled by election at the instant meeting.
 - 5.6 To rule on the acceptability of nominations from the floor (if any).
 - 5.7 To elect Scrutineers for the elections.
 - 5.8 To conduct elections for the following posts of the Executive Committee of the Association in accordance with the Constitution of the Association
 - Honorary President(s) (up to two) (As recommended by the Executive Committee)
 - Chairperson (Inaugural Meeting Only)
 - Vice Chairperson
 - Hon. Secretary I
 - Hon. Secretary II
 - Hon. Treasurer
 - Editor of the Newsletter of the Association
 - Four Ordinary Committee Members.
- (N.B. Sub-Committees each elect two representatives to the Executive Committee)**
- 5.9 Elections shall be conducted by ballot or by show of hands as the meeting on the recommendation of the Chairperson may see fit.
 - 5.10 The business of 5.8 being concluded, the Chairperson shall declare the Meeting Closed.

2. Procedural Guidelines for the Conduct of Ordinary General Meetings

1. The Executive Committee may from time to time decide to hold an Ordinary General Meeting of the Association.
2. Members shall be informed of the proposal to hold an Ordinary General Meeting in writing or by a notice inserted in the Newsletter of the British Association For Irish Studies.
3. Not less than three weeks notice shall be given to Members of an Ordinary General Meeting.
4. Notice of the proposal to hold an Ordinary General Meeting shall be accompanied by:
 - 4.1 An outline Agenda detailing the business to be transacted at that Meeting specifying the venue and time at which the Meeting will commence.
 - 4.2 The Order of Business at an Ordinary General Meeting shall be:
 - 4.4 To elect a person to Preside in the absence of the Chairperson or Vice-Chairperson.
 - 4.5 To receive apologies for absence.
 - 4.6 To receive the Minutes of the last Ordinary General Meeting.
 - 4.7 To approve the Minutes as a correct record. There shall be no discussion of matters of substance in the minutes.
 - 4.8 To discuss matters arising from the Minutes not appearing elsewhere on the Agenda. (Not more than ten minutes shall be allowed for this item except with the approval of the Meeting)
 - 4.9 To receive a Report from the Secretary on any items or motions proposed for discussion which have been received from Members.
 - 4.10 To receive notice of any items to be raised under Any other Business.
 - 4.11 To receive Reports from:
 - Chairperson
 - Vice Chairperson
 - Hon. Secretary I
 - Hon. Secretary II
 - Hon. Treasurer
 - Editor of the Newsletter of the Association.
 - Chairpersons/Convenors of Sub-Committees.
- and to consider any recommendations contained in them which require the approval of the Association at a General Meeting.
- 4.12 To consider any reports and recommendations from the Executive Committee.
- 4.13 To consider matters arising under Any Other Business
- 4.14 To conclude the Meeting.
5. Debate at Ordinary General Meetings of the Association shall be of either a formal or general nature:
 - 5.1 A debate shall be of a general nature when no motion is before the meeting or until the Chairperson decides that it is appropriate for a motion to be put on an

- item under discussion.
- 5.2 Debate shall be of a formal nature when a motion is before the Meeting. After a Motion has been moved and seconded no member shall speak more than once, save only that the the roposer shall have the right of reply.
 - 5.3 Motions and amendments shall only be discussed if they have formally been moved and seconded or moved from the Chair.
 - 5.4 Motions may only be withdrawn from discussion with the consent of the meeting.
 - 5.5 Amendments shall not have the effect of introducing a new proposal different in substance from that of the original motion.
 - 5.6 Only one amendment may be moved and discussed at a time. If an amendment is carried, the amended motion shall be substituted for the original motion and shall then be liable to further debate and amendment before a vote is taken. If an amendment is lost then debate shall return to the original motion.
 - 5.7 When a motion is being debated no other motion shall be moved other than
 - That there be no further debate on this matter and that the question be now put. The proposer of the motion shall however, be permitted a right of reply.
 - That the matter be referred back.
 - That the meeting be now adjourned.
 6. All speeches shall be addressed to the Chairperson and only one person shall speak at a time. The Chairperson shall call on Members to speak in the order that they shall catch her/his eye.
 7. Any Member may raise a point of procedure at any time during a Meeting regarding an alleged breach of these Procedural Guidelines. If such a point of procedure is raised the Chairperson shall rule on the matter.
 8. If the Chairperson's ruling is challenged the Chairperson must immediately vacate the chair to the Vice-Chairperson or in the absence of the Vice-Chairperson a person elected to preside for this item by the Meeting.
 - 8.1 A challenge to the Chairperson's ruling shall be decided by a vote immediately after a formal debate consisting of one speech for the Chairperson's ruling and one speech against the ruling.
 - 8.2 After the conclusion of a debate on the Chairperson's Ruling the Chairperson will resume the Chair at the Meeting.
 9. Voting at Ordinary General Meetings shall be by a simple majority on show of hands unless the Meeting resolves to hold a secret ballot.
 10. In the event of there being an equality of votes the Chairperson shall have a casting vote.
 11. The Quorum for an Ordinary General Meeting shall be 10% of the current paid-up Membership of the Association.

3. Procedural Guidelines for the Conduct of Executive Committee Meetings

1. The Executive Committee shall meet at least once in each year.
2. Members of the Executive Committee shall receive written notice of the proposal to hold a meeting by the Hon. Secretary responsible for the business of the Committee not less than three weeks before the date on which it is proposed to hold the meeting.
3. Notice of the proposal to hold an Executive Committee Meeting shall be accompanied by:
 - 3.1 An outline Agenda detailing the business to be transacted at that Meeting
 - 3.2 Specifying the venue and time at which the Meeting will commence.
 - 3.3 The Order of Business at an Executive Committee Meeting shall be:
 - 3.4 To elect a person to Preside in the absence of the Chairperson or Vice-Chairperson.
 - 3.5 To receive apologies for absence.
 - 3.6 To receive the Minutes of the last Executive Committee Meeting
 - 3.7 To approve the Minutes as a correct record. There shall be no discussion of matters of substance in the minutes.
 - 3.8 To discuss matters arising from the Minutes not appearing elsewhere on the Agenda. (Not more than ten minutes shall be allowed for this item except with the approval of the Meeting)
 - 3.9 To receive a Report from the relevant Hon. Secretary on any items or motions proposed for discussion which have been received from Members.
 - 3.10 To receive notice of any items to be raised under Any other Business.
 - 3.11 To receive Reports from:
 - Chairperson
 - Vice Chairperson
 - Hon. Secretary I
 - Hon. Secretary II
 - Hon. Treasurer
 - Editor of the Newsletter of the Association.
 - Chairpersons/Convenors of Sub-Committees.and to consider any recommendations contained in them which require the approval or discussion of the Executive Committee.
 - 3.12 To consider any reports and recommendations from the Sub-Committees or any ad hoc working party or special Sub-Committee which the Executive Committee may from time to time establish.
 - 3.13 To consider matters arising under Any Other Business
 - 3.14 To determine the date time and place of the next meeting.
 - 3.15 To conclude the Meeting.
 4. Debate at Executive Committee Meetings of the

Association shall be of either a formal or general nature:

- 4.1 A debate shall be of a general nature when no motion is before the meeting or until the Chairperson decides that it is appropriate for a motion to be put on an item under discussion.
- 4.2 Debate shall be of a formal nature when a motion is before the Meeting. After a Motion has been moved and seconded no member shall speak more than once, save only that the the proposer shall have the right of reply.
- 4.3 Motions and amendments shall only be discussed if they have formally been moved and seconded or moved from the Chair.
- 4.4 Motions may only be withdrawn from discussion with the consent of the meeting.
- 4.5 Amendments shall not have the effect of introducing a new proposal different in substance from that of the original motion.
- 4.6 Only one amendment may be moved and discussed at a time. If an amendment is carried, the amended motion shall be substituted for the original motion and shall then be liable to further debate and amendment before a vote is taken. If an amendment is lost then debate shall return to the original motion.
- 4.7 When a motion is being debated no other motion shall be moved other than
 - That there be no further debate on this matter and that the question be now put. The proposer of the motion shall however, be permitted a right of reply.
 - That the matter be referred back.
 - That the meeting be now adjourned.
5. All speeches shall be addressed to the Chairperson and only one person shall speak at a time. The Chairperson shall call on Members to speak in the order that they shall catch her/his eye.
6. Any Member may raise a point of procedure at any time during a Meeting regarding an alleged breach of these Procedural Guidelines. If such a point of procedure is raised the Chairperson shall rule on the matter.
7. If the Chairperson's ruling is challenged the Chairperson must immediately vacate the chair to the Vice-Chairperson or in the absence of the Vice-Chairperson a person elected to preside for this item by the Meeting.
 - 7.1 A challenge to the Chairperson's ruling shall be decided by a vote immediately after a formal debate consisting of one speech for the Chairperson's ruling and one speech against the ruling.
 - 7.2 After the conclusion of a debate on the Chairperson's Ruling the Chairperson will resume the Chair at the Meeting.
8. Voting at Executive Committee Meetings shall be by a simple majority on show of hands unless the Meeting

- resolves to hold a secret ballot.
9. In the event of there being an equality of votes the Chairperson shall have a casting vote.
 10. The quorum for meetings of the Executive Committee shall be 10 Members including coopted Members and Members elected by Sub-Committees.

4. Procedural Guidelines for the Conduct of Sub-Committee Meetings

1. Sub-Committees shall meet at least once in each year.
2. Members of Sub-Committees shall receive written notice of the proposal to hold a meeting by the designated Convenor responsible for the business of the Committee not less than two weeks before the date on which it is proposed to hold the meeting.
3. Notice of the proposal to hold a Sub-Committee Meeting shall be accompanied by:
 - 3.1 An outline Agenda detailing the business to be transacted at that Meeting specifying the venue and time at which the Meeting will commence.
 - 3.3 The Order of Business at a Sub-Committee Meeting shall be:
 - 3.4 To elect a person to Preside in the absence of the Convenor.
 - 3.5 To receive apologies for absence.
 - 3.6 To receive the Minutes of the last Sub-Committee Meeting.
 - 3.7 To approve the Minutes as a correct record. There shall be no discussion of matters of substance in the minutes.
 - 3.8 To discuss matters arising from the Minutes not appearing elsewhere on the Agenda. (Not more than ten minutes shall be allowed for this item except with the approval of the Meeting)
 - 3.9 To conduct such elections and/or cooptions as may from time to time be necessary including election of two Sub-Committee Members to sit on the Executive Committee.
 - 3.10 To receive a Report from the Convenor on any items or motions proposed for discussion which have been received from Members.
 - 3.11 To receive notice of any items to be raised under Any other Business.
 - 3.12 To receive Reports from:
 - Convenor
 - Secretaryto consider any recommendations contained therein which require the approval or discussion of the Sub-Committee.
 - 3.13 To consider any items put forward by the Executive Committee.
 - 3.14 To consider matters arising under Any Other Business.
 - 3.15 To conclude the Meeting.
 4. Debate at Sub-Committee meetings shall be of either a formal or general nature:

- 4.1 A debate shall be of a general nature when no motion is before the meeting or until the Convenor decides that it is appropriate for a motion to be put on an item under discussion.
- 4.2 Debate shall be of a formal nature when a motion is before the Meeting. After a Motion has been moved and seconded no member shall speak more than once, save only that the the proposer shall have the right of reply.
- 4.3 Motions and amendments shall only be discussed if they have formally been moved and seconded or moved from the Chair.
- 4.4 Motions may only be withdrawn from discussion with the consent of the meeting.
- 4.5 Amendments shall not have the effect of introducing a new proposal different in substance from that of the original motion.
- 4.6 Only one amendment may be moved and discussed at a time. If an amendment is carried, the amended motion shall be substituted for the original motion and shall then be liable to further debate and amendment before a vote is taken. If an amendment is lost then debate shall return to the original motion.
- 4.7 When a motion is being debated no other motion shall be moved other than
 - That there be no further debate on this matter and that the question be now put. The proposer of the motion shall however, be permitted a right of reply.
 - That the matter be referred back.
 - That the meeting be now adjourned.
5. All speeches shall be addressed to the Convenor and only one person shall speak at a time. The Convenor shall call on Members to speak in the order that they shall catch her/his eye.
6. Any Member may raise a point of procedure at any time during a Meeting regarding an alleged breach of these Procedural Guidelines. If such a point of procedure is raised the Convenor shall rule on the matter.
7. If the Convenor's ruling is challenged the Convenor must immediately vacate the chair to any ex-officio Member of the Executive Committee present at the Meeting or to a person elected to preside for this item by the Meeting.
 - 7.1 A challenge to the Convenor's ruling shall be decided by a vote immediately after a formal debate consisting of one speech for the Convenor's ruling and one speech against the ruling.
 - 7.2 After the conclusion of a debate on the Convenor's Ruling the Convenor will resume the Chair at the Meeting.
8. Voting at Sub-Committee Meetings shall be by a simple majority on show of hands unless the Meeting resolves to hold a secret ballot.
9. In the event of there being an equality of votes the

Convenor shall have a casting vote.

10. Quorum. The quorum for meetings of Sub-Committees shall be 50% of the Membership as identified by the Secretary of the Sub-Committee.
11. Ex-Officio Membership. Officers of the Executive Committee shall be ex-officio Members of all sub-committees, working parties etc. which may from time to time be established and shall be supplied with the information detailed in 3. and 3.1 above on the same basis as other Sub-Committee members.
12. Minutes of all Sub-Committees shall be deposited after meetings with the Honorary Secretary of the Association identified to receive such documents.
