

Irish Science Teachers' Association
Eol Oidí na hÉireann

Constitution

Rules & General Information

“The Professional Association for Teachers of Science”

Irish Science Teachers' Association
Eol Oidí na hÉireann

April 2015

The Irish Science Teachers' Association is one of the largest subject associations in the country. It was founded in 1961. In excess of a thousand teachers from all sectors of education are members. The ISTA is a member of the International Council of Associations for Science Education (ICASE). The ISTA functions as a body dedicated to the professional development of its members and the advancement of science teaching. Membership is open to teachers of science and to others involved in science education.

The Association works on a voluntary basis to develop co-operation between teachers of science at all levels. It aims to keep members up to date with changes in their subjects and with new ideas in teaching and assessment. The ISTA helps members to promote amongst their students a positive attitude to science and technology in society.

The ISTA maintains links with other bodies involved in science education in Ireland, and associations for science education in other countries.

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Aims and Objectives of the ISTA

Aims

- To provide leadership in promoting science education.
- To promote the teaching of science at both primary and secondary level.
- To promote co-operation between science teachers.
- To continue to promote, and be involved in, curriculum development.
- To continually review the structure and organisation of the Association in order to keep in touch with the changing demands of its members.
- To improve (a) the funding of the Association's activities, (b) the quality of the Association's publications, (c) the public image of the Association.

To fulfill these aims, the Association has the following objectives.

- To make representations on behalf of its members to the National Council for Curriculum and Assessment (NCCA), the Department of Education and Skills , the State Examinations Commission and any other statutory body involved in science education.
- To develop and publish policy documents for the advancement of science education.
- To publish journals, newsletters and resource material for the benefit of its members.
- To organise continuous professional development (CPD) programmes , lectures and workshops for its members.
- To organise an annual meeting, to be held over a three day weekend in the spring.
- To promote links between ISTA and third level institutions and industry, for the purpose of highlighting the importance of quality science education for the future of Irish industry.
- To promote amongst school pupils a long lasting interest in science by organising lectures, tours, science projects competitions, quizzes and links with local science based industry.
- To extend membership, and support science teaching at primary school level.
- To provide support to trainee and inexperienced science teachers.
- To maintain links with the International Council of Associations for Science Education (ICASE) and with our nearest neighbour association in the UK, the Association for Science Education (ASE).
- To formalise existing liaisons with (a) third level institutions, (b) other subject associations with overlapping interests, (c) the Department of Education and Skills (d) Irish Business Employers Confederation (IBEC).

Services to Members

- **Lectures of scientific interest**

The Association organises CPD programmes, lectures and workshops for its members. These events take place at local branch meetings and also at the annual weekend conference held in the spring. Branch meetings serve as a useful forum for discussing new syllabi, methods of teaching and generally keeping up to date with changes in science education.

- **Curriculum development**

The Association makes representations on behalf of its members to the National Council for Curriculum and Assessment (NCCA), the Department of Education and Skills, the State Examinations Commission and other statutory bodies involved in science education. At local branch level members are given an opportunity to have real input into curriculum and assessment issues.

- **Publications**

The official journal of the Association is SCIENCE. This is published three times a year and provides articles on scientific topics, ideas for teaching topics and experiments, notices of forthcoming events and book reviews. The Association also produces resource material for teachers in the form of videos, booklets, worksheets and kits. Most of this material can be supplied through the Association book shop.

- **Internet**

The Association also has an internet website, Facebook page and twitter account. Details are available in the current edition of SCIENCE.

- **Contacts with other teachers**

Local branch meetings of the Association provide a valuable forum for contact with other science teachers. These local branch meetings provide courses, lectures and practical workshops for the Association's members and help keep teachers informed of current topics in science education and methodology. The Association also offers support to trainee and inexperienced teachers. Student teachers can become members of the Association for a reduced fee.

- **Links with industry**

The Association promotes links between industry and schools both at a local level and on a national basis. It can also offer industrial placement on a voluntary basis to teachers during their summer holidays.

- **Activities for students**

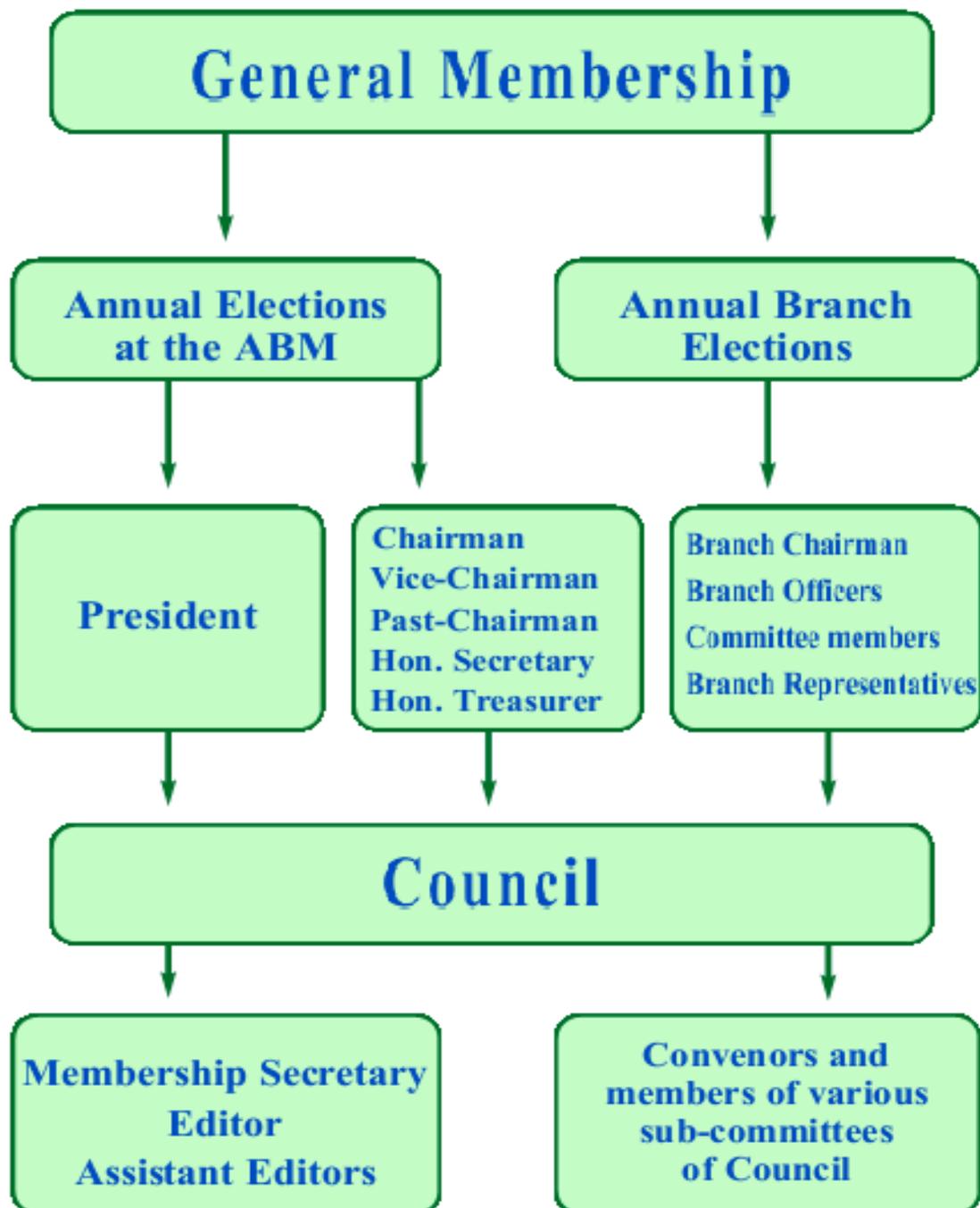
Various student activities are organised in association with science based industries, third level institutions and professional bodies involved in science education. These

activities include science project competitions, tours, open days, quizzes, lectures and competitions.

These are just a few of the services offered by the ISTA.

Further information can be obtained on www.ista.ie

The ISTA Organisation



General membership information

The Member

Members of the ISTA are eligible to attend and participate at all branch meetings. They are also eligible for nomination as branch officers, branch representatives to Council, and as members of the various sub committees of the ISTA. Members are also welcome attend the Annual Conference at a reduced fee.

Membership is for 365 days from the day that you join and can only be done by individuals on line electronically The membership fee is decided upon annually by the membership at the Annual Business Meeting (ABM). Members receive SCIENCE, the journal of the Association, in February, May and October. The processing of corporate membership and third-level membership is carried out by the Membership Secretary.

The Branch

The branch is the fundamental unit of the Association. Branch meetings are usually held monthly, to discuss topics of interest to science teachers. Through the lectures, courses, field trips, etc., members are helped to keep up to date in their own subject areas and indeed other areas. Branch meetings provide a networking opportunity for members to have professional conversations with colleagues on topics and problems encountered in the classroom. Student and inexperienced teachers find these meetings of particular benefit.

Members are encouraged to involve themselves in every aspect of the Association. Through your participation in the various activities you are helped to develop your technical and intellectual skill in various science areas. You are also kept informed of developments in science education. Branch members nominate a representative to Council to represent members views, at national level and to keep members informed of developments within the Association. The branch members nominate to Council; the Association President, Officers, Auditors, honorary members, sub-committee members and recipients of the Association awards.

The Council

The Association is run by a Council, consisting of the officers of the Association and the branch representatives. Council meets at least four times a year. The officers are responsible for the day to day running of the Association. The officers are elected at the Annual Business Meeting (ABM).

The President

The president of the Association is an honorary appointment on the invitation of Council. Many prominent Irish scientists and representatives of industry have acted as president in the past. There is a presidential address given at the AGM weekend.

The Association's publications

Members receive regular copies of SCIENCE, the official journal of the Association, which is published three times a year. It is circulated to all members and contains articles and notes on a wide range of scientific and educational topics, and notices of forthcoming meetings and courses. Articles, letters and comments are always welcomed by the Editor.

The Association has also prepared a series of publications on various aspects of the Junior and Leaving Certificate courses for both pupils and teachers. The Association has also been involved in producing videos on topics of scientific interest.

The Association runs a book shop through which various scientific publications may be purchased at a discount price.

The Annual Conference

The highlight of the Association's year is the Annual Conference (including the annual business meeting, ABM), usually held in March or April of each year. This is essentially the AGM of the Association, where policy and related issues are discussed. The weekend is organised by one of the branches and provides a welcome break during the school year. There is a varied programme of lectures, workshops, demonstrations, tours, and social events. One of the features of the weekend is the opportunity to view a range of books, equipment and other resources. These are exhibited by publishers, scientific suppliers and other organisations supporting science education. A reduced course fee is available to members attending this weekend meeting. Full details of the schedule of events are published, usually in February.

Awards

Normally the awards are:

(i) Honorary Membership.

This award is given to a member or former member of the Association, who, in the opinion of Council, has made a significant contribution to the work of the Association at local or national level, over many years. It is awarded by Council on receipt of nominations from the branches.

(ii) The Lodge Award.

This award is named after one of the founding members of the Association, George Lodge. It is given in recognition of an outstanding contribution by a member to the Association during his/her career in science education. It is not awarded on a regular basis. It is awarded by Council on receipt of nominations from the branches. It is awarded at the AGM.

(iii) The Science Educator of the Year Award.

This award is made annually and the trophy and prize is presented at the Association's AGM. The award acknowledges the immense voluntary contributions being made to science education by many of the members throughout the country. The award shall be for the person, who in the opinion of the Award-making Committee, has made a significant contribution to science education at national or local level.

(iv) Excellence in Science Teaching Award.

Pharmaceutical Ireland in collaboration with the ISTA presents awards to ISTA members each year to acknowledge excellence in science teaching.

(v) Science Project Award.

The Association also presents a special award at the Young Scientist & Technology Exhibition. A perpetual trophy and certificate are given to the student(s) whose project makes best use of basic school science equipment.

Policies of the Association

The Association, through its committees, develops policies on matters relating to science education. These policies are discussed at branch meetings and at Council. They are subsequently discussed at the ABM and ratified by a simple majority. Copies of these policies are then circulated to local branches and are also published in SCIENCE. An up to-date list of policy documents is kept by the Honorary Secretary of the Association.

The Association Calendar

The local branch committee organises the local branch activities held throughout the year. The programme and frequency of such meetings vary from branch to branch. The calendar of events overleaf gives the main dates of the Associations activities. Branch AGMs are held in the four-week period prior to the ABM, and branch secretaries inform the Honorary Secretary of branch officers, and council representatives, prior to the ABM. The National AGM is held between 1 March and 30 April and includes the ABM, the Presidential Address and the presentation of Awards.

The Association calendar

First Term (September to December)

September

- * Examination Paper Review

October

*

- * Council meets

November

- * Annual Senior Science Quizzes for Leaving Certificate students
- * Nominations for president, honorary members and recipients of the Association awards, should be submitted to Council in time for its December meeting.

December

- * Council meets

Second Term (January to Easter)

January

- * Young Scientist & Technology Exhibition - presentation of ISTA Perpetual Trophy.
- * All nominations for officer positions, motions for the ABM and any proposed rule alterations must be submitted to the Honorary Secretary by 31 January

February

- * Council meets

March/April

- * AGMs & Annual Conference

Third Term (Easter to June)

May

- * Council meets as soon as convenient after the ABM and appoints a Membership Secretary, Editor, Assistant Treasurer and Web administrators.

* Council meets and reviews the composition of sub-committees and appoints Convenors.

June

* Meetings at branch and national levels to discuss examination papers and make submissions to marking conferences. Comments on the examination papers are made to subject convenors, for submission to marking conferences.

Normally SCIENCE is published three times a year.

The Association is based on a Constitution and governed by a set of rules. These rules have been formulated over many years by the membership itself. They are ratified at the Annual Business Meeting (ABM) by a two-thirds majority. Motions or rule changes must be submitted to the Honorary Secretary by 31 January.

Constitution of The Irish Science Teachers' Association

1. The name of the Association shall be, in English 'The Irish Science Teachers' Association', and, in Gaeilge Eol Oidí na hÉireann
2. The purpose of the Association shall be to:
 - (i) promote and assist the teaching of science at all levels;
 - (ii) promote co-operation between teachers of science at all levels;
 - (iii) assist communication and co-operation between members of the Association and interested bodies;
 - (iv) assist communication between teachers of science and educational authority concerning science education.
3. There shall be two categories of membership:
 - (i) paid membership, which may be for ordinary, , student, retired, third-level or corporate members under the conditions laid down in the rules;
 - (ii) honorary membership or life corporate membership conferred by the Association, by vote at an ABM, or the nomination of Council.
4. The functioning of the Association shall be conducted in accordance with the rules which shall be adopted by a properly convened ABM. A proposed change in the rules shall be notified to the honorary secretary of the Association, in writing, no later than 31 January prior to the ABM.
5. The fee for membership category 3(i) shall be agreed annually by the ABM on the basis of a recommendation from the Honorary Treasurer.
6. Members who are in good standing, (i.e. paid up to date and registered) and honorary members, shall be eligible to vote at each ABM.
7. An ABM shall be held each year between 1 March and 30 April.
8. Ten days written notice of an ABM shall be given to all registered members.
9. At the ABM, a Chairman, Vice-Chairman, Honorary Treasurer and Honorary Secretary shall be elected from among the membership. The election procedure shall be one person one vote, and candidates, proposers and seconders must be registered members.
10. The affairs of the Association shall be managed by Council, but new policy must be confirmed by the ABM.

11. The day-to-day business of the Association shall be carried out by the elected officers.

12. Any resignation amongst the officers shall be filled by a nomination from Council. If all officers resign, Council shall nominate a temporary Chairman whose sole function shall be to call an extraordinary general

Rules of The Irish Science Teachers' Association

COUNCIL

C1 The Council shall be the governing body of the Association.

C2 All members of Council shall be members of the Association.

Composition of Council

C3 The Council shall consist of:

(a) the Officers of the Association, the Membership Secretary Editor, Assistant treasurer and Web Administrators.

(b) branch representatives, who shall be elected by branches at their AGMs at the rate of one nominee for every 120 members or part thereof.

C4 The President shall be entitled to attend all Council meetings in a non-voting capacity.

C5 Council may co-opt, or invite attendance of, advisors for specific reasons. These advisors will be non-voting. The AGM organiser shall attend all Council meetings during the time of his or her appointment.

C6 Chairmen / Convenors of sub-committees of the Association shall attend Council meetings whenever requested to do so by Council and shall always attend when the business of their sub-committee is listed on the agenda. They shall be present in a non-voting capacity.

Meetings and Procedure

C7 The Council shall meet as soon as convenient after the ABM, twice during the first school term and once during the second school term. The Council may meet at any other time they, or the Officers, deem it necessary.

C8 All Council meeting shall be conducted in accordance with standing orders adopted by Council. These orders may be changed by a simple majority of Council or suspended by a two-thirds majority of members present at the meeting.

C9 All members of Council shall have equal voting rights. In the event of a tie, the Chairman shall exercise a casting vote.

C10 All decisions of Council shall be by simple majority of those present and voting as entitled except in the case of suspension of standing orders where a two-thirds majority is required.

C11 The quorum for a Council meeting shall be one third of the members of the Council; fractions shall be rounded downwards.

C12 All Council members and Convenors of sub-committees shall be circulated with draft minutes of the previous Council meeting and an agenda at least seven days in advance of a meeting. Copies of all reports for discussion shall be included if possible

but shall always be circulated to allow adequate time for reading. All Council members and Convenors of sub-committees shall be circulated with draft minutes of the meeting for reading.

Functions of Council

C13 The Council shall invite at its second meeting of the first school term each year:

(a) nominations for President of the Association for the following year; members shall be notified of the name of the incoming President prior to the ABM.

(b) proposals for life and honorary membership; the Council shall consider all proposals and may make recommendations of suitable candidates to the ABM;

(c) proposals for recipients of the Lodge Award which is used to honour those who have served the Association in a special way; the Council shall consider all proposals and may make recommendations for the Award to the ABM.

C14 The Council shall be responsible for the establishment of branches of the Association based on local areas and comprising of no fewer than five members.

C15 The Council shall establish sub-committees to deal with specific aspects of the Association's work. The Council shall, at its first meeting each year:

(a) consider the work of each sub-committee;

(b) nominate a chairman/convenor for each sub-committee for the coming year.

The Council shall for its first meeting, each alternate year, seek nominations from Branches for membership of each sub-committee.

C16 Council shall fill vacancies on sub-committees as they arise. Notice of such vacancies shall be tabled on the agenda for Council meetings.

C17 The Council shall be responsible for the disbandment of sub committees when:

(a) their work is completed;

(b) their work task no longer exists;

(c) the sub-committee fails as a unit to function to the satisfaction of the Council.

C18 The Council shall remove a sub-committee member, allowing a right of appeal, for:

(a) failing to fulfill assigned tasks;

(b) breaching Association confidentiality;

(c) failing to attend more than two consecutive meetings of the sub committee, without reason acceptable to Council.

C19 Chairmen/Convenors of sub-committees shall attend Council meetings whenever requested to do so by Council, and shall always attend when the business of their sub-committee is listed on the agenda. They shall be present in a non-voting capacity.

C20 Council shall decide what, if any, allocation of monies shall be made to:

(a) each sub-committee;

(b) members of the Association as expenses for participation at meetings, travel, etc.

C21 Council may terminate membership of any person, or exclude from membership any person, if they as a body, see fit to do so. Such a person shall be:

- (a) given written notice of the proposed action;
- (b) invited to attend a Council meeting before a final decision is taken;
- (c) given an opportunity to appeal to an ABM.

C22 Council shall be responsible for fixing a date and venue for the AGM and this should be held each year between 1 March and 30 April. The ABM should form part of the AGM.

C23 Should any of the officer positions be left unfilled at an ABM, or fall vacant during the year, Council shall nominate, from amongst its members, a person to fill the vacancy. The Branch from which the newly nominated Officer comes, shall be entitled to nominate a new Council member.

C24 The Council may at any time it sees fit call an EGM.

C25 The Council shall call an EGM within thirty days of the date on which the Honorary Secretary is notified in writing of a request for same; the request must be signed by a minimum of seventy-five members and there must be at least five signatories from each of three different branches.

C26 If all of the Officer positions are vacant, the Council shall appoint a temporary Chairman whose sole function shall be to call an EGM. Council and the ABM

C27 The affairs of the Association shall be managed by Council but the ABM shall have the power to amend any policy decision of Council.

C28 The life of the Council shall be from one ABM to the next; this term of Office applies to all members except the Honorary Treasurer and Secretary, whose terms of office shall be from 1 September to 31 August each year.

Council and the Officers of the Association

C29 The Officers of the Association shall carry, on behalf of the Council, the day to day running of the Association.

C30 The Officers will meet as often as they see fit, but shall always meet at least once between Council meetings.

C31 The duly adopted minutes of all Officer meetings shall be circulated to all Council members. Any branch may propose rule alterations for consideration by the all Council members ABM; these shall be notified to the Hon. Secretary no later than 31 January

C32 The Honorary Treasurer, reporting to Council and the ABM, shall be responsible for all Association monies, including those relating to publications of the Association. Any branch may nominate members for elected Officer positions of the publications of the Association. Any nomination shall be submitted to the Hon. Secretary

C33 The Honorary Secretary shall be responsible for minuting Officer,

Council and general meetings of the Association. The Honorary Secretary shall also be responsible for giving appropriate notice of meetings to the members concerned and ensuring that each such member is furnished with a copy of all relevant reports for discussion at the meeting, allowing adequate time for reading.

Council and the Editor of the Association's Journal

C34 The Council shall nominate at its first meeting each year, an Editor for the Association's journal. The Editor shall hold office until the first Council meeting of the following Association year.

C35 The Council shall appoint, if necessary, assistants to the Editor, giving due weight to the Editor's recommendations.

C36 The Editor of the Association shall be responsible for all matters pertaining to the editorial content of the Association journal, which shall be published as often as deemed appropriate by Council.

C37 Other publications of the Association, as agreed by Council, shall be directly controlled from an editorial viewpoint by the Editor, or by a nominee acceptable to Council.

Attendance at Meetings

C38 The Chairman and/or any other officer appointed by the Chairman may attend any committee, sub-committee or branch meeting of the Association.

C39 The Council or Officers of the Association may request the President to represent the Association at various meetings/functions during his/her term of office.

C40 The Council or Officers may nominate representatives to non Association meetings, committees or organisations as it feels appropriate. If possible, such representatives should be members of the relevant Association sub-committees.

Branches of the Association

B1 The Council shall be responsible for the establishment of branches of the Association based on local areas, and comprising no fewer than five members.

B2 The registration of the membership fee entitles the payee to membership of the branch of his/her choice, as well as membership of the Association.

B3 No member of the Association shall be a member of more than one branch, but may attend the general meetings of any branch in a non voting capacity.

Branch Organisation

B4 The Branch Committee, comprising of Officers and Council representative(s) and any elected members, shall be responsible for the day to day running of the branch and the arrangement of at least three meetings per school year open to all Branch members.

B5 The AGM of each branch shall be held within the 4-8 week period immediately prior to the AGM of the Association.

B6 All votes at branch level shall be by simple majority and can be open to the members of the branch only.

B7 At the Branch AGM, the following business shall take place:

(a) election of Branch Officers as follows: Chairman. Hon. Treasurer, Hon. Secretary, committee members and Council representatives and any other officers decided by motion of the Branch AGM:

(b) election of the Branch committee, should the branch AGM consider it necessary; the election should be on the basis of one committee member per 20 members of the branch;

(c) election of Council representatives at a rate of one for every 120 members or part thereof;

(d) nominations for the membership of each sub-committee of Council, should be sought;

(e) receiving the Hon. Secretary's report;

(f) receiving the Hon. Treasurer's report, including statement of accounts;

(g) discussion and decisions of all motions properly proposed and seconded at the meeting by registered members of the branch.

B8 The names and addresses of Branch Officers and Council representatives shall be sent to the Honorary Secretary of the Association before the ABM, together with the Branch Report, which shall consist of the reports of the Honorary Branch Secretary and Honorary Branch Treasurer.

B9 The term of office of each Branch Officer and committee member shall be from one Branch AGM to the next. No person may occupy any one officer position for more than three consecutive years, unless permission has been granted by Council.
Branch Meetings

B10 The Branch committee shall meet as often as necessary, but at least once per term.

B11 The Council representatives shall report relevant Council business to the Branch Committee, and as appropriate, to Branch meetings, and seek nominations to sub-committees as vacancies arise.

B12 The Chairman and/or any officer appointed by the Chairman, may attend any sub-committee or branch committee meeting of the Association.

B13 The Branch Hon. Secretary shall be responsible for retaining records of the Branch meetings, as well as general correspondence and minutes.

Branch Finance

B14 The Branch Hon. Treasurer, reporting to the Branch or Branch committee and the Branch AGM, shall be responsible for the control of all Branch monies.

B15 Each Branch Hon Treasurer should supply a Branch statement of the approved accounts from the Branch AGM to the National Honorary Treasurer in May each year.

B16 The Branch shall receive a percentage of each membership subscription on or before 31 January each year. This percentage shall be determined by the ABM.

B17 Each Branch shall be entitled to a yearly grant from the Association's funds. The amount of the grant shall be determined by the ABM.

B18 Should it be deemed necessary by Council, a grant or loan may be made available to a branch for a specific purpose.

B19 A new branch shall be entitled to an establishment grant of three times the membership fee, as well as the appropriate yearly grant.

B20 A branch being reactivated is entitled to an establishment grant, provided that at the time of cessation of activities of the branch monies had been forwarded to the Hon. Treasurer.

The Branch and the ABM and AGM

B21 The Council shall be responsible for the setting the date and venue for an AGM and ABM. Branches may apply to Council for permission to organise the AGM and ABM.

B22 The organising branch shall be responsible for publicity for the AGM and ABM. These meetings shall be publicised at local and national level.

B23 Any branch may propose motions for consideration by the ABM; these shall be notified to the Hon. Secretary no later than 31 January prior to the ABM.

B24 Any branch may propose rule alterations for consideration by the ABM; these shall be notified to the Hon. Secretary no later than 31 January prior to the ABM.

B25 Any branch may nominate members for elected Officer positions of the Association. Any nomination shall be submitted to the Hon. Secretary no later than 31 January prior to the ABM.

B26 Any member or branch may nominate persons to be considered as President or recipients of the Lodge Award or for honorary membership. Such nominations shall be submitted to Council on its invitation.

The Finances of the Association

F1 The financial year of the Association shall be from 1 September to 31 August.

F2 The fees for membership shall be decided upon annually by the ABM, on the basis of a recommendation from the Hon. Treasurer.

F3 The registration of the membership fee entitles the payee to membership of the branch of his/her choice, as well as to membership of the Association.

Finance and the Council of the Association

F4 The Hon. Treasurer and Assistant Treasurer, reporting to Council and the ABM, shall be responsible for the control of all Association monies.

F5 Council shall decide what, if any, allocation of monies will be made to:

- (a) each sub-committee;
- (b) members of the Association as expenses for participation at meetings, travel, etc.

Finance and Association Activities

F6 All financial undertakings given on behalf of the Association in relation to all publications must have the permission of the Hon. Treasurer.

F7 The organising branch shall be responsible for the financing of the AGM and ABM. The balance from the AGM shall be divided between the Association and the organising branch, on the basis of 80% to 20% respectively, unless otherwise decided by Council.

F8 The Association shall be responsible for the financing of an EGM. The Accounts

F9 The Branch Hon. Treasurer, reporting to the Branch or Branch committee and the Branch AGM, shall be responsible for the control of all branch monies.

F10 The Branch shall receive a percentage of each membership subscription on or before 31 January each year. This percentage shall be determined by the ABM.

F11 Each Branch shall be entitled to a yearly grant from the Association's funds. The amount of the grant shall be determined by the ABM.

F12 Should it be deemed necessary by Council, a grant or loan may be made available to a branch for a specific purpose.

F13 A new branch shall be entitled to an establishment grant of three times the membership fee, as well as the appropriate yearly grant.

F14 A branch being reactivated is entitled to an establishment grant, provided that at the time of cessation of activities of the Branch, monies had been forwarded to the Hon Treasurer.

F15 The Hon. Treasurer shall prepare the accounts for audit and shall submit them to a professional accountant before 30 November. The accounts shall be from the period of 1 September to 31 August.

F16 A statement of accounts, including details of income and expenditure, shall be circulated to members of the Council at its meeting immediately prior to the ABM. The

accounts shall be circulated to all members attending the ABM and be open to comment at that time. They shall be made available to other members on request.

F17 The Branch Hon. Treasurer, reporting to the Branch or Branch committee and the Branch AGM, shall be responsible for the control of all branch monies.

Donations to the Association

F18 Council may accept monies offered by any bodies or individuals provided that any of the conditions specified by the donor do not contravene the aims of the Association. If a sub-committee has to be established to deal with such a donation, the Hon. Treasurer shall be Chairman/Convenor of the sub-committee.

The Journal, Publications and Publicity of the Association

J1 The Association shall publish a journal which will be circulated to all members, and which shall facilitate their professional development.

J2 The Council shall at its first meeting each year, nominate an Editor for the Association's Journal. The Editor shall hold office until the first Council meeting of the following year.

J3 The Council shall, if necessary, appoint assistants to the Editor, giving due weight to the recommendations of the Editor.

J4 The Editor of the Association shall be responsible for all matters pertaining to the editorial content of the Association journal, which shall be published as often as is deemed appropriate by Council.

J5 Other publications of the Association, as agreed by Council, shall be directly controlled by the Editor, or by a nominee acceptable to Council.

J6 All financial undertakings given on behalf of the Association in relation to publications, must be submitted to the Hon. Treasurer.

J7 No member of the Association shall be entitled to publish material giving the impression it is being done by or on behalf of the Association without the minuted agreement of Council.

J8 The organising branch shall be responsible for publicity for the AGM and ABM. These meetings shall be publicised at local and national levels.

J9 The Chairman is the official spokesman of the Association and shall issue statements in accordance with Association policy, as he/she sees fit. The Chairman of the Association shall consult with members of the

Association who have responsibility or expertise as spokesman for a particular issue or time. No other member of the Association shall have the right to speak, or publish, or give the impression of doing so, on behalf of the Association, without prior permission of Council.

The President of the Association

P1 The Council shall, at its second meeting of the first school term each year, invite nominations for President of the Association for the following year. Members shall be notified of the name of the incoming President prior to the ABM.

P2 The President shall hold office for one Association year but may be re-nominated at another time.

P3 Any member of the Association, or any branch, may suggest candidates for Presidential nomination.

P4 The Presidential chain of the Association shall normally be handed to the incoming President at the Association's annual dinner. If this is not possible, the Council shall make an alternative arrangement.

P5 The President shall be requested to deliver the Presidential address at the Association Dinner, at the end of his/her term of office.

P6 The President shall be entitled to attend, in a non-voting capacity, any meeting of the Association held during his/her term of office.

P7 The Council or Officers of the Association may request the President to represent the Association at various meetings/functions during his/her term of office.

P8 If for any reason, Council feels it appropriate to remove the honour of presidency from a particular person, this may be done by resolution of two-thirds of those present at a properly convened Council meeting where the item is on the agenda.

P9 The President shall have the right to appeal his/her removal from office to Council.

Membership Secretary

M1 The Council shall nominate at its first meeting each year, a Membership Secretary for the Association.

M2 The term of the office of Membership Secretary shall be from 1 September to 31 August of each year.

M3 The Membership Secretary shall be a member of Council during his/her term of office.

M4 The Membership Secretary shall attend all Officers' meetings, in a non-voting capacity.

M5 The Membership Secretary of the Association shall support existing branches, assist in the establishment of new branches, and in the reactivation of lapsed branches.

M6 The duties of Membership Secretary shall be to liaise with the office of the Association in:

- (a) compiling a list of paid-up members;
- (b) ensuring that the list of members is available when required for distribution of the Association's journal, and other documentation;
- (c) informing third-level and corporate members of renewal of subscriptions and to relay appropriate decisions relating to subscriptions made by Council or the ABM;
- (d) facilitating the distribution of literature promoting ISTA membership
- (e) updating membership forms as required;
- (f) making available, at the discretion of Council and at a cost to be decided by Council, membership lists of the Association to interested organisations, taking account of the data protection act;

General Meetings of the Association
Annual General Meeting (AGM)
and Annual Business Meeting (ABM)

G1 Council shall be responsible for fixing a date and venue for the AGM and this should be held each year between 1 March and 30 April. The ABM should form part of the AGM.

G2 At least 10 days' notice, in writing, shall be given to members. It shall be sufficient if this notice is published in an edition of the Association's journal circulated to be received by members at least 10 days before the meeting. This notice shall include the agenda.

G3 The election of Officers and Auditors shall take place at the ABM. The election procedures shall be one person one vote, and candidates, proposers and seconders must be registered members. Branches may nominate members for election to Officer positions. All nominations shall be received by the Hon. Secretary no later than 31 January prior to the ABM, and shall be circulated, with names of nominating members or branches, to all members with notice of the ABM.

G4 The quorum for the ABM shall be a minimum of 20 members. The meeting shall be conducted in accordance with standing orders adopted by the

ABM.

G5 All decisions of the ABM shall be taken by simple majority of those present and entitled to vote; except those to change the rules or to suspend or alter standing orders, or to adjourn the meeting; these latter decisions shall be taken by a two-thirds majority.

G6 All registered members, as of 30 November of the previous year, who are present, shall have equal voting rights. In the event of a tie, the Chairman shall exercise a casting vote.

G7 The ABM shall:

- (a) elect a Chairman, Vice-Chairman, Hon. Treasurer and Hon. Secretary;
- (b) (c) discuss and decide upon proposed rule alterations which must have been notified to the Hon. Secretary no later than 31 January prior to the ABM;
- (d) decide on the basis of a recommendation from the Hon. Treasurer, upon the membership fees;
- (e) decide on the percentage of membership fees to be allocated to the Branches;
- (f) decide on the amount of the branch grant for the year;
- (g) receive the report of the Hon. Secretary;
- (h) receive the report, including a statement of accounts, of the Hon. Treasurer;
- (i) discuss and decide upon motions submitted by members or branches to the Hon. Secretary no later than 31 January prior to the ABM.

G8 All motions received for discussion shall be arranged in order of priority by the officers and shall appear on the agenda in that order.

G9 The affairs of the Association shall be managed by Council, but the ABM shall have the power to amend any policy decision of Council.

G10 The branch committee organising the AGM and ABM shall be considered to be a sub-committee of Council.

An Extraordinary General Meeting (EGM)

G11 The Council may, at any time it sees fit, call an EGM.

G12 The Council shall call an EGM within 30 days of the date on which the Hon. Secretary is notified in writing of a request for same; the request must be signed by a minimum of 75 members and there must be at least five signatories from each of three different Branches.

G13 If all the officer positions are vacant, the Council shall appoint a temporary chairman whose sole function shall be to call an EGM.

G14 All members shall be given ten days written notice of an EGM.

G15 The business of an EGM shall be conducted in accordance with the standing orders adopted by the ABM for the ABM, with the exception that the only item on the agenda is the purpose for which the EGM is called; this purpose must be specified in the request for the meeting and must be notified to members.

Officers of the Association

O1 There shall be five officers of the Association: Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer and Immediate Past Chairman.

O2 The Editor of the Association's journal ,the Membership Secretary, the Web Administratoprs and the Assistant Treasurer shall attend all officers' meetings in a non-voting capacity.

O3 The President of the Association shall be entitled to attend all Officers' meetings in a non-voting capacity.

Officers and the ABM

O4 The election of Officers shall take place at the ABM. The election procedure shall be one person one vote and candidates, proposers and seconders must be registered members. Branches may nominate members for election to Officer positions. All nominations shall be received by the Hon. Secretary no later than 31January prior to the ABM, and shall be circulated, with names of nominating members or branches, to all members with notice of the ABM.

O5 Should any of the officer positions be left unfilled at an ABM, or fall vacant during the year, Council shall nominate, from amongst its members, a person to fill the vacancy. The Branch from which the newly nominated officer comes, shall be entitled to nominate a new council member.
Officers and the Council of the Association

O6 The Officers of the Association shall carry on, on behalf of the Council, the day to day running of the Association.

O7 The Officers shall meet as often as they see fit, but shall always meet at least once between Council meetings.

O8 The duly adopted minutes of all Officer meetings shall be circulated to all Council members.

Terms of Office

O9 The Chairman, Vice-Chairman and immediate Past Chairman shall hold office from one ABM to the next.

O10 The Hon. Secretary and Hon. Treasurer shall hold office from 1 September to 31 August of each year.

O11 The quorum for any Officer meeting shall be three members, one of whom shall be either the Chairman or the Hon. Secretary.

Functions of the Officers

O12 The Chairman shall be responsible for chairing Officer, Council and general meetings of the Association.

O13 The Chairman is the official spokesman of the Association and shall issue statements in accordance with Association policy as he/she sees fit. The Chairman shall consult with members of the Association who have responsibility or expertise in the relevant area. Where appropriate, the Chairman may delegate the responsibility as spokesman for a particular issue or time. No other member of the Association shall have the right to speak or publish, or give the impression of doing so, on behalf of the Association without the prior permission of Council.

O14 The Vice-Chairman shall deputise for the Chairman as necessary, and shall then undertake the duties of the Chairman.

O15 The Hon. Treasurer, reporting to Council and the ABM, shall be responsible for the control of all Association monies.

O16 The Hon. Treasurer shall prepare accounts for audit and shall submit them to a professional accountant before 30 November of each year. The accounts shall be for the period 1 September to 31 August.

O17 The Hon. Secretary shall be responsible for minuting Officer, Council and general meetings of the Association. The Hon. Secretary shall also be responsible for giving appropriate notice of meetings to the members concerned, and ensuring that each such member is furnished with a copy of all relevant reports for discussion at the meeting allowing adequate time for reading.

O18 The Hon. Secretary shall retain all current Council records and general correspondence of the Association. All other records shall be retained by an archivist appointed by Council.

O19 The Council or Officers of the Association may request the President to represent the Association at various meetings/functions during his/her term of office.

O20 The Chairman and/or any officer appointed by the Chairman may attend any sub-committee or branch committee meeting of the Association.

Sub-Committees of Council

- S1 The Council shall establish sub-committees to deal with specific aspects of the Association's work. The Council shall, at its first meeting each year:
- (a) consider the work of each sub-committee;
 - (b) nominate a Chairman/Convenor for each sub-committee for the coming year.
- Normally, the Council shall, for its first meeting each alternate year, seek nominations from Branches for membership of each sub-committee. In circumstances agreed by Council, this process may be deferred.
- S2 Council shall fill vacancies on sub-committees as they arise. Notice of such vacancies shall be tabled on the agenda for Council meeting.
- S3 The Council shall be responsible for the disbandment of sub-committees when:
- (a) their work is completed;
 - (b) their work task no longer exists;
 - (c) the sub-committee fails, as a unit, to function to the satisfaction of Council.
- S4 The Council shall remove a member of a sub-committee, allowing a right of appeal, for:
- (a) failing to fulfill assigned tasks;
 - (b) breaching Association confidentiality;
 - (c) failing to attend more than two consecutive meetings of the subcommittee, without reason acceptable to Council.
- S5 Chairmen/Convenors of sub-committees shall attend Council meetings whenever requested to do so by Council, and shall always attend when the business of their sub-committee is listed on the agenda. They shall be present in a non-voting capacity.
- S6 Council shall decide what, if any, allocation of monies will be made to each sub-committee.
- S7 Each sub-committee shall have a minimum of three and a maximum of six members.
- S8 All members of sub-committees shall be members of the Association.

S9 A sub-committee may invite advisors to attend its meetings, for a specific purpose, in a non-voting capacity. Advisors need not be members of the Association.

S10 Voting at sub-committee meetings shall be decided by simple majority with the Chairman / Convenor having a casting vote if necessary.

S11 All members of a sub-committee shall be notified in writing of meetings at least one week in advance.

S12 A Chairman / Convenor of a sub-committee may not hold office for more than five consecutive years unless permission has been granted by Council.

S13 The maximum period of any member on a particular sub-committee shall be five consecutive years. In a situation where implementation of this rule would lead to all members of the sub-committee being replaced in a single year, one member of the outgoing sub-committee will be given permission to remain on the sub-committee for one further year only.

S14 A Chairman / Convenor of a sub-committee shall be responsible for:

- (a) calling meetings as necessary, and at least once per year;
- (b) attending Council meetings as requested in accordance with rule S5;
- (c) presenting a written report to the Secretary at the February Council meeting and at any other time when requested to do so;
- (d) ensuring that the policy of the Association is not infringed by the sub-committee;
- (e) keeping minutes of all sub-committee meetings;
- (f) keeping members of sub-committees informed of any Council business relevant to that sub-committee;
- (g) keeping relevant addresses and telephone numbers.

S15 The Council or Officers may nominate representatives to non Association meetings, committees or organisations as it feels appropriate. If possible, such representatives should be members of the relevant Association sub-committees.

Standing Orders for Council

Agenda

Before the reading of the minutes, the Chairman shall, in consultation with the members present, draw up a final draft of the agenda. Subsequent to this, no other item may be added. As far as is possible items of major importance for inclusion on the agenda should be communicated to the Secretary at least two weeks before the meeting.

Minutes

The minutes shall contain the following :

- (a) description of the meeting;
- (b) the names of those present, the name of the Chairman being specified;
- (c) apologies for absence;
- (d) reference to approval of the minutes of the previous meeting;
- (e) summary of business arising out of minutes;
- (f) list of letters and subject matter thereof;
- (g) reports of sub-committees in full;
- (h) a record of the result of discussion on the various items on the agenda. All motions which have been voted on and accepted, must be recorded, together with their proposer and seconder, and the numbers voting for and against, and the number abstaining.

The minutes shall not be signed until it is certain that they are an accurate record of the meeting to which they refer. A proposed correction must be proposed and seconded and accepted by a majority of those present. It is then written into the minutes by the Chairman, and initialed by him/her.

Matters arising

Reports of action taken as a result of decisions made at the previous meeting, and only these, shall be discussed at this stage.

Correspondence

Only letters not relevant to matters already on the agenda are to be read at this stage.

Reports

Reports shall be dealt with by the body which has asked for them or, in the case of sub-committees, by Council. All reports shall be in writing. Recommendations should be presented in the form of motions. These can either be approved, rejected or sent back for further consideration.

Motions, resolutions and amendments

Motions of a controversial nature shall not be moved by the Chairman. All motions shall begin with the word 'That'. Motions shall be dealt with in the following order:

(a) a motion is proposed, seconded and discussed and, if necessary, voted on, the proposer being given the right of reply before voting;

(b) should there be an amendment, it must be proposed, seconded and discussed before any vote is taken on the original motion;

(c) this amendment is then voted on, the proposer having been given the right of reply, and if passed is incorporated in the original motion;

(d) other amendments are treated in the same way;

(e) the amended motion is then put to the vote;

If an amendment is against the meaning of the original motion, it shall be treated as a counter motion and dealt with, when and if the original motion is discussed and put to the vote and defeated.

Points of Order

A Point of Order can be called only in cases of incorrect procedure, irrelevancy or transgression of the rules of the Association. A Point of Order must be raised immediately the mistake takes place. It must be addressed to the Chairman who decides whether to allow it or not.

Any Other Business

Only matters of minor importance should be taken under AOB. If matters of Links with industry & other scientific bodies major importance do arise, they should be briefly discussed and then postponed to the next meeting.

Timing of the next meeting

The time, date and venue of the next meeting is agreed before the end of the meeting.

Ending of meeting

The Chairman must make it clear when he/she has ended the meeting. Subsequent discussion is off the record.

Standing Orders for the Annual Business Meeting

Agenda

- (a) Adoption of the minutes of the previous ABM.
- (b) Consideration of matters arising out of these Minutes.
- (c) The passing of votes of thanks for the use of the facilities put at the disposal of the Association during the course of the ABM.
- (d) The receiving of the reports of the Hon. Secretary, Hon. Treasurer and sub-committee convenors
- (e) The consideration of motions which, in the opinion of the Chairman, arise out of the Reports of the Hon. Secretary and Hon. Treasurer.
- (f) The election of officers and auditors.
- (g) The passing of votes of thanks to the outgoing officers.
- (h) The consideration of motions from members, Branches and Council.

Quorum

No business shall be transacted unless a quorum of a minimum of twenty members is present.

Chairman

The meeting shall be presided over by the Chairman of the Association; if the Chairman is not present within five minutes of the establishment of a quorum, the Vice-Chairman shall preside at the meeting; if the ViceChairman is not present, then the members of the Council present shall elect one of their number to preside.

Voting

(a) All members of ISTA shall have a vote. (b) Any business put to the vote shall be decided by a show of hands unless a secret ballot is called by (i) the Chairman or (ii) at least three voting members present at the meeting.

(c) If a secret ballot is demanded, it shall be taken as directed by the Chairman, the result being deemed to be a resolution of the meeting.

(d) Unless a secret ballot is demanded, a declaration by the Chairman that a resolution has been carried or has not been carried by a particular majority shall be conclusive and an entry to that effect in the Minute Book of the Association shall be conclusive evidence thereof without further proof of the number or proportion of votes recorded for or against.

(e) The election of officers and auditors shall be by secret ballot.

(f) All decisions shall be taken by simple majority of those present and entitled to vote, except those to change the rules or to suspend or alter standing orders, or to adjourn the meeting; these latter decisions shall be taken by a two-thirds majority.

(g) All members, have equal voting rights. In the event of a tie, the Chairman shall exercise a casting vote.

(h) All votes shall be counted by two tellers appointed by the meeting for that purpose.

Minutes

No motion or discussion shall be allowed on the Minutes except in regard to their accuracy. Questions arising out of the minutes shall be allowed only if they are for the purpose of information.

Reports

On presentation by the Hon. Secretary or the Hon. Treasurer, the adoption of the respective reports shall be proposed, seconded and discussed. They shall be voted on. Motions which, in the opinion of the Chairman, arise out of these reports shall be allowed.

Motions

Motions shall be dealt with in the following manner.

(a) A motion shall be proposed, seconded and discussed and voted on, the proposer being given the right of reply.

(b) Should there be a properly proposed and seconded amendment, it shall be discussed and voted on before any vote is taken on the original motion, the proposer of the original motion being given the right of reply before a vote is taken.

(c) If this amendment is carried, it shall be incorporated in the original motion, which shall then become the substantive motion.

(d) Further amendments to the substantive motion, or to the original motion if an amendment or amendments are not carried, shall be dealt with in the same way.

(e) The final substantive motion shall then be voted on, and shall then become the resolution of the meeting.

(f) If an amendment is, in the opinion of the Chairman, against the meaning of the motion it is intended to amend, it shall be treated as a counter motion and dealt with when and if the original motion, properly discussed and amended, is put to a vote and defeated.

(g) A motion placed before the meeting shall be withdrawn or postponed only by voting on a motion of withdrawal or postponement, properly proposed and seconded.

(h) A motion 'to put the question now' shall be proposed and seconded by any voting members who have not already taken part in the discussion of the item which the motion aims to close; should the item being discussed be an amendment, then the motion shall refer only to closing discussion of the amendment.

Points of order

A point of order shall be called only in cases of incorrect procedure, irrelevancy or transgression of the rules of the Association. It shall be raised immediately the mistake takes place, and addressed to the Chairman, who decides whether to allow it or not.

Adjournment

A motion of adjournment shall be accepted by the Chairman and put to a vote, after discussion which must be confined to the motion in question. If such a motion is defeated, it may not be moved again. Such a motion may be proposed at any time during a meeting. No new items shall be introduced on the agenda of the adjournment meeting.

Suspension of Standing Orders

A motion to suspend Standing Orders, or part thereof, may be proposed provided that:

- (a) in the opinion of the Chairman such a suspension is urgently required;
- (b) the Standing Order whose suspension is being proposed is clearly specified;
- (c) the time for which suspension is required is specified;
- (d) such a suspension does not involve a transgression of the rules of the Association.