

BRITISH ASSOCIATION FOR IRISH STUDIES

STANDING ORDERS

1. COUNCIL OFFICERS:

1.1 Chair:

the Chair will:

- 1.1.1 represent the Association as its public figurehead, carrying out related publicity duties. He/she will not exercise any executive function
- 1.1.2 be an ex-officio member of every committee
- 1.1.3 chair the advisory conferences held by affiliated bodies
- 1.1.4 chair GMs
- 1.1.5 call extraordinary GMs
- 1.1.6 countersign all BAIS cheques
- 1.1.7 ensure the aims, objectives and constitution are adhered to, that there is no breach of standing orders and that there are no irregularities. Any decision in this role can be overturned by a majority of votes in the council, subject to appeal to an extraordinary GM

1.2 Vice-Chair:

the Vice-Chair will:

- 1.2.1 be the person who ran for the position of Chair and came second in the ballot
- 1.2.2 deputize for Chair
- 1.2.3 act as convener of the publications committee
- 1.2.4 be a member of the finance committee and fundraising group

1.3 Secretary:

the Secretary will:

- 1.3.1 act as convener of the secretarial and publicity committees
- 1.3.2 be responsible for press statements

- 1.3.3 be a member of publications committee
- 1.3.4 in consultation with rotating chair, prepare and circulate agenda for council meetings
- 1.3.5 minute council meetings
- 1.3.6 receive, copy and circulate committee reports
- 1.3.7 deal with queries (telephone/mail etc)
- 1.3.8 deal with correspondence and external agencies
- 1.3.9 oversee distribution of bulk mail by relevant committees

1.4 Treasurer:

the Treasurer will:

- 1.4.1 act as convener of the finance committee
- 1.4.2 be a member of the fundraising group

2. COMMITTEES:

the committees and their functions are:

2.1 Finance:

- 2.1.1 produce, implement and monitor the Association's business plans
- 2.1.2 set priorities for fundraising
- 2.1.3 submit applications for statutory and charity funds
- 2.1.4 identify and, in liaison with other appropriate committees, publicise the sources of support; e.g. by producing brochure listing supporters of BAIS
- 2.1.5 budgeting
- 2.1.6 control expenditure
- 2.1.6 receive, and account for, membership fees passed on by the membership committee
- 2.1.7 control all funds, including membership fees and those obtained from external sources
- 2.1.8 form the main link between fundraising group and the council, and provide the dynamism and drive behind the group

2.2 Secretarial and Publicity:

- 2.2.1 the editor of any journal published by, or in association with, BAIS, will be a member
- 2.2.2 produce and distribute *Newsletter*
- 2.2.3 publicise, through regular bulletins and flyers, information of interest to members. This might concern books, events, standing list of Irish journals and information on subscriptions (e.g. *Irish Review*)
- 2.2.4 prepare and release press statements
- 2.2.5 produce and distribute publicity pamphlets and leaflets

2.3 Publications:

- 2.3.1 the editor, *Irish Studies Review*, will be a member
- 2.3.2. compile, distribute and maintain a survey of Irish Studies in higher education (research register)

2.4 Membership:

- 2.4.1. deal with all membership matters and processes
- 2.4.2 receive fees and forward them to finance committee
- 2.4.3 appoint membership Secretary to be responsible for mailing listing of members and updating membership list
- 2.4.4 present updated register to council for ratification every quarter
- 2.4.5 process and despatch certificates, ballot papers and other documents relating to elections

2.5 Education:

- 2.5.1 co-opt members to allow for representation from the spread of institutions and range of levels in education
- 2.5.2 reconstitute itself so as to form sub-committees or other bodies which will allow it to achieve the Association's aims and objectives

2.6 Irish Language:

- 2.6.1 produce and distribute Irish language newsletter

- 2.6.2 provide other services to teachers of Irish language, including, training days and advice

2.7 Conference/Cultural:

- 2.7.1 organise cultural events to meet needs of fundraising
- 2.7.2 organise biannual and specialist conferences
- 2.7.3 develop cultural 'network'
- 2.7.4 organise BAIS lectures

3. AFFILIATED BODIES:

- 3.1 groups will pay an annual affiliation fee as follows:

- 3.1.1 local groups formed by BAIS members (£10 fee)
- 3.1.2 local Irish Studies groups formed by non-BAIS members (£20 fee)
- 3.1.3 HE institutions with degree course (£30 fee)
- 3.1.4 LEAs (£50 fee)
- 3.1.5 WEAs (£50 fee)
- 3.1.6 professional educational bodies and other professional bodies (£50 fee)
- 3.1.7 trade unions (representing professional educational bodies or providing education themselves) (£50 fee)

- 3.2 each affiliated group will nominate one member to the advisory body

- 3.3 meetings will be presided over by the Association's elected Chair

- 3.4 the advisory body will represent its views, advice and recommendations to the council through the Association's elected Chair

- 3.5 except for local groups formed by BAIS members, affiliated membership will include receipt of the BAIS newsletter and bulletins

4. FUNDRAISING GROUP:

- 4.1 interested, non-member parties will be co-opted
- 4.2 the group will be informal and loosely structured

- 4.3 it will offer advice which may be reformulated as policy by the finance committee and ratified by the council through established procedure
- 4.4 potential donors and/or advisers to be identified by the finance committee and approached on a personal basis
- 4.5 group assembled by 'networking' through personal contact by peers, i.e. by using the 'pyramid' method
- 4.6 the group will devise an appeal structure
- 4.7 the Vice Chair and Treasurer will supply the dynamism and the drive, and the finance committee will provide the link between group and council

5. ELECTORAL SYSTEM:

Awaiting information from the Electoral Reform Society. There are two options:

- * two separate ballots for council officers and members
- * one ballot using the single transferable vote system

6. ELECTION PROCEDURE:

6.1 Each member entitled to vote shall receive:

- 6.1.1 two ballot papers, one for designated Officer position and one for non-designated Officers
- 6.1.2 a form on which they must print and sign their name, signifying their entitlement to vote
- 6.1.3 an information sheet indicating how the voting procedure is to be carried out and the address to which the ballots are to be returned

6.2 the member entitled to vote shall:

- 6.2.1 complete the ballot papers
- 6.2.2 place them in an envelope and seal the envelope
- 6.2.3 complete the form, signifying entitlement to vote and place this and the sealed envelope in a second envelope
- 6.2.4 seal, stamp and address this second envelope to the Returning Officer

6.3 At the counting of the ballots:

- 6.3.1 the outside envelope will first be opened and the signed sheet signifying entitlement to vote and the second envelope containing the completed ballots will be removed
- 6.3.2 the name on the signed sheet will be checked against the list of members entitled to vote
- 6.3.3 the envelopes containing ballots of members entitled to vote will be placed together pending the count
- 6.3.4 envelopes containing completed ballots which are not accompanied by the signed sheet indicating entitlement to vote, or which are accompanied by sheets signed by persons not entitled to vote, will be deemed spoiled votes
- 6.3.5 when this process has been completed in a satisfactory manner, the envelopes containing the accepted ballots shall be opened and the votes counted