

DUBLIN WEST EDUCATION CENTRE CONSTITUTION

1. Title:

The Centre shall be known as "An tIonad Oideachais Bhaile Átha Cliath Thiar" or in English "The Dublin West Education Centre".

2. Aims and Objectives:

- (a) To provide a meeting place for the dissemination of knowledge and information to all teachers, especially by the organisation of seminars, conferences, lectures, debates and symposia and by all other means subject to the approval of the Committee.
- (b) To promote and encourage research and experimental projects in the field of Irish Education.
- (c) To act as a resource centre which would enable teachers to prepare and construct equipment and materials for use in their own schools and in addition to facilitate the display of teachers' and pupils' work and materials and to provide for a display of textbooks, materials and equipment.
- (d) To promote and facilitate inservice training for teachers.
- (e) To promote such other functions as the Committee may from time to time decide.

3. Membership:

- (a) Membership shall be open to all teachers serving in recognised schools and also those who have successfully completed a recognised course of training.
- (b) Attendance at the Centre shall constitute membership.
- (c) A register of members shall be retained in the Centre.

4. Annual General Meeting:

- (a) General policy shall be defined by the Annual General Meeting.
- (b) The A.G.M. shall be held within two months of the end of the year as defined by the Department from time to time.
- (c) Notice of A.G.M. and proposed changes in the constitution shall be invited at least 21 days before the date of the A.G.M.
- (d) Motions for the A.G.M. and proposed alterations to the constitution shall be invited at least 21 days before the date of the A.G.M.
- (e) The motions and, or proposed alterations to the constitution submitted to the Secretary shall be sent to members 7 days before the date of the A.G.M.
- (f) Motions, amendments or agenda shall be put to a vote at the A.G.M. A simple majority shall suffice except in alterations to the Constitution where a two thirds majority of those present and voting shall be required.
- (g) The Chairperson shall be the sole judge on points of order and his/her decision shall be final and conclusive.
- (h) A simple majority of the Committee or a signed request from 40 of the members shall have the power to call an Extraordinary General Meeting within one month of notice being given in writing to the Secretary.
- (i) The Agenda for the A.G.M. shall be as follows:
 1. Minutes of previous A.G.M.
 2. Chairperson's address
 3. Director's Report
 4. Report of Treasurer and Auditors
 5. Motions
 6. Election of Committee and appointment of Honorary Auditors
 7. Any other business

5. The Committee:

The Committee shall consist of 9 (nine) elected members. At least 3 shall be from the Primary Sector and at least 3 shall be from the Post Primary sector. The Committee may co-opt up to 3 members over and above this number.

- (a) Election of the Committee shall take place at the A.G.M.
- (b) At its first meeting the Committee shall elect from its members a Chairperson, ViceChairperson, Treasurer and Recording Secretary
- (c) The Director shall be appointed by the Committee and shall assume and be responsible for secretarial duties
- (d) Should a vacancy for an Officer occur during the year a successor may be appointed by the Committee
- (e) The Director of the Centre shall, subject to the committee, be responsible for planning and putting into effect, a programme of activities for the Centre and for the day to day running of the Centre
- (f) The Committee shall meet at least 6 times during the year upon due notice being issued by the Secretary. A quorum shall consist of 5 members of the Committee
- (g) Absence without reasonable excuse from 3 consecutive meetings of the Committee shall entail disqualification from membership of the Committee.

6. Finance:

- (a) The financial year shall end on 31 December
- (b) The Centre shall have a bank account into which all monies received on behalf of the Centre shall be lodged as soon as possible
- (c) All payments of £100 or more shall be sanctioned by the committee
- (d) All cheques shall be signed by two of the following:
The Chairperson, The Director, The Treasurer.
- (e) The Centre shall furnish annually to the Department of Education a report of its activities during the previous financial year, together with an audited statement of Income and Expenditure.
- (f) A financial statement shall be furnished to each member at the A.G.M.