

# **IRISH SOCIAL POLICY ASSOCIATION CONSTITUTION**

## **1. NAME**

1.1 The name of the Association shall be the Irish Social Policy Association, to be abbreviated to ISPA.

## **2. OBJECTIVES**

2.1 The overall aim of the ISPA is to provide a forum for the analysis, discussion and development of social policy in Ireland, North and South.

2.2 Its specific aims are:

2.2.1 To broaden the debate on social policy by providing a forum for discussion that embraces the views and opinion of a wide range of relevant actors.

2.2.2 To bring together professionals and non-professionals with an interest in social policy, namely academics, policy makers, officials in the civil service and public service bodies, employer and trade union organisations as well as organisations and groups in the not-for-profit sector.

## **3. MEMBERSHIP OF THE ISPA**

3.1 Membership of the ISPA shall be open to all individuals and institutions who are interested in social policy issues and who agree to abide by the Constitution.

3.2 Members shall pay a subscription fee to the association at a rate agreed each year by the Association's committee. The rate may be set at zero for certain categories of members.

## **4. GENERAL MEETINGS & ELECTIONS**

4.1 The Annual General Meeting (AGM) of the Association shall elect a Committee to run the Association until the next AGM.

4.2 Each AGM should occur within a maximum of fifteen months from the previous AGM.

4.3 Only current members of the Association shall be eligible to vote for, and be elected to, the Committee of the ISPA.

- 4.4 The Committee shall consist of the following Officers: Chairman, Vice-Chairman, Secretary, Treasurer, Newsletter Officer, Postgraduate Officer, Website Officer and Events Officer. In addition, there shall be six ordinary Committee members.
- 4.5 The Annual General Meeting (AGM) of the Association must elect members to the Officer positions of Chairman, Vice-Chairman, Secretary and Treasurer. Where an AGM is unable to fill any of the other committee positions, these may be filled in an ex-officio capacity by majority vote at a subsequent committee meeting.
- 4.6 All nominations for Officer positions and ordinary Committee membership should have a proposer and seconder. Nominations may be submitted in advance to the Secretary or from the floor at the AGM.
- 4.7 An individual may be re-elected on a maximum of two successive occasions to each Officer position – i.e. he/she can serve a total of three years in a row in each position.
- 4.8 Ordinary Committee members may be re-elected to that position on a maximum of two successive occasions - i.e. they can serve a total of three years in a row as an ordinary member. After this time they must stand down from the Committee or take up an Officer position. Such individuals may seek re-election to the Committee in subsequent years.
- 4.9 In the case of any Office becoming vacant between AGMs, the Committee shall appoint one of its members to fill the post until the next AGM.
- 4.10 The AGM shall consider a report of the Treasurer detailing the financial accounts of the Association.
- 4.11 Extraordinary General Meetings (EGM) shall be convened by the Secretary by decision of the Committee.
- 4.12 The Secretary, or designated member of the Committee, shall contact current members of the Association and give a minimum of two weeks notice of an AGM or EGM.

## **5. COMMITTEE**

- 5.1 Meetings of the Committee shall be held at least once every four months and shall be convened by the Secretary and chaired by the Chairman or a designate of the Chairman.
- 5.2 A quorum for meeting of the Committee at which a motion may be passed shall be five.

- 5.3 The Secretary, or in his/her absence a designated member of the Committee, shall record the minutes of the meeting and circulate these to all Committee members soon after the Committee meeting.
- 5.4 The Committee shall have the power to appoint sub-committees whose members shall be members of the Association. It shall also have the power where necessary to co-opt non-members. The Chairman shall be an ex-officio member of all sub-committees.
- 5.5 Between Committee meetings, the following Officers may consult and take routine decisions which should be reported to the next Committee meeting: Chairman, Vice-Chairman, Secretary and Treasurer.

## **6. FINANCES**

- 6.1 The finances of the Association will be managed by the Treasurer who shall, where practical, update each Committee meeting on the Association's finances.
- 6.2 The Treasurer will present an annual report on the finances of the Association to the AGM. This report, and associated background material, should be reviewed and approved by another nominated member of the Committee in advance of the report's presentation to the AGM.
- 6.3 Payments by the Association, such as by cheque, should have two signatories. Those approved to sign on behalf of the Association should be members of the Committee.
- 6.4 The Committee can agree to a scheme of honoraria for guest speakers, and for those carrying out specific functions on behalf of the Association involving a significant commitment of time and expertise. These arrangements should be reported to the AGM which may vote to vary or abolish the ongoing use of these schemes.
- 6.5 Any decision to invest the monies of the Association, other than in a bank current or deposit account, should be voted on by the Committee and requires approval by two-thirds of the Committee members.

## **7. THE CONSTITUTION**

- 7.1 Amendments to this Constitution may only be made at an AGM or EGM of Association.
- 7.2 Ordinarily notice of a motion to amend the Constitution must be communicated in writing to the Secretary with the names of the proposer and seconder at least fourteen days prior to the AGM or EGM at which it is to be proposed.
- 7.3 Amendments to the Constitution may only be proposed and seconded by members of the ISPA.
- 7.4 Details of any proposed amendments shall be circulated to members by the Secretary of the Association in advance of the AGM or EGM.
- 7.5 An amendment shall be accepted where a majority of the members of the Association present and voting at the AGM or EGM accept it.
- 7.6 Amendments to the Constitution shall become effective at the end of the AGM or EGM at which such amendments have been approved.
- 7.7 Any point of clarification or interpretation of this Constitution which may be required shall be determined by a simple majority vote of the Committee.
- 7.8 This Constitution will be binding as and from the AGM of the ISPA on 21<sup>st</sup> April 2010 subject to the approval by simple majority of the ISPA members present. It shall supersede all previous versions.

Adopted April 2010  
Amended February 2017