

**Constitution**  
**Of**  
**Templepatrick Action**  
**also known as Templepatrick Action Community Association**

**This constitution was formally amended on the 16th day of November 2006 by the members of the association in an Annual General Meeting and also on the 11<sup>th</sup> day of May 2016**

Signed: William Lattin (Chairperson) Colin Duffin (Secretary)

**(1) Name**

**The name of the Association is Templepatrick Action also known as Templepatrick Action Community Association.**

**(2) Administration**

**Subject to the matters set out below, the Association and its property shall be administered and managed in accordance with this constitution by the members of the management committee, constituted by clause 5 of this constitution (the committee).**

**(3) Objects**

**3.1 The Association is established to benefit residents of Templepatrick and the surrounding area without distinction of age, gender, disability, sexual orientation, nationality, ethnic identity, class, marital status, political or religious opinion, by working with the statutory authorities, voluntary and community organisations and the inhabitants, with the object of improving the conditions of life for the said inhabitants and in particular:**

- (i) To determine the needs and hopes of the people within our community.**
- (ii) To encourage the residents of our area to become involved in community development.**
- (iii) To create an open forum for residents to express their views and opinions and to encourage such expression.**
- (iv) To support measures which sustain, enhance, protect and preserve the environment.**
- (v) To promote a positive, caring approach towards elderly, disabled and isolated individuals in a safe environment.**
- (vi) To provide or to assist in the provision of encourage social, recreational, cultural and educational activities an**

encourage participation at such in order to develop their physical, mental and emotional capacities so that conditions of life may be improved and social cohesion developed

### **3.2 Powers**

In furtherance of the above objects, but not further or otherwise, the Association may:

- (i) Provide, assist in providing or secure the provision of recreational facilities, and practical assistance for, or facilities for the benefit of the general public.**
- (ii) Inform interested parties on the need to consult the relevant agencies for advice and information in respect of welfare and social services issues**
- (iii) Provide, maintain and equip or assist in the provision, maintenance and equipment of, premises and facilities to carry out the objects of the Association.**
- (iv) Organise or assist in organising meetings, lectures, displays and exhibitions, and publish or assist in publishing reports, periodicals, recordings, books or other documents of information.**
- (v) Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.**
- (vi) Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method provided that the Association shall not undertake any permanent trading activities.**
- (vii) Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotions of the above objects and construct, maintain and alter any buildings or erections which the Association may think necessary for the promotion of its objects.**
- (viii) Make any regulation for any property which may be so acquired.**
- (ix) Subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the association with a view to the furtherance of its objects.**
- (x) Subject to such consents as may be required by law, receive money on deposit or loan and borrow or raise money in such a manner as the Association shall think fit and to charge all or any part of the property of the Association with repayment of money so borrowed.**
- (xi) Invest the monies of the Association not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought**

- fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- (xii) Recruit and train volunteers with relevant skills to carry out the objects of the Association.
  - (xiii) Employ and pay any person or persons, not being a member of the management committee, to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the remuneration (and benefits) to employees.
  - (xiv) Promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in the area of benefit.
  - (xv) Establish or support any charitable trusts, association or institutions formed for all or any of the above objects.
  - (xvi) Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

#### **(4) Membership**

- 4.1 Membership of the Association shall be open to the following, irrespective of (ethnic identity, age, gender, sexual orientation, nationality, class, marital status, political or religious opinion):**
- (i) People (aged 18 years or over) in the area of benefit who support the objects of the Association and whose applications for the appropriate type of membership are accepted by the board. These types of membership are, Full, Associate and Affiliated.
  - (ii) Full members shall be called individual members and shall be entitled to vote at meetings of the Association. (Individual members shall be eligible to nominate and to be nominated in election for the management committee).
  - (iii) Organisations within the area of benefit, whether voluntary or statutory, may upon application to and with the approval of the committee be admitted as affiliated members, and such approval shall not be unreasonably withheld.
  - (iv) Associate members are those who are well wishers anywhere or persons who, in the opinion of the committee, have special knowledge or experience to offer to the Association. Associate members shall not have the right to vote at meetings of the association or to hold office in the association.
- 4.2 Affiliated members shall each be entitled to be represented at meetings of the Association by a duly authorised representative with power to vote on behalf of the affiliated member.**

- 4.3 The committee shall fix the rate of annual subscription appropriate to each category of membership.**
- 4.4 The committee shall have the right for good and sufficient reason to terminate the membership of any member including a committee member provided that:**
- (i) The member shall have an opportunity to meet with the committee before a decision to terminate his/her membership is taken by the committee. Following such a meeting, the committee shall meet in camera, without the member in question being present and a motion for termination shall be put to the remaining members. Following debate, a vote shall be taken by those members and only if the vote is unanimous, the member in question shall no longer be a member of the association and/or committee and shall be so advised at the earliest opportunity.**
  - (ii) The member concerned shall be given the opportunity to be heard by the Association's members at a General Meeting before a final decision is made by a two thirds majority at a board meeting.**
  - (iii) Membership may be revoked for a period not exceeding one year, at which point a simple majority of the management committee may agree to reinstate the suspended member.**

**5. Management Board**

- 5.1 The committee shall meet not less than 8 times a year and shall consist of not less than 6 members of the Association, elected at an Annual General Meeting.**
- 5.2 Nominations from full members of the Association for members of the board must be in writing, and must be in the hands of the Secretary of the Association at least 14 days before the Annual General Meeting hereinafter mentioned.**
- 5.3 Should the number of nominations exceed the number of vacancies, election shall be by secret ballot (or selective transfer voting) of the members of the Association present and voting at an Annual General Meeting.**
- 5.4 Should the number of nominations be less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting be invited from members present and voting at the said Annual General Meeting.**

- 5.5 The management committee elected at an Annual General Meeting shall have the power to co-opt further members, who shall be individual members or representatives of affiliated members and who shall serve until the conclusion of the next following Annual General Meeting provided that the number of co-opted members shall not exceed one third of the total membership of the board. Co-opted members shall have the right to vote.
- 5.6 The Chairperson, Vice-Chairperson, Secretary and Treasurer, who shall be the Officers of the Association, shall be full individual members or representatives of affiliated members of the Association, and shall be elected annually by and from the members of the board at its first meeting following the Annual General Meeting. The office of Chairperson shall not be held by any one person for more than three consecutive years
- 5.7 Any member of the board who fails to attend 4 consecutive board meetings without reasonable excuse shall lose his/her place on the board which may be filled by co-option in accordance with Clause 5.5 above.
- 5.8 The holding trustees shall be notified of and shall be entitled to attend all meetings of the board without the power to vote.

## **6. Functions of the Board**

- 6.1 The committee may make such regulations as it considers appropriate for the efficient conduct of the business of the board and the Association. These regulations shall not be contrary to the spirit or the objectives of the Association.
- 6.2 The committee may appoint such staff as it considers necessary on agreed terms and conditions, and staff shall not be members of the board.
- 6.3 The committee may appoint such sub-committees, advisory groups or working parties of its own members and other persons as they may from time to time decide necessary for the carrying out of their work, and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the board.
- 6.4 The proceedings of the committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualification of any member.

## **7. Chairing Meetings**

**All meetings of the Association or of the committee or of any of its sub committees shall be presided over by the Chairperson or, in the absence of the Chairperson the Vice-Chairperson. If neither the Chairperson nor the Vice-Chairperson are present, those present may elect one of their number to take the Chair. (The Chairperson of any meeting shall have a second or deciding vote.)**

## **8. Finance**

**8.1 All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose. Nothing in this constitution shall prevent the payment of legitimate out of pocket expenses to members of the Association engaged upon the approved business of the Association.**

**8.2 The Treasurer shall keep proper accounts of the finances of the Association.**

**8.3 The financial year of the Association shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.**

**8.4 The accounts shall be annual or examined at least once a year by an auditor who shall be appointed at the Annual General Meeting.**

**8.5 An annual audited statement of accounts for the last financial year shall be submitted by the board to the Annual General Meeting.**

**8.6 A bank account has been opened in the name of Templepatrick Action with Ulster Bank Limited, 8 Market Square, Antrim Tel No: 028 9446 3117. The board shall authorise in writing the Treasurer and two members of the board to sign cheques on behalf of the Association. All cheques must be signed by two of the three authorised signatories.**

## **9. Trust Property**

**The Association may appoint and may terminate the appointment of not less than three people to act as (holding) trustees for the purpose of holding any monies or property belonging to the Association. The title to all or any such real and/or personal property which may be required by or for the purposes of the Association shall be vested in the (holding) trustees who shall hold such property in trust for the Association. The trustees shall act under the instructions of the board who shall, subject to the approval and consent of the Association as determined by a General Meeting, have power to fill vacancies among the trustees.**

## **10. Annual General Meeting**

**10.1 The first Annual General meeting of the Association shall be held not later than the 31 October 2006, and in each year thereafter an Annual General Meeting of the Association shall be held at such place and time as the committee shall determine, but in any case no more than sixteen months after the holding of the preceding Annual General Meeting.**

**10.2 At such Annual General Meeting the business shall include the following:**

- (i) The election of members to serve on the board.**
- (ii) The appointment of an auditor or auditors or any independent person to examine the annual accounts.**
- (iii) The consideration of an annual report of the work done by or under the auspices of the board.**
- (iv) The consideration of the annual accounts.**
- (v) The transaction of such other matters as may be considered necessary.**

#### **11. Special General Meeting**

**The management committee may call a special meeting of the association at any time, with notice to Association members of at least 21 days, and shall include in such notice the reason(s) for calling the meeting. Alternatively, the committee must call a special general meeting with the same notice and terms, upon receipt of a written request for such a meeting, signed by no less than one- third of the Association members.**

**However any proposal for a change to this constitution must be in accordance with paragraph 13 below.**

#### **12. Rules of Procedure at all Meetings**

##### **12.1 Voting**

**Subject to the provisions of Clause 13 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. (In the case of an equality of votes, the Chairperson shall have a second or deciding vote).**

##### **12.2 Minutes**

**Minutes shall be kept by the committee and all other sub-committee and the appropriate Secretary shall keep a record of all proceedings and resolutions.**

**12.3 Quorum**

The quorum at General Meetings of the Association shall be 5 and at meetings of the committee shall be 3 or such other number as the board may from time to time determine.

**12.4 Standing Orders**

The committee shall have the power and issue Standing Orders and/or rules concerning the efficient operation for the Association. Such Standing Orders and/or rules or policies shall come into operation if and when approved by majority vote of the committee provided always that they shall be subject to subsequent review by the Association in General Meeting and shall not be inconsistent with this constitution.

**13. Alterations to the Constitution**

**13.1** This constitution may be amended by the assent of not less than two thirds of the members of the Association present and voting at the Annual General Meeting or a meeting specially called for the purpose provided that notice of any such amendment shall have been received by the Secretary in writing not less than 14 clear days before the meeting at which the alteration is to be brought forward.

**13.2** At least fourteen clear days notice in writing of the meeting setting forth the terms of the amendment to be proposed shall be sent by the Secretary to each member of the Association provided further that no amendment shall be made which would cause the Association to cease to be a charity at law.

**14. Dissolution**

**14.1** If the committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, they shall call a meeting of all members of the Association who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

**14.2** If a motion to dissolve the Association is approved by a simple majority of eligible voting members the committee shall have the power to dispose of any assets held by or in the name of the Association.

**14.3** Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the committee may decide.



**15. Indemnity**

**The Association shall indemnify and keep indemnified every officer, member, volunteer and employee of the Association from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Association in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment, but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrong doing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.**