

## **SHANDON RESIDENTS' ASSOCIATION**

### **RULES OF PROCEDURE/TERMS OF REFERENCE**

#### **1. NAME**

The name of the Association shall be Shandon Residents Association (the 'Association').

#### **2. AREA**

The Association represents all households in the Shandon area who wish to be members

#### **3 AIMS**

The aims of the Association are to promote the best interests of the residents of the area to be served by the Association, to protect and improve conditions and amenities in the Area of the Association for the benefit of members of the Association and, without limiting the generality of the foregoing,

(a) to promote social activities such as the annual summer street party, Christmas carols, street clean-ups and other appropriate events, for the residents of Shandon.

(b) to promote the preservation and improvement of the area as an urban residential area.

(c) to promote public interest and participation in issues affecting the area and to provide a forum for open discussion of issues affecting the area

(d) to make representations in the interests of the members of the Association as a whole to all levels of government, other public authorities, organisations and persons whose decisions and actions may affect the area

(e) to publish from time to time of a newsletter for the purpose of informing members and residents generally of matters of common interest.

(f) to co-ordinate the activities of the Association with organisations having similar objectives

(g) to support and respect our local environment and whenever possible to also help protect and enhance neighbourhood biodiversity.

The Association shall be non-racist, non-political and non-sectarian.

#### **4. MEMBERSHIP**

Any household from which a membership fee has been collected in full in either the previous twelve months or at the last time of collection of fees by the Association, whichever is the more recent, shall be considered a member. Membership fees can be paid at the AGM, if necessary. The Secretary shall maintain the membership roll.

The Committee shall have the power to admit other persons and organisations with an interest in the area of Shandon to associate membership of the Association on such terms as the Committee may from time to time decide, except that associate members shall not be entitled to vote or hold office.

#### **5. SUBSCRIPTION**

The annual subscription shall be such sum as shall be fixed from time to time by a General Meeting and shall be due no later than the date of the Annual General Meeting in each year.

#### **6. OFFICERS AND COMMITTEE**

The officers of the Association shall be the Chairperson, the Secretary and the Treasurer. The Officers shall be members of the Association and shall be elected each year at the Annual General Meeting.

The Committee of the Association shall consist of the Officers and the other members of the Association elected each year at the Annual General Meeting.

The Committee may fill any vacancy among the Officers or on the Committee during the year by co-option from the members of the Association.

Membership of the Association and election to the Committee shall be open to all Shandon residents, irrespective of their race, colour, ethnic or national origin, gender, marital status, disability, sexual orientation or religious belief.

#### **7. MANAGEMENT**

The general management of the affairs of the Association shall be vested in the Committee, which shall perform all such acts as may be deemed necessary or expedient to further the objectives of the Association. The Committee shall have full power to delegate authority to sub-committees, individual officers and members of the Committee, and other suitable persons to act on behalf of the Committee as may be required from time to time in relation to specific matters.

## **8. FINANCIAL PROCEDURES**

The Association shall have one or more bank account(s) into which all monies received by the Association shall be lodged. The Treasurer shall maintain appropriate financial records and submit appropriate financial statements for the preceding year to the Annual General Meeting. Cheques shall be signed by any two Officers of the Association, i.e. the Chairperson, Secretary, Treasurer.

The accounts of the Association shall be closed for audit purposes on the last day of December in each year.

The Committee shall have full power to maintain insurance to such extent as may be deemed appropriate by the Committee from time to time.

## **9. COMMITTEE MEETINGS**

All meetings of the Committee shall be convened by the Secretary, at the direction of the Chairperson. The Secretary shall give due notice of dates and times of such meetings to each member of the Committee.

## **10. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held on a date decided by the Committee no later than twelve months after the date of the immediately preceding Annual General Meeting. Written notice of the meeting shall be delivered to each member household at least fourteen days prior to the date of the meeting.

The agenda of the Annual General Meeting shall, without limitation, include the approval of the minutes of the last Annual General Meeting and any subsequent Extraordinary General Meeting and any Treasurer's report, and the election of Officers and members of the Committee.

All member households of the Association may submit motions for debate at the Annual General Meeting. Such motions must be received by the Secretary not later than five days prior to the date of the meeting.

## **11. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be called by written requisition signed by a majority of the Committee or not less than twenty five members of the Association delivered to the Secretary who shall convene such a meeting as soon as practicable by written notice delivered to each member household at least fourteen days prior to the date of the meeting. Only the business stated in the requisition may be debated at the Extraordinary General Meeting and details of such business shall be included in the notice of meeting.

## **12. GENERAL MEETING PROCEDURES**

At all General Meetings each member household will have one vote only. Voting at all General Meetings shall be by show of hands, each member household having one vote. The Secretary shall keep minutes of all General Meetings.

## **13. DISSOLUTION**

The Association may be dissolved only by the vote of not less than two-thirds present at a Special General Meeting called for that purpose. An audited financial report shall be presented at such meeting. The dissolution will not be effected until assets are disposed of and liabilities discharged. In the event of insufficient funds to clear liabilities, the deficiency shall be contributed, in equal shares, by the existing member households.

## **14. INDEMNITY**

All Officers of the Association shall be indemnified by the Association for any expenses incurred in executing their duties on behalf of the Association.

## **15. ACCEPTANCE OF CONSTITUTION**

Membership of the Association shall constitute the acceptance of this Constitution as amended from time to time.

## **16. INTERPRETATION**

The Committee shall have full power to decide any questions arising for which no provision is made in this Constitution.

## **17. AMENDMENT OF CONSTITUTION**

Notice of any motion to amend this Constitution shall be given in the notice calling the Extraordinary General Meeting at which the amendment is to be proposed. This Constitution shall not be amended save by the affirmative vote of at least two thirds of the votes cast at an extraordinary General Meeting.

Adopted at Annual General Meeting held on 19/10/23  
Amended at Extraordinary General Meeting held on

