

CONSTITUTION – FRIENDS OF BALLYCLOG

Adopted at Annual General Meeting held on 29 August 2019

1. Name

The name of the group shall be: Friends of Ballyclog (FOB).

2. Objects

The objects of FOB shall be:

- To promote and advance physical and social well-being, encouraging good relations, social cohesion and neighbourliness, through community events and shared activities;
- To promote and advance mental, emotional and spiritual well-being, encouraging a sense of belonging for local families, through providing somewhere to meet and create friendships and facilitating events and activities;
- To promote and advance environmental well-being, valuing and preserving the landscape and buildings heritage of the Ballyclog area, protecting the natural environment and supporting the local community.

3. Powers

In order to achieve its objects, FOB, through its AGM or Management Committee, may:

- Attract sponsorship, access grants and otherwise raise money;
- Operate bank accounts;
- Take out insurance;
- Acquire and manage buildings, property and equipment;
- Organise events, courses and outings;
- Work jointly with other groups, sharing information and resources;
- Take other appropriate action to fulfil its objects.

4. Membership

Membership of FOB shall be open to anyone over the age of 16 or any organisation committed to helping FOB achieve its objects, willing to abide by its rules and paying the subscription due. Membership shall be open to any individual without regard to gender, race, nationality, disability, sexual orientation, religion or belief.

5. Annual General Meeting

An AGM shall be held within 15 months of the preceding AGM at a date, time and place to be decided by the Management Committee. Each paid-up member shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. Business at the AGM shall include election of Chairperson, Vice-Chairperson, Secretary and Treasurer as trustees to form the Management Committee; consideration of the annual accounts and the annual report from the Management Committee; setting subscription rates; proposals to amend the constitution; and planning for forthcoming activities. Each individual member and organisation member shall have one vote and decisions shall be made by a simple majority of those present and voting. Minutes of proceedings of the AGM shall be kept.

6. Management Committee

The Management Committee may co-opt additional members to join the Committee and appoint another member to fill any vacancy. It shall meet at least three times per year. Voting shall be by a majority and if there is a tied vote, the Chairperson shall have a second vote. The Committee may, for a good and proper reason, remove any member of the Committee, provided that person has the right to be heard before a final decision is made.

The role of the Chairperson (and Vice Chairperson where appropriate) is to chair meetings, represent FOB at functions and events, act as spokesperson for FOB and oversee charities registration process.

The role of the Secretary is to keep minutes, prepare the agenda for meetings in consultation with the Chairperson, keep membership lists, deal with correspondence and circulate information.

The role of the Treasurer is to supervise the financial affairs, keep proper books of accounts recording all income and expenditure and retain receipts and other relevant documents.

The role of the Committee is to administer and manage the business and assets of FOB in accordance with the rules, including:

- Making such regulations as they consider appropriate for the efficient conduct of the business of FOB;
- Calling meetings of FOB as appropriate, including an Extraordinary General Meeting, to consider alterations to the Constitution or any other urgent matter;
- Setting the quorum for meetings of the Committee and FOB;
- Ensuring compliance with the following rules relating to financial affairs.

7. Finance

The income and assets of FOB shall be used solely to further the objects of FOB and all monies received by or on behalf of FOB must be paid into accounts kept in the name of FOB.

All cheques for payment must be signed by two persons authorised by the Committee.

Out of pocket expenses incurred for approved FOB business may be paid to members of FOB.

The accounts for FOB shall be certified annually by a suitably qualified person.

The financial year of FOB shall run from 1 January to 31 December.

8. Dissolution

FOB may be wound up at any time if agreed by a majority of the members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with similar aims.

Dated: 29 August 2019