

DODDERBROOK RESIDENTS ASSOCIATION CONSTITUTION

1. NAME

The name of the group shall be “DodderBrook Residents’ Association” (from here on referred to as the RA).

2. OBJECTIVE

To provide a focal point in the estate to enhance the role of neighbourhood development and to assist as a group in representation to statutory bodies on matters concerning them.

3. AIMS

(i) General

- (a) The RA aims to improve the quality of life for those living within the DodderBrook Estate and adjoining areas.
- (b) The RA aims to become involved in the management of the DodderBrook estate by representing the issues and concerns of their estate to the relevant statutory bodies.
- (c) To respect and adhere to procedures, which ensure maximum accountability and transparency for the receipt and expenditure of all public money.
- (d) To maintain with South Dublin County Council a continuous process of liaison for the benefit of all tenants/residents of DodderBrook estate.
- (e) The RA shall be non-party political, non-sectarian and non-racist.

(ii) Duties

In addition to the aims of the group, the Committee may:

- (a) Provide advice and information for the residents of the estate relevant to the business of the RA.
- (b) Write, print, publish and circulate articles, reports, newsletters, advertisements, leaflets, and posters on matters concerning the estate as deemed necessary.
- (c) To engage or employ contractors for special works in the estate or any person(s) whose particular skills, qualifications or knowledge may be of assistance in achieving the aims of the subject to funding being available. In addition, to ensure that any person(s) carrying out works costing from €750/€1000 or higher is registered and has the relevant tax clearance.
- (d) Make rules for the general administration and conduct of the business of the Committee including the specifying of work to be undertaken or refused by the Committee from time to time.
- (e) Strive for the involvement of as many residents of the estate as possible to achieve the aims of the RA and to have elected a truly representative body of DodderBrook estate residents on the RA.

1. MEMBERSHIP OF THE RESIDENTS’ ASSOCIATION

All householders resident in the DodderBrook area are eligible to become members of the RA and have the right to vote at an Annual General Meeting.

1. MEMBERSHIP OF THE COMMITTEE

- (a) The role of the Committee shall be to follow out the wishes of the RA. The Committee shall be responsible for the day-to-day business of the RA.

- (b) Membership of the Committee shall be drawn from residents in attendance at the AGM. Membership shall include representatives from DodderBrook estate .
- (c) Every community candidate for membership of the Committee shall be proposed and seconded by a resident. The Committee shall aim to have 3 – 10 members on the Committee.
- (d) The period of office of Management Committee members will be one year. Committee members may be re-elected.

1. OFFICERS OF THE COMMITTEE

- (a) At the first meeting of the RA after the AGM the officers shall be elected. The Committee shall have a Chairperson, Secretary, Treasurer and other such officers as the Committee may from time to time determine.
- (b) Every community candidate for the position of an officer of the Committee shall be proposed and seconded by a member of the Committee. Where necessary an election will take place. The candidates receiving a simple majority on the first count shall be deemed elected respectively for each office available on the Committee. No election may take place without a quorum. Half plus one of the members of the Committee constitutes a quorum. No voting shall take place if there are four or less people of the Committee present.
- (c) The Chairperson shall preside at all meetings. The Chairperson shall go through the agenda items one at a time and ensure that not more than one person speaks at the same time. S/he will also ensure that any relevant paperwork, etc. relating to the business of the meeting is brought along.
- (d) The Secretary shall record the minutes and agendas of the meetings and shall sign all correspondence for the RA.
- (e) The Treasurer shall receive all monies, which are paid to the RA; issue receipts for same (where appropriate) and shall be responsible for its safekeeping. S/he shall keep an accounting system and shall give a report at all meetings of the Committee on the up-to-date balance or as otherwise requested. At every AGM, s/he shall present an Income and Expenditure Account for the preceding financial year and a Balance Sheet as at the end of that year.
- (f) The committee shall take an active role in publicity and relations and in the promotion of the activities of the RA.
- (g) In the event of a vacancy caused by an elected member ceasing to be a member of the Committee, the Committee shall fill the vacancy by co-opting from the general membership.
- (h) In the event of an officer stepping down, the position shall be filled from the Committee.
- (i) The period of an officer shall be for 1 year.
- (j) Committee members will attend meetings on time. If s/he is unable to attend a meeting, s/he will notify the Chairperson or the Secretary of the RA in advance of the meeting.

4. TERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to be a member of the Committee:

- a) If s/he is absent from three consecutive meetings of the Committee without due reason being given, or
- b) Upon receipt by the Secretary or Chairperson of the Committee of his/her written resignation, or

- c) In the case of a member no longer living in the area where a resident is a resident nominee,
- d) The Committee may withdraw Committee membership from a member, on a vote with a majority of two-thirds or more of the entire committee, in the event where s/he is deemed to be guilty of misappropriation of the RA's funds or of behaviour deemed to bring the RA into disrepute or of performance not deemed satisfactory. Such voting shall take place in secret.

2. **FREQUENCY OF RESIDENTS' ASSOCIATION MEETINGS**

The RA shall aim to run meetings on the first Tuesday of every second month at 8pm. The Annual General Meeting shall be held not more than 12/15 months after the last AGM.

3. **NOTICE OF MEETINGS**

- (a) At least 14 days notice of the Annual General Meeting shall be given to all members of the RA and the community setting out the agenda for the meeting.
- (b) Motions to be discussed at the AGM shall be sent in writing to the Secretary one week in advance of the meeting. Notice, with a clear deadline for submission, must be given to the community that motions for discussion at the AGM are being sought.

4. **PROCEEDINGS OF MEETINGS OF THE RESIDENTS' ASSOCIATION**

- (a) No business shall be transacted at any RA meeting unless a quorum is present when the meeting begins. Half plus one of the members of the Committee constitutes a quorum. No cheques for over €300 will be paid without the consent of at least a quorum of the Committee. If a quorum is not present 20 minutes after the appointed starting time, then the meeting shall be adjourned to a later date.
- (b) The Chairperson shall preside at all Committee meetings and if s/he is not present within 15 minutes after the time appointed for the meeting to start, the Committee present shall elect the vice-chair or, if s/he is not present, one of the other members of the Committee to chair the meeting.
- (c) Matters arising at any meetings of the RA shall be decided by the majority vote of members present and voting. The method of voting shall be a show of hands, unless otherwise decided at the meeting. In the event of a tie, the Chairperson of the meeting shall be entitled to a second or casting vote. Where the impact of a decision costs more than €1000, three-quarters of members of the Committee present needs to be in agreement when a decision is being made.
- (d) A three-quarters majority of members of the Committee present are required in order to reverse any previously taken decisions on work contracts.
- (e) Minutes of all meetings shall be kept and these shall note the agenda, the names of those attending the meeting, and all decisions and resolutions taken or passed at the meetings; discussions held and any reports submitted to the meeting.
- (f) A copy of all receipts and relevant information shall be made available to all the relevant funding agencies.

5. **ACCOUNTS**

- (a) The Committee shall cause proper books of accounts to be kept with respect to: (i) all sums of money received and expended by the RA and the matters in respect of which all such receipts and expenditure take place, (ii) all payments or receipts relating to services provided by or to the RA for the sale and purchase of goods,

- (iii) the assets and liabilities of the RA, and (iv) all payments received by way of loans or grants or other funding from any other sources and all expenditure of same in a designated account for the RA. The Committee shall ensure that the RA has the relevant tax clearance certificate and an appropriate insurance policy.
- (b) All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for monies paid to the RA shall be signed, drawn, accepted, endorsed or otherwise executed in such manner as the Committee shall from time to time determine, provided that they shall always be signed by at least two persons one of which shall be the Treasurer.
- (c) All payments made out by the Committee are to be done by cheque at RA meetings. In the case of an emergency arising the Committee shall call an extra RA meeting.
- (d) At every AGM, the Treasurer shall present an Income and Expenditure Account in respect of the preceding financial year and a Balance Sheet as at the end of that year.

6. **AMENDMENT TO THE CONSTITUTION**

The constitution shall be ratified or altered at Annual General Meetings only. Motions to amend the constitution should be submitted to the secretary one week in advance of the AGM. Amendments to the constitution require not less than a two-thirds majority vote of members present at an Annual General Meeting. The Annual General Meeting cannot take place unless a quorum of the Committee is present.

7. **DISSOLUTION**

- (a) The Committee may be dissolved by the consent of the quorum of the members present testified by their signature to a petition of dissolution.
- (b) The petition must be presented to the Committee who within 14 days shall call a public Extraordinary General Meeting for the purpose of dissolving the Committee.
- (c) Any monies or equipment allocated by any funding agency that are not utilised shall be returned to the funding agency.
- (d) Any surplus money, after any liabilities have been cleared and unutilised funding has been returned, shall be given to a recognised charity.
- (e) On dissolution no member of the Committee shall be held liable for any outstanding debts incurred by the Committee.