

1 Name:

Classical Association of Ireland -Teachers.

Cumann Clasaiceach na hÉireann - Múinteoirí.

2 Aim:

- (a) To foster and promote the Classics (i.e. Classical Studies, Greek and Latin) within the Irish Education system.
- (b) To facilitate the sharing of practical advice and experience between Classics teachers.
- (c) To support and encourage the teaching of Classics.
- (d) To plan and create additional resources for teachers in conjunction with relevant bodies.

3 Structure:

- (a) CAI-T is affiliated to the Classical Association of Ireland and the Chairperson is an ex-officio member of the Council of the CAI.
- (b) CAI-T is a national organisation covering the Subjects Latin Greek and Classical Studies.
- (c) The Association shall have an Executive Committee and three Branches - Classical Studies, Greek and Latin.

4 Membership:

- (a) Membership shall be open to all those involved in the teaching of Latin, Greek and Classical Studies.
- (b) Membership shall also be open to former teachers and to others that the Executive may decided to invite as members.
- (c) Student membership shall be granted to all those studying to become Classics teachers.

5 The General Meeting:

- (a) The governing body of the Association shall be the General Meeting of its members. At least one General Meeting shall be held each year. This will usually be held in conjunction with the Annual Conference.
- (b) The Chairperson, or in the absence of the Chairperson, one of the other members of the Executive Committee shall, in consultation with other members of the Executive Committee, convene the General Meeting.
- (c) The Annual General Meeting shall elect from those present, or from those who have indicated in writing their willingness to stand, the Chairperson, the Vice-Chairperson, the Honorary Secretary and the Honorary Treasurer, who shall be the officers of the Association.
- (d) The officers may be re-elected but the Chairperson and the Vice-Chairperson cannot hold office for more than three consecutive years. The Honorary Secretary and the Honorary Treasurer shall not hold office for more than 5 consecutive years. However the Executive may in exceptional circumstances waive this rule.
- (e) The agenda of the Annual General Meeting shall include: The minutes of the previous AGM, The Chairperson's address, the Honorary Secretary's report, the Honorary Treasurer's report, the election of the Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer and any other business.

6 The Executive Committee:

- (a) The Association shall have an Executive Committee consisting of the Chairperson, Vice-Chairperson, Honorary Secretary and Honorary Treasurer, elected at the Annual General Meeting, two delegates from each Branch of the Association and a representative of the Board of Studies of the NCCA. The Executive Committee shall have the power to co-opt two other members.
- (b) The Chairperson, or in the absence of the Chairperson, one of the other elected officers of the Executive Committee shall, in consultation with its members, convene the Executive Committee.

7 Functions of the Executive Committee:

- (a) To administer the business of the Association.
- (b) To promote the policy of the Association and to communicate and consult on its behalf with relevant organisations.
- (c) To organise in-service courses on the teaching of the classical subjects each year. The Executive Committee may delegate the running of such a course to a particular Branch.
- (d) To co-ordinate the activities of the Branches.

8 Meetings of the Executive Committee:

- (a) The Executive Committee shall hold meetings at least twice a year at which $\frac{1}{3}$ of the members shall form a quorum.

(b) Between meetings of the Executive Committee the officers, in consultation with each other, may administer the business of the Association. All such decisions must be submitted to Executive Committee for ratification at the next Executive Committee meeting.

9 Finances of the Executive Committee:

- (a) The finances of the CAI-T are the responsibility of the Executive Committee.
- (b) Executive Committee may pay agreed expenses to those appointed to carry out specific duties on its behalf.
- (c) In transactions involving the funds of the Executive Committee, cheques shall be signed by any two of the following officers, the Chairperson, the Honorary Treasurer and Honorary Secretary.

10 The Honorary Secretary:

- (a) It shall be the duty of the Honorary Secretary to maintain communication with the Branches of the Association.
- (b) The Honorary Secretary shall keep a list of officers of Branch committees, record the Minutes of the meetings of the Executive Committee, notify Executive Committee members of its meetings and deal with all Executive correspondence.
- (c) The Honorary Secretary shall report annually to the General Meeting.

11 The Honorary Treasurer:

It shall be the duty of the Honorary Treasurer to receive and disburse the funds of the Executive Committee and to present an annual financial report to the General Meeting.

12 Branches of the Association:

- (a) Latin Branch. This branch shall elect its own officers but shall be responsible to the Executive.
- (b) Greek Branch. This branch shall elect its own officers but shall be responsible to the Executive.
- (c) Classical Studies Branch. This branch shall elect its own officers but shall be responsible to the Executive.
- (d) Branches shall be bound by policy decisions taken at the General Meeting of the Association and shall be subject to the Executive Committee's interpretation of these decisions.
- (e) Branches shall have power to organise activities, either on their own or in conjunction with other Branches.
- (f) Each Branch shall hold at least one General Meeting per year at which members shall elect a Branch committee and receive a report of Branch activities from the outgoing committee.
- (g) The committee of the Branch shall consist of not less than 3 and not more than 9 ordinary members, elected at the Annual General Meeting.
- (h) The Branch committee shall, at its first meeting following the Annual General Meeting, elect from its members a Chairperson, Vice-Chairperson and Secretary.
- (i) The Branch committee shall also elect delegates to the Executive Committee, who may also simultaneously hold any of the above offices.
- (j) The Chairperson and Vice-Chairperson may be re-elected annually.
- (k) The Branch committee shall administer the Branch's activities, subject to the direction of the General Meeting and the Executive Committee.
- (l) The Branch committee shall hold at least two committee meetings annually.
- (m) The officers of the Executive Committee may attend meetings of each of the Branches in addition to the 9 members elected at the Annual General Meeting.

13 Duties of the Branch Officers:

- (a) The Chairperson or, in the absence of the Chairperson, one of the other officers of the Branch committee shall, in consultation with the members of the committee, convene Branch meetings and committee meetings.
- (b) The Branch Secretary shall keep a list of the members of the Branch. The Branch Secretary shall also notify ordinary members of meetings and activities. The Branch Secretary shall deal with all correspondence of the Branch.
- (c) The Branch Secretary shall inform the Secretary of the Executive the names of the Branch officers.

14 The Constitution:

- (a) Proposals for amendments to the Constitution of the Association shall be sent to the Executive Committee of the Association, through the Branch Committees, not later than 4 weeks before a General Meeting of the Association. Executive committee shall also have the power to set up a sub-committee to review the Constitution from time to time.
- (b) 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 of the Association. Such decisions shall be made by a majority of two thirds of those present and voting.