

**Constitution of
Kilteely/Dromkeen/Cloverfield
Community Council**

June 2008

The Constitution of

Kilteely, Dromkeen Cloverfield Community Council

1. Name

The Council shall be known as **Kilteely Dromkeen Cloverfield** Community Council, which shall be referred to as KDC Community Council.

2. Aims & Objectives

Aim

To encourage local people to work together to achieve positive change.

Objectives

- To liaise and support all local organisations in helping them to achieve certain goals.
- To provide a means to make all new and existing community members feel welcome.
- To acknowledge all the positive work being done in the area by voluntary organisations and individuals.
- The KDC Community Council will be required to understand the different needs of the young to elderly. In doing so, it will endeavour to address the concerns of all and to work with them to make us a stronger community together.
- To address, support and work in a committed way with the local initiatives of a social, cultural, environmental, sporting, educational, and infra-structural nature needs of the community.
- To promote a good health awareness and address the needs and issues of concern that people may have in this regard.
- To access funding to develop and implement projects based on the community needs.
- To have a democratically elected community voice that will act for the people of the community.

- To improve the communication structure, and access there of, detailing the activities occurring in the community.
- To establish a forum that enables our community to move forward together in a structured manner so that we can have influence in decisions relating to our area and the life we live together.

Equality Statement

1. The Association shall implement an all-inclusive, non-political, non-sectarian and non-racial approach in carrying out its objectives.
2. The Association shall strive in its composition for a balance in gender, age and geographical representation of the residents of the KDC Community Council area.

3. Membership

1. All persons in the locality are deemed to be members of the community council and providing they have reached voting age, which shall be EIGHTEEN YEARS, are entitled to nominate themselves or candidates for, and to take part in the election of the KDC Community Council committee.
2. There is one exception to this rule as follows.

Members from the age of 16years to 21 years inclusive will have the opportunity to elect one or two persons to the committee (Youth Representative) to represent their views (These persons combined will only have one vote at any council meeting and individually they will have one vote if the other is not present). This election will be conducted at an open meeting after all other positions on the committee have been filled. The person who is elected at this meeting must be over 18years and under 21years. If there is no person elected to this position as described above then the 14 other committee members can co-opt another person or two onto the committee to represent the views of the youth, this person/ persons can be aged 16years and over. Parental permission must be sought for any person age between 16 and 18 years.
3. No person can be nominated for election without their consent.

4. Age of persons on January 1st in the year of election determines eligibility.

4. Organisation

1. The KDC Community Council Committee shall comprise of 15 voting members. Ten of these members shall be elected from the five Geographical electoral areas, two from each area, (electoral areas will be outlined in a detailed map (which shall show in detail the boundaries of each area), and these areas will be reviewed before any election and put on public display). These areas will be known as follows –

- ♦ Cloverfield,
- ♦ Kildeely Village,
- ♦ Kildeely North,
- ♦ Kildeely South and
- ♦ Dromkeen.

2. Another four members will be Elected from the four groups of voluntary organisations. A meeting involving committee members of each of these organizations should be sufficient for this purpose. One person will be elected to the KDC Community Council committee from each group. The groups are as follows.

- ♦ Sport: GAA, Board na og, Community Games, Soccer Club & Gun Club.
- ♦ Education: Cloverfield School, BOM Cloverfield School, Parents Association of Cloverfield School, Kildeely School, BOM Kildeely School, Teach Dramitha, ICA Dromkeen & Woman's group.
- ♦ Farming & Enterprise: Discussion Group, Purchases Group, IFA Kildeely, IFA Dromkeen, ICMSA & Building and Finance.
- ♦ Community: Community Alert, PTAA, Tidy Towns, Radio, Social Housing, Foroige, St. Vincent De Paul & Pastoral Council.

These groups will also be reviewed before any election.

3. The Fifteenth person will be elected to the KDC Community Council committee by the Youth of our area as described 3.2.

4. All elections will be conducted by secret ballot. The actual procedure for the election will be decided by the KDC Community Council committee at that time but the structure of the Council will remain the same.

5. One person one vote will apply at all elections. However for the sector elections each Community & Voluntary Group will have 2 votes and members

must come together and agree to whom those 2 votes will go to. An individual elected to represent their area may not go forward for election for the Sector area. (An individual may vote in both the Geographical Areas Election and the Sector Elections but may only represent one voluntary organisation/group for the Sector Elections). All members eligible to be nominated and vote will be informed at least fourteen days before the election.

6. The KDC Community Council committee shall meet regularly but not less than four times a year, one of which will be the A.G.M.
7. The KDC Community Council committee shall elect the following officers, Chairperson, Secretary, Treasurer, Vice Chairperson and PRO (This is what is considered the Executive Committee of the KD Community Council). And any additional office that is considered necessary. Each officer's term runs from AGM to AGM and an officer can hold the same position for no more than three consecutive years at a time. Election of Executive Committee officers must be proposed and seconded and then accepted by 2/3 majority at the first Council meeting or AGM.
8. The Chairperson shall act as Chairperson for the duration of the meeting, provided a quorum has been reached. In the absence of the Chair, the Vice Chairperson will act as Chairperson for the duration of that meeting only and provided that a quorum exists.
9. A quorum, for the purpose of any properly convened meeting of the KDC Community Council committee, shall be 8 committee members.
10. Each Committee member of KDC Community Council committee shall be elected for a period of four years. Once this period has ceased each member will stand down, but can run for election again.
11. If for some reason a position becomes available on the KDC Community Council committee a replacement person must be sought from the same area that the preceding committee person was elected from. If a replacement person is to be sought, the Executive Committee will determine how this replacement is to be made. This new committee member must stand down at the end of the four year term, but may put them self forward for re election.

12. Unexplained absence from three successive meetings of the KDC Community Council committee shall be understood and taken as implicit resignation from the KDC Community Council committee by the members concerned.
13. The KDC Community Council committee has the right to draft temporary members onto sub-groups for the purpose of work deemed beneficial to the aims of the Council.
14. Executive Committee has the right to meet in private from time to time and the right to convene any council meeting.
15. Role of Executive Committee – For external negotiations on behalf of the council and subcommittee, it may however delegate this authority to other members of the council and sub committees.

5. Procedure for Meetings

1. Running of Meeting:
 - (a) Correspondence, Apologies
 - (b) Adoption of minutes will be by a proposer and a seconder.
 - (c) Matters arising from the minutes.
 - (d) Business of the Meeting.
 - (e) Any other business (AOB).
2. Minutes:

The Minutes shall be kept by the Secretary, who shall enter therein a record of all proceedings and resolutions.

Annual General Meeting:

1. An Annual General Meeting of the KDC Community Council shall be held each year at such place and time as the KDC Community Council committee determines which shall be held in the first quarter of the year.

2. Members of the KDC Community Council shall be notified, at least 14 days in advance of the date, time and place of the A.G.M., by any means that is considered most appropriate, which must be displayed publicly.
3. All members of the local community are entitled to attend the AGM and to take part in the general discussion. Only members of the KDC Community Council committee may vote at the AGM, taking consideration of the views expressed by the local community. In the case of a tied vote the Chairman will have the casting vote.
4. A quorum must be present.
5. Annual Reports must be given by all officers and Sub committees.

Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called by:

- A resolution of the KDC Community Council committee.
- By written request of at least fifty members of the local community aged eighteen and over.

In both cases the reason for the EGM must be clearly stated. The written request must include the names and addresses of those requesting the meeting and the signatories' names on each page that outlines the purpose for which the EGM is being called.

The Extraordinary General Meeting must be held as soon as is practical after the written request has been handed to the Secretary of the KDC Community Council committee, allowing at least fourteen days notice to be given to the KDC Community Council committee and the local community members.

All members of the local community are entitled to attend the EGM and to take part in the general discussion. Only members of the KDC Community Council committee may vote at the EGM, taking consideration of the views expressed by the local community. In the case of a tied vote the Chairman will have the casting vote.

6. Finance

1. The KDC Community Council committee shall appoint a Treasurer. A financial statement of accounts shall be recorded on an annual basis.
2. All monies and funds of the KDC Community Council shall be deposited as soon as an account is opened in a Financial Institution as designated by a resolution of the KDC Community Council committee in the name of the Treasurer, Secretary and Chairperson on behalf of the KDC Community Council. All cheques and other withdrawals of funds, monies or cash on behalf of the KDC Community Council shall be signed by the Treasurer and one other Executive officer.
3. Monies and funds in the Financial Institution belonging to the KDC Community Council may be put on deposit or invested in the same manner to gain interest if sufficient monies are available at any time.
4. The Executive Committee shall have the power with the approval of the members to borrow for the purposes of the organisation by way of overdraft, term loan, loan account or otherwise from a financial institution, with interest in the category or the accommodation granted, such amount of money either at one time or from time to time, as it may deem proper and to give security for such borrowing and the interest thereon by the issue of Bills of Exchange, Promissory Notes or other obligations or securities of the organisation or by Mortgage or Charge upon all or any part of the property of the organization, providing that the management meeting approves each arrangement prior to signing by designated committee members.
5. KDC CC may not guarantee the borrowings of or loan money to any other person, group or organisation.
6. The financial year of the KD KDC Community Council shall end on 31st December in each year, to which date the accounts shall be balanced and a statement shall be prepared for the next Annual General Meeting.
7. The Treasurer shall only be accountable for such moneys as he/she may actually receive.
8. Any expenses incurred by Committee members or persons working on the direction of the Executive Committee shall be reimbursed once paid receipts are produced.

7. Interpretation of the Rules

1. KDC Community Council shall be responsible for the interpretation of this constitution or any rules and by-laws made there-under.

8. Amendment of the Constitution

1. Any item of this constitution can only be changed at an Annual or Emergency General Meeting of which no less than fourteen days notice has been given.

2. A review of the Constitution should be done regularly and in any event before each four year term is over.

3. Any change/amendments to the Constitution will require two thirds majority at an AGM / EGM.

9. Property of the Community Council

The Organisation must apply all property and income of the Organisation towards the promotion of the objects or purposes of the Organisation and no part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the Organisation, except in good faith in the promotion of those objects or purposes.

To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish equip and improve the same for use by the Organisation and its aims.

10. Property Purchase or lease

Where the KDC Committee to find themselves in a position to acquire (and hold by rental, lease, purchase, donation or otherwise) property, land or effects, be it long term or short term, they must do so only when it is justified by the Aims & Objectives of the KDC.

Any property, land or effects held in such a manner must be appropriately and adequately insured so as to indemnify members of the KDC against all claims, damages, demands, actions and costs that may arise in connection with the proper use of such property, land or effects.

The KDC Committee may, if they deem necessary, set up a subcommittee (s) to manage the running of such properties, land or effects. In so doing the KDC Committee may also find it necessary that this sub committee(s) nominate officers (Chairperson, Secretary and Treasurer) to manage the day-to-day workings of the sub-committee. Sub-committees of this nature may use a separate KDC Committee account in a financial institution. A co-signatory of such an account must be a nominated officer (Chairperson, Secretary or Treasurer) of the KDC Committee.

11. DISSOLUTION

The KDC Community Council may be dissolved only by the vote of not less than 50 present at an Emergency General Meeting called for that purpose. An audited financial report shall be presented at such meeting.

The dissolution will not be affected until assets are disposed of and liabilities discharged. If upon the dissolution of the KDC Community Council there remains, after the satisfaction of all its debts and liabilities, any other property, it shall not be paid to or distributed among the members of the KDC Community Council.

This is to be decided by the members of the KDC Community Council committee at or before the time of dissolution. It may be given or transferred to some other charitable institution or institutions having main objectives similar to those of the KDC Community Council.

The charitable institution in receipt of this donation will prohibit the distribution of its or their income and property among its or their members.

12. Insurance

The KDC Community Council must take out Appropriate Insurance Cover to protect individual members against all or any claims, damages, demands, actions or proceedings by any person/s employed by the KDC Community Council or assisting the KDC Community Council in a voluntary capacity.

13. Communications

The Council shall endeavor to maintain continuous contact with the community, which it represents and to keep people informed of plans, activities, and progress by entry of publications to the local newspapers, parish notes, the Internet or via whatever medium is appropriate to the news item.