



# Constitution and Rules of Enniscorthy Retirement Association

The following Constitution and Rules of the Association were ratified at the Committee Meeting held on 27<sup>th</sup> March 2012.

## **The Association's Name and Objectives:**

- 1). It was agreed that the Association shall be named 'Enniscorthy Retirement Association', hereinafter called the 'Association'.
- 2). The Association's objectives are to facilitate the meeting of active members of the community, of both sexes, who are retired and over the age of 55 years, and to engage in activities of a social, cultural, sporting and educational nature.
- 3). To encourage members to use their experience, skills, knowledge and time to the benefit of others in the community who are less fortunate than themselves.
- 4). The Association shall be non-political and non-denominational.

## **Membership:**

- 5). Membership is open to active retired people over the age of 55 years and living in the Enniscorthy Urban and Rural areas.
- 6). An Annual Membership subscription is payable in advance, not later than April each year. When payment is received, the Member's Card will be endorsed and a receipt issued as proof of membership. The Annual Subscription shall be reviewed each year and members informed at the Annual General Meeting (A.G.M.) of any changes.
- 7). The Association's year shall be from 1<sup>st</sup> January to the following 31<sup>st</sup> December for the purposes of membership and administration.
- 8). The Executive Committee shall be empowered to set Membership Fees etc. for the forthcoming year.

## **Executive Committee:**

- 9). An Executive Committee shall be elected consisting of a Chairperson, Vice-Chairperson, Secretary, Treasurer and a minimum of 6 ordinary Committee Members. They shall be tasked with providing administration, management and organisation of the Association and its' activities.
- 10). The Election of the Committee shall take place annually by members of the Association at the A.G.M. and they will hold office until the next A.G.M.

- 11). Officers may only hold the same office for a maximum of 3 consecutive years and no member may remain on the Committee for more than 6 consecutive years. A member may seek re-election to the Committee after 1 year's absence.
- 12). Spouses or partners may not serve on the Committee at the same time.
- 13). The Committee shall be empowered to appoint from its' members, additional Honorary Officers as it deems necessary. It may also appoint / co-opt Association Members to fill vacancies and to establish sub-committees to organise specific events.
- 14). The Committee shall meet at least once a month and 50% of Committee members present shall constitute a quorum.

#### **Annual General Meeting:**

- 15). The Annual General Meeting of the Association shall be held in February each year.
- 16). Nominations for the Committee and Motions must be in the hands of the Secretary no less than 7 days prior to the A.G.M. A nomination must be made using a suitable form provided for the purpose and signed by the nominator and with the consent of the nominee.
- 17). No election will be required in the event that there is no challenge from the floor or where no more than 1 person is nominated for a given position on the Committee.
- 18). The Agenda for the A.G.M. shall include:
  - Minutes of the previous A.G.M.
  - Annual report from the Chairperson
  - Annual report from the Secretary
  - Financial report from the Treasurer
  - Election of Officers and ordinary Committee Members
  - Matters arising from reports
  - Motions
  - Any other business
- 19). 30% of members present at the A.G.M. shall constitute a quorum.

#### **Finance:**

- 20). The Committee shall hold a Bank Account and a Credit Union Account on behalf of the Association and all cheques drawn on the Accounts must be signed by any two of either the Treasurer, the Chairperson or the Secretary.
- 21). Audited accounts shall be kept showing the financial affairs of the Association including its' receipts and disbursements.
- 22). All property owned by the Association shall be held in trust for the Association by the Chairperson, Secretary and/or Treasurer.
- 23). Refunds to members will be at the discretion of the Executive Committee. No refund will be given where it would necessitate a loss being underwritten by the

Association. Where a refund is given, a nominal administration fee shall be withheld in lieu of the Cheque Stamp Duty.

- 24). Refunds will generally be given where a member has to pull out of an event/outing and where sufficient notice has been given for the vacancy to be filled. In this instance a full refund will be paid (less the nominal administration fee). Where a vacancy cannot be filled for whatever reason, any portion of the payment for the event/outing, for which the Association remains responsible, (such as coach cost), shall be withheld by the Association.
- 25). Committee members shall be re-imbursed for expenses as below, made for and on behalf of the Association, using the 'Expenses Claim Form' available from the Treasurer. Where appropriate, expenses must be substantiated with a receipt and approved by the Chairperson.
  - Telephone calls at the rate currently in force
  - Postage
  - Petrol / Diesel fuel for special journeys made on Association business at the rate per kilometre currently in force
  - Computer supplies and stationery
  - Sundry items
- 26). The Association Accounts shall be audited and a report given by the Treasurer at the A.G.M.

#### **Income and Property:**

- 27). The income and property of the Association, shall be applied solely towards the promotion of its main object as set forth in this Constitution. No portion of the Association's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association. No Officer shall be appointed to any office of the Association paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Association. However, nothing shall prevent any payment in good faith by the Association of:
  - reasonable and proper remuneration to any member of the Association (not being an Officer) for any services rendered to the Association;
  - interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Association to the Association;
  - reasonable and proper rent for premises demised and let by any member of the Association (including any Officer) to the Association;
  - reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Association;
  - fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

### **Alterations to the Constitution:**

- 28). Alterations and additions may be made to this Constitution at any Annual General Meeting or at an Extraordinary General Meeting (E.G.M.) by a motion supported by at least 50% of the members present.

### **Events, Outings and Holidays:**

- 29). A Member's Meeting shall be held normally on the first Tuesday of every month (except August) at suitable premises as may be necessary, commencing at 2.30pm. This meeting will normally consist of a Speaker, any necessary reports from the Committee, the planning of forthcoming events, a Raffle and topics raised by floor members etc. An admission fee of €1 will be charged to cover the cost of hiring the Function Room. Members are required to present their Membership Card on entry.
- 30). Social activities to include:
- Lunch outings, Theatre visits and Table quizzes etc.
  - Sporting activities such a Bowls and Pitch and Putt etc.
  - Indoor events such as Cards and Scrabble etc.
  - Holidays in Ireland and Abroad
  - Educational activities such as Computer classes
- 31). Fund-raising events such as a Sponsored Walk etc., will be organised with the funds raised being donated to local designated Charities.
- 32). There will an Annual Christmas Dinner/Dance held at suitable premises, normally during December and partially subsidised for members from Association Funds.
- 33). Inventory of Property:
- Laptop Computer
  - Indoor Bowls Mat
  - Portable Amplifier and Microphone

### **Charitable status:**

- 34). The granting of Charitable Status for the Association by the Revenue Commissioners requires that the clauses shown in Appendix 1 below, be included in the Association's Constitution.

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## ***Appendix 1***

### **Income and Property**

The income and property of the company / trust / body shall be applied solely towards the promotion of its main object(s) as set forth in this Memorandum of Association / Deed of Trust / Constitution / Rules. No portion of the company / trust / body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the company / trust / body. No Director / Trustee / Officer shall be appointed to any office of the company / trust / body paid by salary or

fees, or receive any remuneration or other benefit in money or money's worth from the company / trust / body. However, nothing shall prevent any payment in good faith by the company / trust / body of:

- a). reasonable and proper remuneration to any member or servant of the company / trust / body (not being a Director / Trustee / Officer for any services rendered to the company / trust / body;
- b). interest at a rate not exceeding 5% per annum on money lent by Directors / Trustees / Officers or other members of the company / trust / body to the company / trust / body;
- c). reasonable and proper rent for premises demised and let by any member of the company / trust / body (including any Director / Trustee / Officer to the company / trust / body;
- d). reasonable and proper out-of-pocket expenses incurred by any Director / Trustee / Officer in connection with their attendance to any matter affecting the company / trust / body;
- e). fees, remuneration or other benefit in money or money's worth to any Company of which a Director / Trustee / Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

### **Additions, alterations or amendments**

No addition, alteration or amendment shall be made to or in the provisions of the Memorandum of Association / Deed of Trust / Constitution / Rules for the time being in force unless the same shall have been previously submitted to and approved in writing by the Revenue Commissioners.

### **Winding-up**

If upon the winding up or dissolution of the company / trust / body there remains, after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the company / trust / body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the company / trust / body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the company / trust / body under or by virtue of Clause 27 hereof. Members of the company / trust / body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

### **Keeping of Accounts**

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

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