

**CONSTITUTION**  
**OF THE**  
**ANNAGHDOWN HERITAGE SOCIETY**

**1. TITLE**

The name of the group shall be *Annaghdown Heritage Society* in the English language (hereinafter called the Society), and *Cumann Oidhreachta Eanach Dhúin* in the Irish language.

**2. OBJECT**

The object of the Society shall be to advance the education of the public in the history of Annaghdown parish, and in furtherance thereof:

- a) To organise suitable events promoting the heritage of the local area in its broadest sense, and to provide a welcoming environment for all of those interested in local heritage;
- b) To maintain a website and to compile and upload information on local history and heritage for upload thereto;
- c) To collect and compile recorded items, artefacts and writings of local historical interest and to preserve and deposit the said articles in the Heritage Room at Corrandulla Old Girls' School for use within the room by local people, other interested parties and visitors;
- d) To raise funds to pay for collating and preserving the said articles and any other related expenses;
- e) To visit similar groups and provide hospitality to visiting groups, and to promote social integration between all age groups.

**3. MEMBERSHIP**

The Society shall be non-party political and non-sectarian. The Committee may admit as members of the Society any person(s) interested in local heritage and agreeable to the objectives of the Society. Applications for membership should be made to the Secretary or to any member of the committee and should be accompanied by the stipulated subscription. The Committee reserves the right to refuse membership of the Society.

**4. SUBSCRIPTION**

The annual subscription shall be at a fixed price per person, and shall be reviewed annually at the AGM. It will fall due in January of each year.

**5. COMMITTEE**

The Society shall be managed by a Committee, on behalf of the general membership. The Committee shall be composed of a Chairperson, Secretary, Treasurer, and Public Relations Officer, together with at least five committee members, and shall be elected each year at the AGM. All meetings of the committee will be chaired by the Chairperson, who may nominate a committee member to act as chair in the event of his/her absence.

In the event of a committee member resigning from the committee, the remaining members of the committee shall co-opt another member to fill the vacant position. Any officer or committee member absent from three consecutive committee meetings without valid excuse shall be deemed to have resigned from the committee.

**6. POSITION OF HONORARY PATRON**

The Society may, by resolution at its AGM, appoint a member or members to the honorary position of Patron. Appointments to this position shall be in recognition of outstanding service to the Society and/or to local heritage in general, and the Society shall have due regard to this criterion when considering appointments.

**6. MANAGEMENT**

The general management of the affairs of the Society shall be vested in the committee, who shall perform all such acts as may be deemed necessary or expedient to further the objects of the Society.

## **7. FINANCE**

- a. The Treasurer shall keep proper accounts of the Society's finances.
- b. Members shall pay an annual subscription, the amount of which shall be determined by the Committee.
- c. The income and property of the Society, wheresoever derived, shall be applied solely towards the promotion of the Society's aims.
- d. No payment shall be made to any officer, committee member, or member of the Society, except for repayment of out-of-pocket expenses.

## **8. BANKING PROCEDURE**

The Society shall have a banking/credit union account(s) into which all monies received shall be lodged. All cheques shall be signed by the Treasurer, and must be co-signed by the Chairperson or the Secretary. The account of the Society shall be closed for audit purposes on the last day of September in each year.

## **9. ORDINARY GENERAL MEETINGS**

The officers of the Society (Chairperson, Secretary, Treasurer and Public Relations Officer) may call an Ordinary General Meeting. The Secretary shall give due notice of dates, times and agendas of such meetings to each committee member.

## **10. ANNUAL GENERAL MEETING**

An Annual General Meeting (AGM) of members of the Society shall be held during the month of October each year for election of Committee members and for a report of accounts. At the AGM, members of the Society shall appoint a Chairperson, Secretary, and Treasurer, and such other officers as may be decided upon by the meeting. All members of the Society may submit motions for discussion at the AGM. Any such motions must be received by the Secretary not later than 14 days prior to the meeting.

## **11. PROCEDURE AT MEETINGS**

- a. A quorum at any AGM shall be five members, and a quorum at any Committee meeting shall be three members.
- b. The Secretary shall keep minutes of all meetings and records of attendance. At each meeting, the Secretary shall read aloud the minutes of the previous meeting, and, if there is agreement that the minutes are correct, the Chairperson shall then sign the minute book, thereby verifying that the recorded minutes were found to be correct and complete.
- c. At all general meetings, each member will have one vote only. Voting at all general meetings shall be by show of hands, except when a ballot is demanded by being formally proposed and seconded, and a simple majority supports such a demand.

## **12. ACCEPTANCE OF RULES**

Membership of the Society shall imply the acceptance of each and all of these rules and any additions and/or alterations that may be agreed to at General Meetings.

## **13. INTERPRETATION**

The Committee for the time being shall have full power to decide any question for which these rules have made no provision, and shall be responsible for proposing the appropriate amendment at the earliest possible time.

## **14. AMENDMENTS TO CONSTITUTION**

The Constitution may be amended by a resolution passed by a simple majority of those present voting on said amendment at any General Meeting of the Society, provided that written notice of the meeting has been sent to all members stating the resolution to be proposed thereat not less than fourteen days before the date of the meeting.

*Last updated in September 2019.*