

KILLORGLIN *Tidy Towns*

Club Constitution

17 April 2012

Killorglin Tidy Towns Constitution

Voted on and Ratified on 17 April 2012]

1. Name

- a. The name of the Club shall be 'Killorglin Tidy Towns'

2. Objects

- a. The objects of the Club shall be to:-
- i. achieve the beautification and improvement of Killorglin and the surrounding area;
 - ii. liaise with community groups, government bodies and other organizations to promote the beautification and improvement of Killorglin and the surrounding area; and
 - iii. represent Killorglin in the national Tidy Towns Competition and such other community campaigns and competitions as the Committee may decide.

3. The Club shall engage in the following general activities in order to improve the character of Killorglin and the local environment:-

- i. physical work such as cleaning, construction, maintenance and planting;
- ii. fundraising and communication; and
- iii. promoting awareness through public campaigns and education.

4. Membership

- a. Membership shall be open to all persons who volunteer with Killorglin Tidy Towns.
- b. All members must be registered on the database of members which is maintained by the Club Secretary. Members may leave the Club by asking the Club Secretary to remove them from the database of members.
- c. The Committee of Killorglin Tidy Towns is empowered to withdraw membership from any member of Killorglin Tidy Towns by unanimous agreement.

d. Equality

Killorglin Tidy Towns shall seek to operate in a manner that promotes equality of opportunity between:

- i. Persons of different gender, religious belief, political opinion, racial group, age, marital status or sexual orientation;
- ii. Persons with a disability and persons without; and
- iii. Persons with dependants and persons without.

e. Inclusivity

Killorglin Tidy Towns aims to promote the participation of all members of the community by:

- i. creating a culture of openness, safety, inclusivity and fun; and
- ii. encouraging best practice in all works conducted by the Club.

f. Children's Rights

Killorglin Tidy Towns aims to promote the participation of children by:

- i. Creating a culture of safety and fun;
- ii. Fully subscribing to the following international standards: "Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them" (Article 19; UN Convention on the Rights of the Child).

5. Management

- a. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary and Treasurer together with up to six additional members validly elected to the committee, with or without specific functions. These positions are defined below:

- i. **Chairperson**

- The Chairperson is responsible for ensuring the committee operates in the best interest of the Club and its members. Their role is to co-ordinate committee activity to achieve this. Alongside chairing committee and general meetings, the chairperson will also help out the other committee members where required.

- ii. **Secretary**

- The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required.

- iii. **Treasurer**

- The Treasurer is responsible for accurately recording all financial transactions made by the Club and presenting this record in a recognised format to members of the Club at the AGM. The role will involve collecting and recording cash payments from donors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the Club.

A functioning committee may be formed once each of the above positions is filled by members validly elected to the position in accordance with this constitution. In addition to the above three positions, up to six additional members may be elected to serve on committee. It is recommended that additional members be elected for the following roles.

- iv. **Public Relations Officer**

- The Public Relations Officer (PRO) is responsible for external communications including the Club website, promotional posters, issuing local community notices, issuing press releases and reports to local media, etc. The PRO will also be the official point of contact for the Club (with other community groups, etc.)

- v. **Community Liaison Officer & Sub-Committee Coordinator**

- The Community Liaison Officer and sub-committee coordinator shall be responsible for liaising sub-committees, community groups, clubs

and schools to ensure that the Club is carrying out all of its activities in a way that is efficient, inclusive and safe.

vi. LEADER Liaison Officer

The LEADER Liaison Officer is responsible for coordinating funding applications involving Killorglin Community Council, (such as applications for LEADER development funding).

vii. And 3 other members

- b. At least one of the committee should represent the interests of schools and other community groups in the town.
- c. At least one of the committee should represent the interests of businesses in the town.
- d. All of the forgoing shall be elected. All positions are filled by election at the Annual General Meeting, with each member of Killorglin Tidy Towns present having one vote per position.
- e. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of Killorglin Tidy Towns.
- f. Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.
- g. The elected committee shall remain in office until the Annual General meeting of the following year.
- h. The Committee shall have the power to fill vacancies if and when they arise.
- i. The Committee shall have the power to co-opt members from time-to-time and for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.
- j. The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- k. Copies of the minutes of committee meetings should be available to members on request from the Secretary.

6. Annual General Meeting

- a. The Annual General Meeting shall be held no later than the 1st of May for the purpose of:-
 - i. receiving the annual report of the committee for the preceding season
 - ii. receiving the statement of accounts for the preceding season
- b. electing the officers and committee for the ensuing year
- c. considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the Chair or Secretary at least 14 days prior to the date of the Annual General Meeting in

order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.

- d. At least 28 days notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- e. Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- f. All motions proposed and voted on, and the election of committee members is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where two or more members request a secret ballot.

7. Affiliations and Sponsorships

- a. The club shall be affiliated to Tidy Towns Ireland and to such other campaigns and community groups as the Committee consider appropriate in order to carry out the objects of the Club.
- b. The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, banners, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club. Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the Club.

8. Extraordinary General Meetings

- a. An Extraordinary General Meeting shall be called by the Chair or Secretary within one month of the receipt of a requisition signed by at least 9 members stating the purpose of the meeting. At least 14 days notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

9. Constitution Amendments

- a. No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

10. Financial Year

- a. The Club's financial year ends each December 31st.

11. Quorum

- a. For Committee meetings the Quorum shall be not less than four members.

- b. For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than eight members.

12. Notices

- a. A notice required to be given under this Constitution shall be sufficiently given if
 - i. Published on the website of Killorglin Tidy Towns;
 - ii. Circulated by SMS and/or email; or
 - iii. Announced in at least one local newspaper.