

CLONEY YOUNG AT HEART CLUB
CONSTITUTION

1 **NAME**

The name of the group is Cloney Young at Heart Club (hereinafter called “the Group”).

2 **ADMINISTRATION**

Subject to the matters set out below the Group and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 5 of this constitution (“the Management Committee”).

3 **OBJECTS**

3.1 The Group is established to relieve poverty, sickness and the aged and to promote the benefit of the inhabitants of the Cloney area (hereinafter described as “the area of benefit”) without distinction of age, sex, race, political, religious or other opinion, by associating with statutory authorities, voluntary & community organisations and inhabitants in a common effort to advance education, preservation & protection of health and to provide facilities in the interests of social welfare for recreation or other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

3.2 In furtherance of the above objects, but not further or otherwise, the Group may:

- 3.2.1** provide or secure the provision of social services, educational and recreational facilities and practical assistance for all persons resident within the area of benefit;
- 3.2.2** promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof;
- 3.2.3** organise or assist in organising meetings, lectures, classes and exhibitions, and publish or assist in publishing reports, periodicals, recordings, books or other documents or information;
- 3.2.4** obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that the Group shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- 3.2.5** purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the Group may think necessary for the promotion of its objects;
- 3.2.6** make any regulations for any property, which may be so acquired;
- 3.2.7** subject to any consents as may be required by law, sell, mortgage, dispose of or turn to account all or any of the property or assets of the Group with a view to the furtherance of its objects;
- 3.2.8** subject to such consents as may be required by law, receive money on deposit or loan and borrow or raise money in such a manner as the Group shall think fit and to charge all or any part of the property of the Group with repayment of money so borrowed;

- 3.2.9 invest the monies of the Group not immediately for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- 3.2.10 recruit and train volunteers with relevant skills to carry out the objects of the Group;
- 3.2.11 employ and pay any person or persons, not being a member of Committee to supervise, organise and carry on the work of the Group and make all reasonable and necessary provision for the payment of remuneration to employees;
- 3.2.12 promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in the area of benefit;
- 3.2.13 establish or support any charitable trusts, associations or institutions formed for all or any of the above objects;
- 3.2.14 o all such other lawful things as may be necessary for the attainment of the above objects or any of them;

4 MEMBERSHIP

- 4.1 Membership of the Group shall be open to people resident in the area of benefit irrespective of sex, political party, nationality, religion or political opinion that support the objects of the Group.
- 4.2 The Membership shall make rules governing the conditions, fees and rights and privileges of members, and shall make regulations for the admission to and termination of membership PROVIDED THAT any member affected by a proposal to terminate his/her membership shall have the right to state a case against such proposal.

5 MANAGEMENT COMMITTEE

- 5.1 The Committee shall meet not less than 6 times a year and shall consist of not less than 3 members of the Group, elected at an Annual General Meeting.
- 5.2 The Committee elected at an Annual General Meeting shall have the power to co-opt further members, who shall serve until the conclusion of the next following AGM PROVIDED THAT the number of co-opted members shall not exceed one third of the total membership of the Committee. Co-opted Members shall have the right to vote.
- 5.3 The Chair-person, Honorary Secretary and Honorary Treasurer, who shall be the Honorary Officers of the Group, shall be elected annually by and from the members of the Committee at their first meeting following the Annual General Meeting.
- 5.4 Any member of the Committee who fails to attend 4 consecutive Committee meetings without reasonable excuse shall lose his/her place on the Committee which may be filled by co-option in accordance with Clause 5.2 above.
- 5.5 The Trustees (if appointed) shall be notified of and shall be entitled to attend all meetings of the Committee but without the power to vote.

6 FUNCTIONS OF THE COMMITTEE

- 6.1 The Committee may make such regulations, as they consider appropriate for the efficient conduct of the business of the Committee and the Group.
- 6.2 The Committee may appoint such staff as they consider necessary on such terms and conditions as they may determine.
- 6.3 The Committee may appoint such sub-committees, advisory groups or working parties of their own members and other persons as they may from time to time decide necessary for the carrying out of their work, and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
- 6.4 The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualification of any member.
- 6.5 Public meetings may be called from time to time by the Committee to deal with special issues or topics, to sound out local opinion, to gain support for action and activities and to keep the membership and community informed of the work of the Group. Any recommendations of such meetings will need to be considered by the Executive Committee or a General Meeting of the Group if specific action is required.

7 CHAIRING MEETINGS

- 7.1 All meetings of the Group or of the Committee or of any of its sub-committees shall be presided over by its Chairperson failing whom its Vice-Chairperson - if one has been appointed. If neither the Chairperson nor Vice-Chairperson is present, those present may elect one of their number to take the Chair. The Chairperson of any meeting shall have a second or casting vote.

8 FINANCE

- 8.1 The income and property of the Group wherever it is obtained, shall be applied solely towards the promotion of the purposes of the Group as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any member of the Group.

Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Group or the repayment of out-of-pocket expenses incurred in the course of the Group's business by any Officer or other member appointed to act on behalf of the Group. The Group, or its Treasurer on its behalf, shall cause proper books of account to be kept with respect to all sums of money received and paid out by the Group and the matters in respect of which such receipts and expenditure take place.

- 8.2 An account shall be opened in the name of the Group at a Bank to be approved by the Committee into which monies received on behalf of the Group shall be paid by

the Treasurer or other responsible official. Cheques for the payment of all accounts shall be signed by one of two persons appointed by the Committee and also by the Treasurer as the Committee may decide. Other bank accounts may be established for special purposes and such accounts shall be in the name of the Group, and subject to similar regulation and management by the Committee.

- 8.3 The Group's year shall run from 1st January to 31st December. Once at least in every year the Accounts shall be audited by a competent person appointed at the Annual General Meeting.

9 TRUST PROPERTY

- 9.1 The Group may appoint and may terminate the appointment of not less than three people to act as Trustees for the purpose of holding any monies or property belonging to the Group. The title to all or any such real and/or personal property, which may be required by or for the purposes of the Group, shall be vested in the Trustees who shall hold such property in Trust for the Group. The Trustees shall act under the instructions of the Committee who shall, subject to the approval and consent of the Group as determined by a General Meeting, have power to fill vacancies among the Trustees.

10 ANNUAL GENERAL MEETING

- 10.1 An Annual General Meeting of the Group shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Committee shall determine.
- 10.2 At such Annual General Meeting the business shall include the following;
- 10.2.1 the election of the Honorary Officers
 - 10.2.2 the appointment of an independent examiner or auditor
 - 10.2.3 the consideration of an Annual Report of the work done by or under the auspices of the Committee
 - 10.2.4 the consideration of the Annual Statement of Accounts
 - 10.2.5 the transaction of such other matters as may from time to time be considered necessary
 - 10.2.6 the opportunity to vote on proposals to amend this constitution in accordance with agreed rules.

11 SPECIAL GENERAL MEETINGS

- 11.1 The Committee may at any time at its discretion and shall upon a requisition signed by not less than 3 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Group for the purpose of altering the constitution in accordance with Clause 14 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

12. INDEMNITY

- 12.1 The Group may indemnify every Officer, member or employee from, and against, all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or

arising therefrom) made or brought against the Group in connection with its activities, the actions of its Officers, members & employees, or in connection with its property/equipment.

12.2 The Treasurer may effect a policy of insurance in respect of the indemnity aforementioned.

13 RULES OF PROCEDURE AT ALL MEETING

VOTING

13.1 Subject to the provisions of Clause 14 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

MINUTES

13.2 Minute books should be kept by the Committee and all other sub-committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

QUORUM

13.3 The quorum at General Meetings of the Group shall be 6 and at meetings of the Committee shall be 6 or such other number as the Committee may from time to time determine.

STANDING ORDERS

13.4 The Committee shall have power to adopt and issue Standing Orders and/or Rules for the Group. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Group in General Meeting and shall not be inconsistent with this constitution.

14 ALTERATIONS TO THE CONSTITUTION

14.1 Any alterations to this constitution shall receive the assent of not less than two-thirds of the members of the Group present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

14.2 At least 14 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Group PROVIDED FURTHER THAT no alteration shall be made which would cause the Group to cease to be a charity at law.

15 DISSOLUTION

15.1 If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Group they shall call a meeting of all members of the Group who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

15.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Group.

15.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the Committee may decide.

This constitution was formally adopted on the 22 /08/05 by the members of Cloney Young at Heart Club in Inaugural General Meeting

Signed..........Chairperson

Signed..........Secretary