

Subject Association Representative Group Constitution and Rules

1. Name of the Association

- The Association is known as Subject Association Representative Group (S.A.R.G.).
- The Association is non-political and non-sectarian.
- Control of the affairs of the association shall derive from the Members and shall be exercised in accordance with the provisions of this constitution.
- Logo as per Letter Heading.

2. Aims and Principals

- To provide a forum for recognised Subject/Teacher Associations (which satisfy the criteria outlined in paragraph three below) to discuss issues of common concern, identify areas of common practice and share information on topics of mutual interest.
- SARG offers Subject Associations the opportunity to meet and share views, observations and information in a spirit of co-operation and collaboration.
- To ensure that the standards of our profession are maintained.
- To promote research and Curriculum Development for the professional needs of our members.
- To promote a more widespread knowledge of the value of our discipline by disseminating information at local and national level.
- To have representation on bodies relevant to the profession.
- To provide professional information for members.
- To liase with the Department of Education and Science and other relevant bodies in the organising of in service education for members.
- To have close liaison with Subject Teacher Associations, Industrial Bodies and Professional Organisations.
- In matters where Subject Associations share common goal, such as for example in the delivery on in-service on behalf to the Department of Education and Science, it is assumed that models of good practice will be shared freely and openly.
- All procedure, activities and discussions of the SARG take place in an agreed context of respect for the diversity and integrity of each different subject area.
- The SARG dose not intent to assume a political role in the context of industrial relations.

3. Membership

- There are two types of membership of SARG (a) Full Membership, (b) Associate Membership. Both Full Membership and Associate Membership have equal voice al all SARG meetings apart from the AGM. Only Full Membership members that are paid up at least 28 days prior to the AGM will be invited to the AGM and can attend the AGM.
 - i. Full Membership – Full membership is open to all Subject Associations or Associations that provided learning support for individual subjects. (For this purpose “Subject Associations or Associations that provided learning support for individual subjects” is taken to mean a formal representative body of teachers, which meets at least once a year to elect officers and abides by a written constitution, is open to access by any teacher in the subject area, whose main aim is the promotion of the subject and the support of teachers of that subject.) Once a full member each Subject Associations or Associations that provided learning support for individual subjects is entitled to nominate two people and one substitute person as their representatives on the Subject Association Representative Group. The two nominees and one substitute person may be current or past executive officer holders of a Subject Associations or Associations that provided learning support for individual subjects.
 - ii. Associate Membership – Associate Membership is open to teacher groups that are not subject specific. (For this purpose “teacher groups” is taken to mean a formal representative body of teachers, which meets at least once a year to elect officers and abides by a written constitution, is open to access by any teacher in that area, whose main aim is the promotion of their area of interest.) Once an Associate member each group is entitled to nominate two people and one substitute person as their representatives on the Subject Association Representative Group. The two nominees and one substitute person may be current or past executive officer holders of their group.

- Database of Membership
 - i. The database and its information is the property of SARG at all times.
 - ii. Under no circumstance can the information on the database be given to any third party on electronic format or any other format.
 - iii. If a third party wishes to have letters personalised, with the permission of the Executive and Member this may be done by the Executive only on receipt of the third parties letter in electronic format.
 - iv. This data cannot be given out on electronic format.

4. Membership Fee

- An annual membership fee is as follows:-
 - i. Full membership:- €50.00 will be payable by each Subject Associations or Associations that provided learning support for individual subjects.
 - ii. Associate Membership – €25.00 will be payable by each teacher group that are not subject specific
- Membership runs from the end of A.G.M. to the end of A.G.M.

5. Annual General Meetings

- The Officers are elected at the A.G.M.
- a. The officers of SARG shall be the Chairperson, Assistant Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.
- The Nominations for National Officers are received from the floor at the A.G.M. by way of a proposal and seconded
- Nomination for National Officers can only be nominated from Full Membership groups that are paid up members of SARG for the two consecutive years prior to the AGM.
- In the event of two or more nominations for the same position, the election will be by secret ballot at the A.G.M.
- The term of office for any National Office is one year.
- A National Officer may serve more than one year provided he/she is re-elected at each National AGM.
- The duration a National Officer shall serve in any one office is not more than three consecutive years. This may be waived by a simple majority at the AGM on a case by case basis.
- The maximum number of consecutive years an individual can hold office on the National Executive is six years. This may be waived by a simple majority at the AGM on a case by case basis.
- The annual subscription is fixed by the A.G.M.
- A majority of two thirds at the A.G.M. is sufficient to change any article of this constitution and rules
- Notice of Motion(s) for the A.G.M. must be lodged with the Secretary at least four weeks prior to the A.G.M.
- Notice of motions and proposed changes to the constitution should be notified to current member Associations at least two weeks in advance of the A.G.M.
- The A.G.M. is held between September 1st, and no later than September 30th. of each year.
- Reports are received from the Chairperson, Secretary and Treasurer, at the A.G.M.
- The National Treasurer issues memberships cards to each Association who is a member of SARG.
- The incoming Executive must have its inaugural meeting immediately after the A.G.M. to consider motions passed and to plan a yearly diary.
- The Constitution and rules are re-drafted after each A.G.M. to reflect the motions passed at the A.G.M.
- Members eligible to attend the A.G.M. will be issued with delegate cards at registration in order to gain access to the A.G.M.
- To attend the A.G.M. the Association for which attendees are representing must be a paid up Full Members for the year preceding the A.G.M.
- The SARG membership year runs from the end of A.G.M. to the end of A.G.M

6. Emergency General Meeting

- An E.G.M. may be held at any time to discuss any topic provided the Executive receives a request of this, which is signed by at least 3 Associations who are members. They must specify:-
 - i. The purpose of the meeting and the matters to be discussed
 - ii. The proposed date, time and venue for the meeting (A minimum of four weeks notice must be giving to the executive)

7. Standing Orders (Executive Meetings)

- The executive meets at least two times a year
- In the absence of the Chairperson the Assistant Chairperson chairs the meeting.
- In the absence of the Chairperson and Assistant Chairperson the meeting elects a Chairperson for the meeting from the officers.
- A quorum consists of – at least three Officers and a minimum of five associations.
- If after one hour of the appointed time for commencing there is no quorum, then the meeting will contain an information session, however no decision can be made.
- A meeting can be closed or adjourned after a proposal in favour of such action is passed by a majority of those present.
- Agenda for a meeting and the minutes of the previous meeting are supplied to member associations at least two weeks before the meeting.
- Justifiable expenses incurred by the members are presented on official expenses sheet at each Executive meeting for sanction and payment.
- A special meeting may be called by the Chairperson on his/her own motion or upon a requisition addressed to him/her and signed by at 3 Associations who are members, such a motion or requisition shall indicate the following:
 - i. The purpose of the meeting and the matter to be discussed.
 - ii. The date, time and venue for the meeting. (A minimum of four weeks notice must be giving to the executive)

8. Order of meetings

- Apologies for absences taken before minutes.
- Minutes of the previous meeting.
- Matters arising from minutes.
- Correspondence.
- Reports from the each association representative
- Financial and membership report.
- Curriculum Matters.
- Motions.
- Any other business.

9. Voting method at Executive Meetings

- All resolutions must be proposed and seconded.
- A proposal is ordinarily passed on a show of hands – a ballot vote may be had on request.
- The Chairperson has the casting vote on the event of a tie.
- The Chairpersons interpretation of the rules is final.
- Standing orders may be suspended by a proposal for such being passed by two – thirds of the meeting.
- The chairperson is an ex – officio member of all sub – committees.

10. Officers

- The officers of SARG shall be the Chair, Assistant Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer

11. Web site and Web site Address

- Our web site address is www.sarg.ie
- Our e-mail is info@sarg.ie

12. Appendix

Duties of the Chairperson

- To preside at all meetings of the SARG and of the Central Committee
- Is the Principal office of the Association.
- Deals with all National issues that occur between executive meetings provided there is no other officer dealing with the issue.
- All public relations correspondence should be referred to the Chairperson who will delegate as appropriate provided there is no other officer dealing with the issue.
- Ensures that any item/proposal that is enacted on behalf of SARG is proposed, seconded and agreed by a majority either at the AGM, EGM Executive or Executive Officer Meeting. This must all be recorded in the minutes.
- At each executive meeting the Chairperson will give a written account of any issues dealt with under public relations.
- Delegate specific areas of responsibility and work as appropriate.
- Assists the National Assistant Secretary in formulation the agenda for Executive Meetings.
- Co-sign all cheques issued by the National Treasurer.
- Supplies a written account at each Executive meeting of all the meetings and issues dealt with from the last Executive meeting.

Duties of the Assistant Chair (Chair-elect)

- The Assistant Chair shall, in the absence of the chair perform the duties of the chair.

Duties of the National Treasurer

- Deals with all financial affairs of the Association.
- Compiles a National Database of members with the assistance of the Secretary if necessary.
- Supplies all Executive Officers and Associations with copies of income, expenditure and membership update at each Executive meeting.
- Presents the annual accounts at the A.G.M.
- Deals with the bank and other financial institutions on behalf of the Association.

Duties of the Assistant Treasurer (Treasurer-elect)

- The assistant Treasurer shall assist the Treasurer in all matters concerning fiancé.

Duties of the National Secretary

- Reports and supplies all executive members with copies of such correspondence.
- Deals with correspondence from the Association to third parties and all incoming correspondence as directed by the Executive.
- Ensuring that the appropriate people are told about correspondence between meetings.
- Keeping copies of all correspondence received and sent out.
- Ensuring that all correspondence is filed properly.
- Assists the treasurer in keeping the membership list up to date.
- Liases with all Area Secretaries in order to keep area officer information up to date at national level and to have a record of Association officers.
- Record the minutes of the A.G.M.

Duties of the Assistant Secretary (Secretary-elect)

- Drafts up the Agenda of Executive meetings with the assistant of the National Chairperson.
- Sends out the notices of Executive meeting and Agenda and minutes of the last meeting at least three weeks before the meeting.
- Records the minutes of Executive Meetings.
- Ensures that the Chairperson signs and dates the minutes of the previous meeting when they are passed and approved.
- Place a copy of the approved minutes in the minute's book.
- Keep the minute's book/folder up to date and in a safe place.
- Assists the National Secretary with correspondence if necessary.

Web-: www.sarg.ie



E-mail-: info@sarg.ie

Subject Association Representative Group

Application for Membership to SARG

Name -: _____

Initials-: _____

E-mail-: _____

Chairperson-: _____ Mobile No-: _____

Chairperson Address-: _____

Secretary-: _____ Mobile No-: _____

Secretary Address-: _____

Representative 1-: _____ Mobile No-: _____

Representative 1 Address-: _____

Representative 2-: _____ Mobile No-: _____

Representative 2 Address-: _____

Substitute Representative 1-: _____ Mobile No-: _____

Substitute Representative 1 Address-: _____