**Delgany Community Council**

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**CONSTITUTION**

**Title**

1. The title of the organisation shall be the **Delgany Community Council**, referred to herein as the organisation and/or DCC.

**Legal Structure and aims**

1. Delgany Community Council shall be a Voluntary, Unincorporated Association whose aims shall be to:
   1. Encourage and work towards the maintenance and betterment of Delgany village and its environs
   2. Foster a sense of inclusion, belonging and participation amongst all the residents of Delgany and the surrounding areas
   3. Preserve and protect the sites of historical interest in the Delgany area and environs
   4. Gather and record information relevant to local genealogy and local history and publish this information
   5. Be non political as an organisation
   6. Promote and/or provide community training & support services
   7. Actively promote awareness of and empower the community to take interest in our local community heritage and history
   8. Host talks on a range of relevant and related topics
   9. Develop annual, or at such time that might be agreed by the committee, heritage events for Delgany village
   10. Network with other groups, associations and societies
   11. Use any funds or monies raised for voluntary, community based or charitable purposes not excluding requisite and appropriate expenditure of and by DCC of funds on providing for the proper and legitimate running of the organisation

**Code of Governance**

1. The Delgany Community Council has signed up to the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland – Type A Organisations (version March 2012) www.governancecode.ie

**Membership and registration**

1. Membership is open to residents of Delgany village and its environs and is free of charge
   1. Membership is by way of a completed registration form, available at any of the organisation’s regular meetings

**The Committee**

1. The committee will consist of a minimum of 6 members as elected at the AGM of the organisation
   1. The period of office for each committee member will be three years
   2. At least three members of the outgoing committee shall be ex-officio members of the incoming committee for the purpose of continuity. These places will be decided by the outgoing committee
   3. Any member of DCC may stand for election to the committee
   4. Ordinary members may be co-opted by the committee for a short term to help the committee with specific work. These co-opted members will be non-voting members of the committee
   5. The committee shall elect from its members, at its first regular committee meeting following the AGM, the following officers:
      1. Chairman[[1]](#footnote-1)
      2. Secretary
      3. Treasurer
      4. PRO/Communications
   6. The outgoing Chairman is, ex-officio, a member of the incoming committee
      1. The committee may also elect, from its members a:
      2. Vice Chairman
      3. Assistant Secretary
      4. Assistant Treasurer
   7. The committee shall meet at least six times a year and regularly at other times, as agreed. The committee is responsible for ensuring that the organisation complies with its aims and is properly managed. All committee members are expected to attend meetings regularly
   8. The secretary shall send a copy of the minutes of committee meetings after each meeting to each committee member

**Election of the committee**

1. Committee members will be deemed elected following nomination at the AGM by being proposed and seconded and approved by the majority of DCC members present at the AGM
   1. Current committee members who have completed three years of office will be eligible for re-nomination to the incoming committee
   2. In the event of an officers post falling vacant the committee may co-opt a member to fill the vacancy until the AGM. This member will be a voting member

**Termination of membership of the committee**

1. A member of the committee shall cease to be a member if he/she is absent from three consecutive committee meetings without due cause
   1. A member of the committee may resign by sending a written resignation to the secretary or Chairman of the committee

**Role of committee members**

1. The princpile role of committee members is to actively participate at meetings. However in addition to this members should also undertake:
   1. To raise relevant views, concerns, issues etc., of ordinary members of DCC at committee meetings
   2. To liaise and make representation and develop links on behalf of Delgany Community Council with statutory agencies and other community groups
   3. To support other members of the committee and to support decisions of the committee
   4. To promote the work of Delgany Community Council in the wider community
   5. To maintain confidentiality in all matters relating to Delgany Community Council
   6. In addition the following tasks will apply to specific officers:
      1. ***Chairman***
         1. *To chair committee meetings*
         2. *To ensure that the work of the committee and the organisation is ongoing*
         3. *To ensure that the ordinary meetings are conducted and organised efficiently and in keeping with the DCC constitution*
         4. *Represent DCC to external groups as necessary*
      2. ***Secretary***
         1. *To record accurate and concise records of meetings held*
         2. *To ensure that the membership lists are up to date and the information is accurate*
         3. *To correspond with various external organisations as necessary*
      3. ***Treasurer***
         1. *To ensure that correct records are kept of all monetary transactions*
         2. *To ensure that all the records are safely and confidentially stored*
         3. *To ensure that there are at least two current names as signatories at all times on the accounts*
         4. *To organise payments to guest speakers and facilitators, to pay rent and heating bills and other bills as they may arise*
         5. *To liaise closely with the committee on reports to funding bodies*
         6. *To compile (or assist in compilation) an annual statement of accounts for the AGM and/or funding applications as required*
      4. ***PRO***
         1. *To communicate to members regarding courses and activities of DCC*
         2. *To encourage the promotion of DCC*
         3. *To ensure that the ordinary meetings of the organisation are advertised as widely as possible*

**Proceedings of committee meetings**

1. At any committee meeting, four members shall constitute a quorum
   1. Matters arising at any committee meeting shall be decided by open and thorough discussion Where a consensus cannot be reached a decision will be made by voting – in the case of equality of votes, the Chairman will have the casting vote.
   2. The committee may, from time-to-time, appoint a sub-committee or working party to carry out tasks assigned as the committee deems fit. These sub-committees will be accountable to the committee
   3. Any discussion on a specific issue remains confidential to the people at the meeting. No committee member shall repeat other member’s opinions outside of the committee. Only the committee’s final decisions will be communicated to non-committee members.

**AGM / Special Meetings**

1. An AGM will take place annually not more than 13 months after the previous AGM
   1. Income and expenditure accounts in respect of the proceeding year shall be presented and agreed at the AGM
   2. A Chairman’s report outlining the previous year’s activities will be presented to the AGM
   3. An extraordinary general meeting (EGM) may be called at any time at the request of the committee or one quarter of the membership
   4. The Secretary or Chairman of the committee shall send the details of the date, time, venue and agenda of each AGM and any EGM to each member at least three weeks before the date of the meeting
   5. The AGM/EGM will be run in accordance with the code of “Conduct of the Annual General Meeting” as attached at appendix 1

**Organisation Meetings**

1. The meetings are organised by the committee
   1. The venues of the ordinary meetings of the organisation may alternate
   2. A representative of the committee will be present to chair the meeting and introduce the topic, activity or guest speaker
   3. The representatives of the committee will update DCC members with any relevant information, including the financial position of the organisation at regular intervals
   4. The committee will organise and confirm topics, activities or guest speakers for specific interest meetings from time-to-time. The committee will also liaise/advise on the format of such meetings
   5. The committee of DCC is to be used as a resource in the organisation of the ordinary meetings

**Finance**

1. The committee is responsible for all income and expenditure. Any expenditure must be agreed by the committee at official committee meetings. The committee will ensure that proper books and accounts are kept.
   1. Any monies held by the organisation shall be held in the name of Delgany Community Council.
   2. A bank account will be established with three signatories appointed from the committee. All cheques must be signed by two of these signatories. The postal address for the bank account will differ from the treasurer or the signatories.
   3. All financial transactions will be recorded in the minutes and the treasurer shall keep proper records of the finances of the organisation

**Winding-up**

1. If upon the winding up or dissolution of the organisation there remains, after satisfaction of all its just debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the organisation
   1. Such property, as exists, shall be given or transferred to some other institution or institutions having main
   2. objectives similar to the main aims objectives of DCC
   3. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on DCC
   4. Members of the organisation shall select the relevant institution or institutions at or before the time of

dissolution, and if and as so far as effect cannot be given to such provisions, then the property shall be

given or transferred to some charitable object

**Amendments**

1. The constitution may only be amended by a two third majority of the members present and voting at the AGM or EGM

**Accepted and adopted this day of 2014 on behalf of Delgany Community Council by:**

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**T.W. Scott Golden Aran McMahon**

***Chairman Secretary***

**Appendix 1**

# Delgany Community Council

# Conduct of the Annual General Meeting[[2]](#footnote-2)

1. The Chairman shall declare the opening and closing of the meeting and have overall control of the proceedings. As the first order of business, the Chairman shall review the rules of procedure for the AGM and seek approval of them. Any voting member may, at this time, move that a rule should be changed and the matter shall then be put immediately to the vote.

2. The Chairman shall direct the discussion, accord the right to speak, put questions to the vote and announce decisions. The Chairman shall rule on points of order and call a speaker to order if the remarks are not relevant or if they are exceeding the allotted time.

3. When a matter is not covered in these rules of procedure, Roberts Rules of Order shall apply.

4. The Chairman shall rule on any point of order raised during the meeting by a voting member. If the member appeals against the Chairman’s decision, the matter shall be put to the vote. The member raising the point of order may not speak on the matter under discussion. The Chairman’s ruling shall stand unless over-ruled by a majority of those present and voting.

5. Under normal circumstances, proposals and amendments shall be written in a

prescribed format and distributed to all voting members in advance of the meeting. In some circumstances, the Chairman may, at his or her discretion, permit the discussion of proposals and amendments when they are not in writing.

6. When a proposal has been adopted or rejected, it may not be reconsidered

unless this is proposed by a member who voted in favour of the original proposal, and was agreed by a two-thirds majority of those present and voting.

**Voting**

7. Each member of Delgany Community Council in good standing shall have one vote. For the purposes of these rules and procedures, “member in good standing” is a member that has paid his or her current membership fee (if any) and any other monies owed to the organisation.

8. Associate members and the representatives of affiliated organisations shall not have the right to vote at an AGM.

9. Each member may designate one proxy to represent him or her in his or her absence who may vote, at the AGM. Nomination of such proxy shall be submitted to the Hon. Secretary no less than 30 days before the AGM.

10. In this connection, “members present and voting” means the designated representatives of members casting a positive or negative vote. Members that abstain from voting shall be considered as not voting.

11. A measure shall be considered as adopted by a majority of one vote except

that questions involving a change in the constitution and matters of finance including budgets and membership fee levels must be approved by a two-thirds majority of those present and voting.

12. Voting shall be by a show of hands.

13. If there are two proposals on the same matter, the meeting, unless it decides

otherwise, shall vote on the proposals in the order in which they were submitted. The meeting may decide, after each vote, whether or not to vote on the next proposal.

14. When an amendment to a proposal is moved, the amendment shall be voted on first. When more than one amendment is moved to a proposal, the amendments shall be taken in order. When one amendment necessarily implies the rejection of an earlier one it shall not be put to the vote.

15. The meeting may decide, if it so wishes, that the voting for an election or on

some other matter should be held by secret ballot.

**Other matters**

16. The sessions of the AGM shall be open to all registered delegates unless the meeting decides that exceptional circumstances require that certain matters be discussed in private by those designated to cast votes or, in their absence, by their proxies.

17. The meetings of any Initiative committees, sub-committees and working groups shall be held in private.

18. The official record of the AGM shall be the addresses, reports of committees and other bodies and the resolutions presented to the meeting

1. *The term Chairman is interchangeable with Chairwoman as determined by the office-holder for the time being.* [↑](#footnote-ref-1)
2. The term Annual General Meeting (AGM) may be also taken to refer to an Extrodinary General Meeting (EGM) [↑](#footnote-ref-2)