

Constitution for the Castleknock Community Centre Association

1. **NAME:**
The association shall be known as "Castleknock Community Centre Association" hereinafter referred to as "The Association". Or "CCCA"
 2. **MISSION STATEMENT:**
The Castleknock Community Centre Association aims to facilitate the provision of a wide programme of activities at the Centre that is inclusive of the needs of the community and to encourage local people to become involved in the Community Centre.
 3. **AREA:**
The area served by the Community Centre shall be: All residents of Ashleigh, Bramley, Carpenterstown, Laurel Lodge, Laverna and Oaktree.
- 4 OBJECTIVES**
- To become a focal point for the community at large
 - To foster a community spirit within the defined area and to promote social, educational, cultural and recreational activities and services
 - To promote physical education and sporting activities
 - To provide a quality facility to our local community
 - To encourage local members to become involved in the life of the community.
5. **USAGE:**
All persons residing in the catchment area as named in Section 3 above will be encouraged to avail of the facility.
 6. **ANNUAL GENERAL MEETING:**
 - (a) The AGM shall be held in the month of February each year and the community shall be notified 21 days in advance.
 - (b) Notice of all General Meeting shall be displayed publicly and in such manner that the Community shall have ample notification of the date, time and place of such meeting
 - (c) Motions to be discussed at the AGM must be given to the Secretary 14 days prior to the date of the meeting.
 - (d) All declarations apart from amendments to the Constitution shall be by a simple majority vote and in the event of a tie the Chairperson shall have a second or casting vote.

- (e) Amendments to the Constitution require a 55% majority of those present. Voting may only be at an AGM or an EGM called for this purpose.
- (f) The method of voting shall be by a show of hands unless otherwise decided at the meeting.
- (g) All persons over 18 years of age residing in the area defined in section 3 are entitled to vote at the Annual General Meeting or Extraordinary General Meetings.

7. **EXTRAORDINARY GENERAL MEETING:**

An EGM may be called by the committee or on requisition to the Secretary by a minimum of 50 members who shall specify the business to be discussed at the meeting. No other business may be discussed at this meeting. The quorum for an EGM must have a minimum of 30 residents over 18 as defined in Section 3.

8. **MEMBERSHIP OF COMMITTEE:**

The committee shall comprise the following:

- At least 80% from area defined in section 3
- (a) The Committee shall consist of not less than 6 or not more than 12 residents
- (b) The members of the committee shall hold office until the next AGM
- (c) In the event of a vacancy caused by an elected member ceasing to be a member of the Association, the Committee has the right to nominate a replacement.
- (d) The Committee shall have the power to co-opt such other persons as it may deem necessary for the performance of its functions, but not exceed the committee size in (a) above. Members co-opted shall require unanimous committee vote.
- (e) Any member who fails to attend three consecutive meetings or fails to send an apology of absence to the committee shall be deemed to have resigned and shall be notified by the Secretary in writing.
- (f) The Committee shall meet at least six times per annum and otherwise as often as necessary to successfully manage the community centre.
- (g) The Committee shall be inclusive of the entire community it serves and not identified with any one political party or religion. To demonstrate this inclusiveness, no elected public representative, minister of religion or pastoral worker employed by a religious organisation shall be a member of the committee or of the Limited Company holding the assets of the association.

- (9) **ROTATING MEMBERSHIP:**
New membership of the Committee will be encouraged. To ensure continuity, committee members may be elected for 2 years with 50% elected on alternate years. Precise details of rotation will be decided by the CCCA.
10. **ROLE OF COMMITTEE:**
- (a) The quorum at a meeting shall be 50% of members plus 1 and must include at least one of the elected officers.
 - (b) A committee meeting must begin not later than 15 minutes after the stated commencement time
 - (c) In the event of the absence of the Chairperson the Vice-Chairperson shall preside at all meetings, but in the absence of both an agreed Chairperson shall be appointed to preside.
 - (d) The Committee may appoint sub-committees when deemed necessary. At least one person from the Committee (CCCA) will be nominated by the Chairperson to chair the sub-group. Each sub-group will provide a progress report at each committee meeting. No sub-group will have the authority to make decisions regarding the community centre. All decisions must be presented to the CCCA for approval.
 - (e) All decisions of the committee shall be binding unless reversed by an AGM or an EGM.
 - (f) Should a member of the CCCA be declared by 80% of the entire committee to be guilty of conduct, which is prejudicial to the interests of Castleknock Community Centre Association or deemed to be incapable of discharging his/, her duties as a member he /, she, from the date the decision is made, shall forthwith cease to be a member of the Committee. This person will be notified in writing and shall have the right to an appeal in line with our Grievance & Dispute Resolution Policy.
 - (g) The Committee reserves the right to object to any development detrimental to the objectives outlined in Section 4 above.
11. **OFFICERS:**
- (a) The officers shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Public Relations Officer and any such officers, as the CCCA deems desirable.
 - (b) At the first meeting of the CCCA after the AGM the officers shall be elected and will serve until their successors are elected.
 - (c) The Chairperson shall preside at every committee meeting.
 - (d) The secretary shall prepare the Annual Report of the Community Centre's activities. The secretary shall convene and keep minutes of all meetings and deal with all correspondences for the CCCA.
 - (e) The Treasurers shall oversee all monies which may from time to time be paid to the Community Centre. The Treasurer will operate under the guidance of a financial policy, which will

clearly state the roles and responsibilities of each individual involved in the CCCA. The Treasurer will work in conjunction with the accounts staff and shall submit a financial report to each meeting of the CCCA.

- (f) The Auditor for Castleknock Community Centre Association shall be appointed at the AGM.
- (g) The Chairperson can not hold the office for longer than 3 consecutive years and shall not be eligible for re-election to this office for a further year.
- (h) In the event of an officer or Director of the Company wishing to resign, he/she shall give one month's written notice to the Committee and a replacement shall be appointed at the next meeting
- (i) The Treasurer may have a six month phase in / out time span to facilitate training for new members.

12. **FINANCE:**

- (a) All financial matters pertaining to the Castleknock Community Centre must be dealt with in accordance with the current financial policy. This policy must be reviewed on an annual basis.
- (b) All monies shall be lodged to the approved bank account as stated in the financial policy.
- (c) Payments on behalf of the Castleknock Community Centre shall be by cheque only and signed by two of the following: Secretary, Treasurer / other nominated signatories.
- (d) The CCCA, and, finance sub committee must approve all cheque requisitions, as per financial policy, prior to the payment of any invoices.
- (e) The compilation of the annual accounts of Castleknock Community Centre Committee shall be overseen by the Treasurer and audited by the appointed auditor. The accounts will be presented to the AGM for adoption.
- (f) The financial year shall end on the September 30th each year
- (g) The income of the Association shall be applied solely towards the promotion of the objectives of CCCA and no portion thereof shall be transferred directly or indirectly whether by way of dividend, bonus, distribution of profits, or otherwise to the members of the Association. However, this shall not prevent payment in good faith of remuneration to any officer or servant of the Association or to any member or other person in return for services rendered to the Association, except in that no member of the Committee shall be appointed to any Office of the Association paid by fees, and no remuneration in money or money's worth shall be given in respect of membership of the Committee or any Sub-Committee of the Association.

- (h) The Committee shall not acquire or dispose of lands or buildings or dispose of interests in lands of buildings without the authorisation of an Annual General Meeting or Special General Meeting. The notice of and Annual General Meeting or Special General Meeting for this purpose shall clearly identify the assets to be acquired or disposed. No Annual General Meeting or Special General Meeting shall be called in the months of June, July or August.
- (i) The Committee shall be empowered to establish any legal structures necessary and to put in place the appropriate financial structures necessary to further the objectives of the Association. This power shall enable the Committee to appoint such Trustees, Directors, Nominees, Lessees, Licencees, Agents, as may be deemed necessary.

14. **TRUSTEES:**

Property, interest in property, investments and assets of the Association are held by a Limited Company.

The Committee shall have the power to appoint directors to the company as trustees, for a period of five years (all of whom shall be members of the Committee). At the expiration of five years the Committee shall appoint new directors. The Committee may reappoint some or all of the existing directors. The Committee shall nominate officers comprising of Chairman, Vice-Chairman, Secretary and Deputy Secretary

In the event of an Officer or Director of the Company wishing to resign, he or she shall give one month's written notice to the Committee and a replacement shall be appointed at the next meeting of the Committee.

All property and investments of the Association shall be vested in the Company. The Committee shall have the power to Borrow any monies deemed necessary to advance the objects of the Association. Any such borrowings shall be channelled to the Association via the Company.

15. **INSURANCE**

The Committee must at all times maintain fully paid-up insurance policies which will provide adequate and reasonable insurance cover for the members and the Centre. The relevant insurance policies should be available in the Centre's office for inspection within 7 days of the commencement of the insured year. Center users are required to carry their own insurance as outlined in the booking policy.

16. **DISSOLUTION:**
If the Association is wound up, its net assets shall be transferred either to another institution having similar objects which also prohibits the distribution of income or property to the same extent as herein prohibited, or failing that equipment or monies will be distributed to local charities / organisations within the Dublin 15 area at the discretion of the Trustees
17. **COMMUNICATIONS**
A copy of this Constitution and rules shall be available for inspection at the Centre. All members of the committee shall be bound by the constitutions and rules and no member shall be absolved from the effect of the constitutions and rules on the grounds that he / she was not supplied with a copy or had no notice of same.

AMENDMENTS TO CONSTITUTION

The Annual General Meeting or a Special General Meeting shall have power to alter or amend this Constitution. Written notice of any proposed alteration or amendment shall be submitted to the Secretary not later than 14 days before the date of Annual General Meeting and the proposed amendment shall be carried by a two thirds majority of the members present at such meeting who are eligible to vote.

SIGNED _____
CHAIRPERSON

Date