

Woodquay DRA

CONSTITUTION OF THE WOODQUAY AND DISTRICT RESIDENTS ASSOCIATION

NAME:

The name of the organisation shall be **Woodquay and District Residents Association** (hereafter referred to as the *association*).

OBJECTIVES:

- To help maintain and improve the environment, appearance and community facilities of Woodquay and District.
- To representing the views of all residents of the Area and to be inclusive of the whole community.
- To act as a voice for our community

MEMBERSHIP:

Membership will be open to all residents and home owners in Woodquay **to be discussed**
Membership will cease upon a person leaving the area, except in the case of home owners who own property in the Area.

SUBSCRIPTION: In Discussion

- Membership will be recognised on the payment of a subscription of up to 20 euro per household, per annum.
- The subscription goes towards the upkeep, maintenance and community events. It will also entitle residents to become members of the Association with rights to membership of the committee.
- Subscription amount to be re-examined at each AGM.

THE COMMITTEE:

- A committee will be elected at the Annual General Meeting (AGM) of the association and will serve for the following 12 months.
- The size of the Committee will be 10 to 12 people.
- The officers of the committee will be elected from within the membership and must include: Chairperson(s), , Secretary(s) and Treasurer.
- Other committee roles will be agreed by the whole committee No committee member will fill more than one officers position.
- The committee and office bearers will make and carry out decisions in accordance with the objectives of the association.
- There must be at least 60% of the current committee in attendance to vote on a decision.

- Additional members may be co-opted on to the committee from association members throughout the year. In exceptional circumstances, a temporary officer may be appointed from within the committee, by means of a unanimous vote.
- This officer-ship will then be reviewed at the AGM. The incoming committee will decide on the schedule of meetings for the coming year.
- Committee members can be voted off if they have not attended three consecutive meetings with good reason (and have not submitted their apologies)
- At least one week's notice (by phone/text/email) must be given to all committee members in case of an unscheduled meeting and all efforts must be made to accommodate the majority.
- Items to be added to the agenda should be emailed in 7 days before the meeting
- City Councillors may attend committee meetings as and when invited by the committee. Any meeting with City Councillors or any official body, on behalf of the Residents' Association must be attended by a minimum of two current committee members and all matters discussed at said meeting be minuted and reported at the next Committee meeting.

CONDUCT OF BUSINESS:

- Relevant decisions will be agreed upon by a simple majority. Decisions will be voted in through a show of hands or a secret ballot.
- New Proposals or Agenda items to be submitted 7 days prior to the committee Meetings
- Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- Any offensive behaviour, or behaviour not in line with the outlined objectives of the association, will not be permitted.
- Any committee member who refuses to comply with the constitution may be expelled on a majority vote of the *full* committee.
- Any such member will have the right to appeal within 28 days of the expulsion. The appeal will be heard by the residents at an EGM called for that purpose.
- The committee will designate the secretary or other members to distribute any correspondence that arises from meetings. Items for the agenda will be forwarded to the secretary and chair fourteen days before the AGM, where possible agendas will be distributed to the residents at least one week before an AGM meeting.
- While acting on behalf of the committee members agree to show normal courtesy

FINANCES:

- The association may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the association will be applied to further its objectives.
- All funds will be kept in a bank account or credit union that will be opened in the name of the association.
- The secretary, treasurer, chairperson(s) and/or designated committee member will be signatories on the account and all cheques will require two of these signatures.

- Accounts will be kept by the Treasurer and a presented at the AGM and at the request of any committee member
- All expenditure will be agreed and controlled by the committee. Receipts will be required for all expenditure.
- All expenditure greater than €150 will be agreed in advance at a committee meeting. In case of any emergency expenditure, *all* committee members will be notified (via phone/text/email) of said expenditure, within 30 days. Any work that cannot be completed on a voluntary basis will require three quotations to be submitted in advance to the committee. Decision will be based on quality and cost. No officer will sign a blank cheque, all cheques to be filled in before signatures are added.
- Bank statements will be addressed to the Treasurer.

ASSOC EMERGENCY GENERAL MEETINGS (EGM).

- Meetings of the association are scheduled to discuss matters of importance and to keep the residents fully informed of the committees' activities. Residents will be given 14 days' notice of a meeting.
- All votes will be decided by a simple majority of the residents' present.
- Any resident, having the written support of 20 other residents, may request the committee to call an Emergency General Meeting (EGM) of the association. The committee will call the meeting within 28 days of this written request.

ANNUAL GENERAL MEETING (AGM)

- An AGM will be held every year to discuss and review the activities of the association, to receive the accounts and to elect the committee.
- The AGM will be held at a suitable venue to accommodate as many residents as possible.
- The quorum for an AGM will be a minimum of fifteen.
- Reports of the years activities and accounts will be presented.
- At least 14 days' notice will be given to residents for the AGM.
- At the AGM the new committee elected.

CHANGES TO THE CONSTITUTION

- The constitution can only be amended at an AGM or in exceptional circumstances at an EGM (see Page 2).
- For decisions to be taken there must be a quorum of at least fifteen residents. The voting will be by simple majority of those present.

DISSOLUTION OF THE ASSOCIATION

- The association may only be dissolved by an EGM called for this purpose. Such a meeting will come about following a proposal in writing, signed by a simple majority of those remaining on the committee, being submitted to the Secretary.
- All residents will be informed of such a meeting at least 28 days before the date of the meeting.
- Dissolution of the association will only take effect, if agreed, by two thirds of the residents present and voting at that meeting.

- Any assets remaining, after meeting liabilities, will be distributed among local charities or other community groups with similar aims to the association nominated by that meeting.
- On dissolution, any documents belonging to the association will be disposed of in a manner agreed by that meeting.

Signed:

Chairperson(s): _____

Secretary: _____

Treasurer: _____

Other Officer/Committee Member: _____

Date: -----