

Roebuck Residents' Association

CONSTITUTION

6th Nov 2016

1 NAME

The name of the Association shall be the Roebuck Residents' Association.

2 AIMS

The Aims of the Association are:

- a) To protect, maintain and improve conditions and amenities in the area for the benefit of Ordinary Members and their families.
- b) To encourage community and social interaction for the benefit of Ordinary Members and their families.
- c) To improve communication between neighbours.

The Association shall be non-party-political and non-sectarian.

3 MEMBERSHIP

Membership is open to all residents in the designated area (see map attached in Appendix No 1) which includes the following roads:

- Belfield Downs
- Farmhill Road and Drive
- Friarsland Road and Avenue
- Goatstown Avenue
- Goatstown Road (West side, from number 76 to number 106)
- Larchfield Road and Park
- Mount Carmel Road and Avenue
- Roebuck Park Houses and Apartments.

Any such resident, having paid their annual subscription, shall be deemed to be an Ordinary Member of the Association, subject to a limit of one Ordinary Member per household.

4 SUBSCRIPTION

The annual subscription shall be €20 per household, or such sum as shall be fixed from time to time at a General Meeting, and shall be due on the first day of September in each year.

5 COMMITTEE

The Committee shall be composed of 8 Committee Members consisting of 3 Officers and 5 Ordinary Members as follows:

- Chairperson
- Honorary Secretary
- Honorary Treasurer

- 5 additional Ordinary Members who should be broadly representative of the membership if possible.
- The Committee Members shall be elected each year at the Annual General Meeting. In the event of a Committee Member leaving the area or resigning from the Committee, the remaining Committee shall co-opt another member to fill the position until the next AGM.

All Committee Members shall be paid up Ordinary Members of the Association.

An Officer shall not hold the same office for longer than 3 years.

An Officer or Committee Member who absents him or herself from 4 (or as amended by the Committee) consecutive meetings of the Committee without valid reason shall no longer continue to be a Committee Member.

A person who holds an elected position in local or central government shall not be eligible for election to the Committee, and any Committee Member wishing to contest such elections must first resign from the Committee.

An Ordinary Member of the Association, not being related to any Committee Member, shall be appointed to review and assure the members of the accuracy and transparency of the accounts as presented at the AGM.

6 MANAGEMENT

The general management of the affairs of the Association shall be vested in the Committee, who shall perform all such acts as may be deemed necessary or expedient to further the Aims and Objectives of the Association.

7 BANKING PROCEDURE

The Association shall have a banking account(s) into which all monies received shall be lodged. All disbursement of funds whether by cheque or electronic means shall be authorised by the Hon. Treasurer, as well as by the Chairperson or Hon. Secretary.

The accounts of the Association shall be reviewed for reporting purposes on the last day of December in each year or as agreed by the Committee but not longer than 14 months from the previous review of the Accounts.

8 COMMITTEE MEETINGS

All Committee Meetings shall be convened by the Hon. Secretary, who shall give due notice of dates and times of such Committee Meetings to each Committee Member.

Any 3 Committee Members, by giving written 7 days written notice to the Hon. Secretary, may call a meeting.

Should the Chairperson not be present at a Committee Meeting then the Hon. Secretary shall be the Chairperson for such meeting. Should the Chairperson or Hon. Secretary not be present at a Committee Meeting then the Hon. Treasurer shall be the Chairperson for such meeting. A quorum for a Committee meeting shall be 3 Committee Members one of whom must be an Officer of the Association.

The Hon. Secretary shall keep minutes of meetings and records of attendance. This may be delegated to another Committee Member by the Chairperson, in the absence of the Hon. Secretary.

The Committee may co-opt up to five Ordinary Members to be members of a Subcommittee of the Committee, ensuring where possible the representative nature of the Committee.

All decisions of the Committee shall be ratified by a majority of the members present. The Chairman shall have a casting vote in the event of a tie.

The Committee shall have power to appoint collectors. Official collectors shall hold written authority from the Treasurer.

All Committee Members shall declare any conflict of interest or vested interest that may arise in relation to any matter put forward for discussion, for example, planning applications.

The duties of the Chairman, Secretary and Treasurer will be as outlined in Appendix A

9 ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting of the Association shall be held during the month of October each year. Notice, in writing, in soft or hard copy, must be given to every paid Ordinary Member at least 21 days prior to the meeting.

All Ordinary Members of the Association may submit motions for discussion at the AGM. Such motions must be received by the Hon. Secretary not later than 14 days prior to the meeting.

The Agenda shall be circulated 7 days prior to the meeting.

10 EXTRAORDINARY GENERAL MEETING (EGM)

AN EGM may be called by the Committee or by requisition signed by not less than 20 Ordinary Members of the Association, delivered to the Hon. Secretary, who in turn must call such a meeting within 14 days from the date of receipt of such valid requisition.

Only the business stated in the requisition may be debated at the EGM, and details of the said business should be included in the notice of meeting sent to all Ordinary Members.

11 VOTING RIGHTS AND QUORUM

A Quorum for an Annual or Extraordinary General Meeting shall be 30 Ordinary Members or 30% of the Ordinary Membership, whichever is the lower. If a Quorum is not reached, the meeting shall be re-convened and all Ordinary Members informed of the new date and venue at least 14 days prior to the meeting. Those present at a re-convened meeting shall constitute a Quorum.

At all General Meetings, each Ordinary Member will have one vote regardless of the number of residents from each household attending the meeting.

Voting at all General Meetings shall be by show of hands of Ordinary Members, except when a ballot is demanded, and a simple majority of Ordinary Members supports such demand. The Chairman shall appoint scrutineers if required to supervise the ballot.

12 DISSOLUTION

The Association may be dissolved only by the vote of not less than 70% present at an Extraordinary General Meeting called for that purpose. An audited financial report shall be presented at such meeting. The dissolution will not be carried out until assets are disposed of and liabilities discharged. In the event of insufficient funds to clear liabilities, the existing Ordinary Members shall contribute the deficiency, in equal shares. However, the Committee shall endeavour to ensure that assets at all times exceed liabilities.

13 EXPENSES

All Officers of the Association shall be entitled to claim payment from the Association for any appropriate expenses incurred in executing their duties on behalf of and on the direction of the Committee of the Association on production of receipts. A list of appropriate expenses shall be agreed by the Committee and circulated to the Ordinary Members.

14 ACCEPTANCE OF RULES

Membership of the Association by Ordinary Members shall imply the acceptance of each and all of these rules, and any additions and/or alterations, which may be agreed to at General Meetings.

15 INTERPRETATION

The Committee for the time being shall have full power to decide any question for which no provision is made for in this Constitution.

The Committee may propose amendments to this constitution at the AGM or an EGM.

16 AMENDMENT OF RULES

These rules shall not be amended, added to, or otherwise altered in any way, save with the consent of at least 50% plus one of the Ordinary Members present and qualified to vote at the Annual General Meeting or Extraordinary General Meeting called for that purpose in accordance with these rules.

APPENDIX NO 1 - MAP OF DESIGNATED AREA



APPENDIX NO 2 – Duties of Officers

The duties of the Chairperson will be as follows:

- To convene meetings
- To chair all meetings including the AGM until a new Committee have been elected
- To prepare agendas for meetings (in consultation with the Secretary)
- To represent the interests of the Association at a local level.

The duties of the Secretary will be as follows:

- To deal with all correspondence
- To prepare agendas for meetings
- To carry out Committee's instructions and write necessary letters
- To write an Annual Report.

The duties of the Treasurer will be as follows:

- To provide evidence on an open book basis at the AGM and on the website as to the financial state of affairs of the association. (If a member wishes to request an audit to be carried out he or she is entitled to put forward a motion at the AGM to that effect.) This is subject to annual agreement by the members at AGM
- To provide a financial statement to the AGM
- To ensure a proper banking account is in force on behalf of the Residents Association with three (3) account signatures: two (2) to sign cheques at all times.