

## Constitution of RTA

1. **THE ORGANISATION** shall be known as the Retired Teachers' Association (N.I.).
2. **THE OBJECT** of the association is to protect, as far as lies in its power, the interests of all retired teachers in Northern Ireland.
3. **MEMBERSHIP** of the Association is open to:
  - a. Any retired teacher who is in receipt of a pension from the Department of Education (N.I.) and has submitted to the Association a card authorising the Department to deduct an annual subscription as proposed by the Executive Committee and agreed at an Annual General Meeting.
  - b. Any retired teacher who makes satisfactory arrangements to pay the required subscription to the Retired Teachers' Association (N.I.).
4. **A GENERAL MEETING** of all members shall be held annually. Each member of the Association shall receive due notice of such.
5. **AGM BUSINESS.** The members present at the General Meeting shall elect the following officers:
  - President** (if required)
  - Chair** (annually up to a maximum of 3 years)
  - Vice Chair** (annually up to a maximum of 3 years)
  - Hon. Secretary/Treasurer** (if required).

The President will be elected for 5 years but will be eligible for re-election after this period.

The Chair and Vice-Chair will be required to retire from office after 3 years but will be eligible for re-election after this period.

The retiring Chairperson will retain a seat on the CEC for up to a further 3 years.

The Hon. Secretary/Treasurer will be appointed by the CEC for 3 years but will be eligible for re-appointment.

It will be the duty of the Executive Committee to report fully at this meeting on its working and that of the Branches and the Public Service Pensioners' Council.

Notice of Motion for the AGM must be received by the Hon. Secretary, with the names of the proposer and seconder, in writing one calendar month prior to the date of the Annual Meeting.

6. **THE AFFAIRS OF THE ASSOCIATION** shall be conducted by an Executive Committee composed as follows:
  - a. The Association Officers as elected at the Annual General Meeting.
  - b. One representative from each Branch as elected at the Branch Annual Meeting.
  - c. Up to four others may be co-opted by the Central Executive Committee annually as required to meet particular needs.
  
7. **THE EXECUTIVE COMMITTEE** shall meet at least twice per year: eight members to constitute a quorum and subsistence shall be paid.

The Executive Committee shall fund Branches to enable them to hold at least one meeting annually.

The CEC may nominate members of the Committee to represent the RTA on external bodies for a period not exceeding 3 years, during which time they will be required to provide information to the Chairperson or Hon. Sec. for inclusion in each CEC Meeting and a written report for the AGM.
  
8. **BRANCHES** shall hold an Annual General Meeting:
  - a. To elect Branch Officers.
  - b. To elect a Central Executive Member.
  - c. To keep members informed of all developments locally and nationally which are of relevance to retired teachers.
  - d. To provide social contact.

Audited accounts and Branch AGM Minutes are to be presented at this meeting and copies forwarded to the Association Treasurer/Secretary in June.
  
9. **THE CHAIRPERSON OF THE ASSOCIATION** shall preside over all meetings of the Executive Committee and at the Annual General Meeting. In the absence of the Chairperson, the Vice-Chairperson shall preside.
  
10. **THE HON. SECRETARY/TREASURER** shall be responsible for:
  - a. Notifying members of the Executive Committee in adequate time of every Executive Meeting and the agreed agenda thereof.
  - b. Keeping proper minutes of the business transacted at each meeting.
  - c. Presenting to the Annual General Meeting a report of the work undertaken during the year. (This report may take the form of a prepared, published and circulated bulletin submitted to each member or prospective member prior to the date of the Annual General Meeting).
  - d. Keeping a detailed account of all subscriptions and other monies received by the Association and of all transactions.
  - e. Presenting at every Executive Committee Meeting a statement of the financial position of the Association.

- f. Paying all accounts by cheque countersigned by a second nominated member of the Executive.
- g. Ensuring that the accounts are presented to the Executive Committee after independent audit and thereafter to the Annual General Meeting for approval and adoption.
- h. Investing surplus funds as appropriate after instruction from the Executive Committee.

The funds of the Association shall be kept in a Bank &/or Building Society as agreed by the Central Executive Committee.

- 11. **PUBLIC SERVICE PENSIONERS' COUNCIL.** The Association shall retain membership of and active participation in the affairs of the P.S.P.C.
- 12. **HONORARIA** may be paid to members of the Executive who perform specific service for the Association and the Honoraria paid should be sufficient to cover expenses incurred in the performance of the services. These Honoraria may be subject to periodic review.
- 13. **THE CONSTITUTION** of the Association can only be changed at the Annual General Meeting. The change must be recommended by the Executive Committee or by a Branch of the Association which has given notice in writing of such a proposed change to the Hon. Secretary at least two calendar months prior to the date of the A.G.M.
- 14. **WINDING UP THE ASSOCIATION.** If, at any time, the Executive Committee should recommend the winding up of the Association, and this recommendation should be approved by two-thirds of the members present at the Annual General Meeting, then the funds standing to the credit of the Association at that time shall be devoted to the welfare of retired teachers. This shall be decided by a two-thirds majority at a General Meeting on recommendation from the Executive.

Constitution revised, updated and agreed at the Annual General Meeting held on  
Wednesday 14th October 2015.