# Constitution

## Title

The name of the organisation shall be Collinstown Action Group.

## Mission Statement

At Collinstown Action Group our mission is to develop and maintain the visual, social, cultural and economic life of Collinstown village while being mindful of our heritage and environment.

## Aims and Objectives

The aims of the organisation are to:

* Maintain and improve conditions and amenities in the area for the benefit of residents, their families and the visitors to Collinstown Area and village.
* Encourage community and social interaction for the benefit of residents, their families and the visitors to Collinstown village.
* Develop and support residents of all ages and abilities making Collinstown the first age friendly village in Westmeath.

This will be achieved through the following objectives:

1. Community Centre
2. Footpaths
3. Traffic Management
4. Lake Development
5. Tourism Development
6. Playground
7. Age Friendly Village
8. Crime / Dumping / Anti-social behavior
9. Broadband
10. New footpaths infrastructure to Hurling Pitch and Lake

## Guiding Principles

**Community Consultation:** to facilitate community consultation to identify the needs of the community. To encourage meaningful communication and consultation between residents of Collinstown and other stakeholders including Westmeath Community Development, Westmeath County Council, Longford/Westmeath Education and Training Board, the HSE, Garda and all other agencies/organisations who can support the development of the area.

**Transparency:** to ensure the community is fully informed of ongoing process and projects.

**Participation and Engagement:** to encourage active participation of residents in the organisation and subcommittees of the organisation.

**Inclusivity:** a commitment to make this organisation inclusive of all ages and abilities and welcoming to all.

## Membership

Membership is open, irrespective of race, ethnicity, nationality, gender, marital status, sexuality, religion, disability, or age to all residents living in the Collinstown area. Each individual member shall have one vote at meetings. Membership of Collinstown Action Group does not constitute membership of Collinstown Action Group Committee. All individuals who attend public meetings are deemed members.

The membership of any member may be terminated for good reason by the committee (by a two thirds majority vote) provided that the member has a right to be heard and address the committee before any final decision is made. The process should be fair, respectful and considerate of all those involved.

The committee reserves the right to refuse membership to any individual whom they feel contravenes the aims and objectives of the organisation.

## Committee

The committee shall comprise of a minimum of 5 and a maximum of 15 members, composed of 7 officers, a Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer and PRO elected each year at the AGM. An officer or committee member who does not maintain a 2/3 attendance rate at committee meetings shall be deemed to have resigned from the committee, exceptions may be made for extenuating circumstances with agreement from all committee members.

All new committee members must complete a Garda Vetting process prior to taking up membership on the committee; the organisation is in a position of trust and has a duty of care to the children and vulnerable adults of the community.

The Chairperson shall chair meetings, the Secretary shall take minutes of each meeting of the committee, hold the committees records and files, be responsible for writing letters and correspondence as directed by the committee and issue notice of meetings. The Treasurers shall keep the accounts of the organisation and present up-to-date accounts at each meeting. The PRO shall write promotional materials for the committee and interact with media as required by the committee.

Sub committees may be set up to deal with specific actions or activities. These sub committees will report back to the main committee.

In the event of a person leaving the area or resigning from one of the above roles the remaining committee shall co-opt another member to fill the position. The elected officers term is for 3 years, no officer shall serve in the same capacity for more than 2 consecutive terms. Retiring officers, who have served in the same capacity for 2 successive terms, shall be eligible for election in a different capacity.

## Management

The general management of the business and activities of the organisation shall be the responsibility of the committee who shall preform all such acts as considered necessary.

## Decision Making

Voting at committee meetings shall be by secret ballot / show of hands as required, if there is a tied vote then the chairperson shall have a second vote. All members of the committee shall declare any conflict of interest that may arise in relation to any matter put forward for discussion.

## Banking Procedures / Finance

The organisation shall have a bank account into which all monies received shall be lodged. Two committee members shall be the signatories on the account, one of which must be one of the treasurers; the signatories cannot be related or family members.

## Committee Meetings

All meetings shall be convened by the secretary who will give notice of meetings to each member. There will be a minimum of 6 meetings per year; a quorum for committee meetings shall be 7 members including at least 3 officers. The secretary shall keep minutes and records of attendance.

### AGM

The annual general meeting will be held during the month of May each year; notice in writing must be given to all members at least 21 days prior to the AGM. The AGM shall be open to the public and notice will be displayed in the local shops and public houses 21 days prior to the AGM.

The business of the AGM shall include:

* Chairperson report on achievements and work activities of the group over the previous 12 month period
* Treasurers report – outlining the finances for the year
* To elect committee members and officers for the following year
* Motions to make changes to the constitution

## New Committee

New committee members must be nominated in writing to the secretary 7 days in advance of the AGM – the nominee, a proposer and a seconder for each nomination is required at the AGM. The existing members vote on received nominations and appoint new members by a majority decision.

## Proposed Changes to the Constitution

Proposed changes to the constitution must be received, by the secretary, in writing 7 days in advance of the AGM. Proposed changes to the constitution must be deliberated on at the AGM and require a two-thirds majority vote (minimum of 7 people including one officer) in favour of any amendments.

## Dissolution

In consultation with the community the organisation may be dissolved only by the vote of not less than 50% + 1 present at a Special General Meeting called for that purpose. An audited financial report shall be presented at such meeting and the dissolution will not be affected until assets are disposed of and liability discharged. The process for the dissolution will be decided on the night.

## Indemnity

Every committee member and officer of the organisation shall be indemnified by the organisation against claim. The committee shall have power to authorize payment for any expense incurred in executing their duties on behalf of and on the direction of the organisation.

## Acceptance of Rules

Membership of the organisation shall imply the acceptance of each and all of these rules and any additions or alterations which may be agreed at a general meeting.

## Amendment of Rules

Proposed amendment of rules must be received, by the secretary, in writing 7 days in advance of the AGM. Proposed amendment of rules must be deliberated on at the AGM and require a two-thirds majority vote (minimum of 7 people including one officer) in favour of any amendments.