

BSTAI

Business Studies Teachers' Association of Ireland
Cumann Múinteoirí Gnó na hÉireann



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Constitution

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Business Studies Teachers Association of Ireland

Cumann Múinteoirí Gnó na hEireann

Constitution

Section A: Name

1. The Association shall be called the “Business Studies Teachers Association of Ireland” or “Cumann Múinteoirí Gnó na hEireann” (abbreviated as B.S.T.A.I.)

Section B: Objectives

2. To develop the study and teaching of the business studies subjects at Post Primary level in Ireland.
3. To represent the teachers of the Business Studies subjects in all aspects of curriculum development.
4. To represent teachers of the Business Studies subjects on matters pertaining to those subjects with the Department of Education and its Inspectorate and the State Examinations Commission.
5. To communicate with and/or affiliate to any organisation, whether educational, commercial or professional, that would promote the Business Studies subjects at Post Primary level.
6. To enhance the status of the Business Studies subjects:
 - (a) in Post Primary schools/colleges in Ireland
 - (b) with the Department of Education and State Examinations Commission
 - (c) with educationalists and educational institutions
 - (d) with commercial and professional interests
 - (e) with the community in general.

Section C: Membership

7. All persons involved in the teaching of the Business Studies subjects shall be eligible for membership of the B.S.T.A.I.
8. (a) Membership of the B.S.T.A.I. shall be confined to those persons who are fully paid up members of an affiliated branch of the Association or persons who have taken out individual membership and registered with the Honorary National Secretary.

- (b) Every member, inclusive of local and national officers must be fully paid up members at all times.
- (c) Lapsed members of the Association, i.e. members, whose subscription is not up to date, are considered not fully paid up members and are therefore not entitled to hold any office in the association. Lapsed members may not vote for whatever purpose at any of the Associations meetings at Branch or Executive level.
- (d) From time to time a Branch may award Honorary Life Membership to a member that has given exceptional service to a Branch of the Association. The Branch should liaise with the National Officers before such an award is made.

Section D: Structure

I: National Executive

- 9. The co-ordinating body for the branches shall be known as “The National Executive of the B.S.T.A.I.”.
- 10. The National Executive shall be the official voice of the B.S.T.A.I. at national and international level.
- 11. The functions of the National Executive shall be:
 - (a) The formulation of national policy
 - (b) The co-ordination and dissemination of policies, views and information
 - (c) The organisation of activities at National level e.g. conferences, seminars, workshops, etc.
 - (d) The organisation of National Awards relevant to the Business Studies subjects
 - (e) To represent the Association at National and International level as required.
- 12. The Executive of the B.S.T.A.I. shall consist of two members appointed annually by each affiliated branch of the Association. Each branch should also nominate substitute delegates to the Executive at their branch A.G.M. and should forward the names of delegates and substitute delegates to the Honorary National Secretary after the branch A.G.M.
- 13. The Executive shall appoint from among its members:

Honorary National President
 Honorary National Secretary
 Honorary National Public Relations Officer

Honorary National Journal Editor
Honorary National Webmaster
Honorary National Conference Co-ordinator, if deemed necessary
Honorary National Conference Treasurer, if deemed necessary

These officers shall be elected at the A.G.M. of the Association. They shall be elected on a yearly basis at the A.G.M. and should serve for a maximum of three years. In exceptional circumstances, the Executive may decide to allow an officer to serve for an additional year, as deemed necessary by the Executive.

14. The Officers of the National Executive shall be delegates from affiliated branches of the Association.
15. Ideally, each officer shall be from a branch that has not filled that office in the preceding three years.
16. The outgoing Honorary National President will be an ex-officio member of the Executive for the next year.
17. The officers of the National Executive other than the Honorary National President shall nominate an officer from among themselves as Vice-President, who may from time to time substitute for the Honorary National President as required.
18. The regional branches whose representatives are appointed Honorary National President, Secretary, Treasurer, Public Relations Officer, Journal Editor, Conference Co-ordinator, Conference Treasurer, Webmaster, subject and sub-committee representatives may appoint further members to represent their branch, thus leaving the National Executive officers free to devote their efforts to national affairs.
19. Each Honorary National Executive Officer, subject and sub-committee representatives and each of the branches two delegates are entitled to vote at executive meetings. The Honorary National President retains a casting vote in the event of a tie.
20.
 - (a) The National Executive shall meet at least once during each school term
 - (b) The Honorary National Secretary must give seven days notice of an Executive meeting to members of the Executive
 - (c) Notice of Executive meetings shall also be given to such sub-committee members as the National Executive sees fit.
21. The National Executive shall constitute sub-committees as are deemed necessary from time to time. Their duties will be determined by the National Executive at a properly convened National Executive meeting and shall be terminated at the discretion of the National Executive.

22. A quorum for a meeting of the National Executive shall consist of at least eight voting members.
23. All matters shall be decided at an Executive meeting by a simple majority of those present and entitled to vote.
24. An extraordinary meeting of the Executive of the B.S.T.A.I. shall be convened if requisitioned by the signatories of a resolution demanding the convening of such a meeting. The numbers of signatures necessary to convene such a meeting shall be not less than 60% of the registered paid up memberships of the B.S.T.A.I. The resolutions demanding such a meeting shall be circulated to the branches at least 28 clear days before such a meeting takes place.
25. The minutes of meetings of the Executive of the B.S.T.A.I. shall be circulated within 28 clear days of the meeting to which they refer to all members of the Executive whether they attended or not, and to all Branch Secretaries and sub-committee members.

Section E: Structure

II: Branch

26. The basic unit of the B.S.T.A.I. shall be the regional branch.
27. The individual regional branches of the B.S.T.A.I. shall be free to constitute or organise themselves in accordance with local needs. The National Executive shall, from time to time, issue guidelines to branch officers as to how those officers should undertake their rules.
28. The membership year shall be from September 1st to August 31st of the following year.
29. Regional Branch AGMs shall be held in the first term preferably before the first Executive meeting of the year and not later than Halloween.
30. Branches become affiliated to the B.S.T.A.I. by submitting a current list of paid up members and by remitting the relevant annual affiliation fee to the National Executive. This may be waived in the case of new or rejuvenated branches for a period of up to three years.
31. The current branch paid up membership list shall be submitted to the Honorary National Secretary after the branch A.G.M. and again at least six weeks prior to the Association's Annual Conference.

32. The names of the branch officers, delegates and subcommittee delegates shall be submitted to the Honorary National Secretary as soon as possible after the branch A.G.M.

Section F: Structure

III: National Officers and The National Conference

33. The National Public Relations Officer shall be a member of the Annual Conference Organising Committee. The Honorary P.R.O. shall liaise with the Organising Committee on an ongoing basis each year and shall be responsible for obtaining publicity for the Association at National level. The Honorary National Conference Co-ordinator of the conference organising committee shall inform the Honorary National P.R.O. of developments especially those that could contribute to favourable media coverage for the Association.
34. The Honorary National Treasurer may, if directed by the National Executive, make a repayable loan to the Conference Organising Committee if requested. This loan shall be repaid not later than the next Executive Meeting following Annual Conference.
35. An Honorary National Conference Co-ordinator and Honorary National Conference Treasurer shall be responsible for the organisation of the National Conference.
36. The Honorary National Secretary, if decided at a meeting of the Executive, shall process applications for the Annual Conference.
37. The Honorary National Conference Treasurer, unless otherwise decided by the National Executive, shall be responsible for raising revenue at national level for the Annual Conference.

Section G: Finances – National

38. (a) The Financial year shall be from November 1st to October 31st of the following year.
- (b) Individual branches shall decide the yearly subscription for members. A portion of the annual subscription to be determined by the National Executive shall be forwarded to the National Treasurer not later than May 1st of each year. The size of the portion to be forwarded to the Honorary National Treasurer shall be determined each year at the A.G.M. of the Association and shall be the same for each branch. This may be waived in the case of new or rejuvenated branches for a period of up to three years.

- (c) The Honorary National Treasurer, reporting to the National Executive, shall be responsible for the control of all Association monies. All bank accounts operated on behalf of the Association shall be held jointly in at least two names, one of whom shall be the National Treasurer, the other signatories shall be decided/reviewed at the A.G.M. of the Association.
- (d) All financial undertakings and commitments given on behalf of the Association, in relation to all matters including publications must have the expressed permission of the Honorary National Treasurer, acting on behalf of the Executive.
- (e) The Honorary National Treasurer, on the direction of the National Executive, shall be responsible for the payment of necessary expenses to all Honorary National Officers and sub-committee members where appropriate. The level of these expenses shall be decided at the A.G.M. of the Association.

Section H: Finances - Branch

39. (a) The Branch Honorary Treasurer/Secretary, reporting to the branch at the branch A.G.M., shall be responsible for the control of all branch monies.
- (b) The Branch Treasurer/Secretary shall forward the relevant portion of each member's subscription to the Honorary National Treasurer as soon as convenient and not later than May 1st each year.
- (c) A copy of the branch accounts shall be forwarded to the National President if requested.
- (d) The National Executive shall issue guidelines to branches, from time to time, on the level of expenses payable by branches to their delegates to the National Executive.

Section I: Constitution of the B.S.T.A.I.

40. (a) Proposed amendments to this constitution shall arise from a branch resolution(s) or as a result of resolutions proposed by a sub-committee of the Executive instructed by the Executive to re-evaluate the Constitution from time to time.
- (b) Such resolutions(s) shall be circulated to the Honorary National Secretary at least 28 days prior to the A.G.M. at which it is to be discussed.
- (c) The Honorary National Secretary shall circulate such resolution(s) with the notice and agenda for the A.G.M. in the normal way.

- (d) With the permission of the A.G.M. emergency motions may be entertained at the A.G.M. if notified to either the Honorary National President or Honorary National Secretary at least seven days prior to that A.G.M.
- (e) To be carried, a resolution(s) proposing amendments to the Constitution shall require a 75% majority of the National Executive members present and entitled to vote.

Approved at the Annual General Meeting of the association, 4th February 2012