



CONSTITUTION
OF
MAYNOOTH COMMUNITY COUNCIL

1. Name:

The name of the group shall be Maynooth Community Council or in short MCC and hereinafter referred to as MCC.

Maynooth Community Council is a voluntary, non-political organisation.

2. Aims:

The aims of MCC will be:

- 2.1 To enable the people of Maynooth to come together to discuss matters of concern to the community and to provide a platform for and facilitate open discussion on such matters that help make Maynooth a good place to live in, work in and visit.
- 2.2 To advocate for the vulnerable and marginalised in our community.
- 2.3 To foster diversity and inclusion in our community.
- 2.4 To liaise and collaborate with Kildare County Council and other statutory and non-statutory bodies to explore opportunities and to contribute to projects that support the sustainable development of Maynooth.
- 2.5 To engage in activities of a fundraising nature designated to support the aims of MCC and mobilise resources to achieve its objectives.

3. Principles:

MCC will at all times:

- 3.1 Uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, age, sex or sexual orientation.
- 3.2 Be non-party political. Party political questions shall not be discussed at meetings.
- 3.3 Share skills and knowledge that will benefit the entire community.
- 3.4 Employ the highest standards of governance and accountability.

4. Membership:

- 4.1 Membership of MCC is open to persons over 18 years of age and nominated by a Residents Association, Community Group or Sporting Organisation.
- 4.2 Membership of MCC is open to residents of Maynooth who are fully supportive of the Aims and Principles of MCC.
- 4.3 Each group represented under 4.1 has the right to nominate a proxy – the name and contact details of the proxy must be notified to the Secretary.
- 4.4 A resident of Maynooth, who is not a member as set out at 4.1 above, may apply to become a member by being co-opted to membership under 4.2 by submitting an email to maynoothcommunitycouncilexec@gmail.com. The Executive Committee will decide whether or not to advance the application forward to a General Council meeting seeking a nominator and seconder.
- 4.5 There will be no membership fee payable.
- 4.6 Each member shall be entitled to one vote at meetings and at the Annual General Meeting. This entitlement shall also apply to the proxy.
- 4.7 Members may resign at any time by writing to the Secretary.
- 4.8 Members may be deemed to have resigned as set out in Section 6 of this document.
- 4.9 A full list of members will be maintained at all times by MCC.

- 4.10 MCC will not process the personal data of members for any purpose other than that for which it was collected and as set out in the MCC Privacy Statement.

5. Dignity & Respect:

- 5.1 All members of MCC are expected to behave in a dignified manner and to treat fellow members with courtesy and respect.
- 5.2 Any offensive behaviour, including racist, sexist, or inflammatory remarks will not be permitted.

6. Disciplinary Procedure:

- 6.1 Any member behaving in an offensive, abusive or disruptive manner will receive a written warning outlining the reason for the grievance and offering an opportunity to discuss the matter with the Executive Committee before a final decision is made. The member may be accompanied by another member if desired.
- 6.2 If the behaviour is repeated the member may be asked not to attend further meetings or to resign from MCC.

7. Meetings:

Annual General Meeting (AGM):

- 7.1 An AGM will be held annually, but not more than 15 months after the previous year's AGM.
- 7.2 The Officers for the Executive Committee shall be elected at the AGM.
- 7.3 The quorum for the AGM shall be one quarter of members, with a minimum of 5 (five) attendees.
- 7.4 Written notice of the AGM will be sent to each member 4 weeks (28 days) prior to the date of the AGM.
- 7.5 Each member of MCC is entitled to submit one (1) motion for discussion.
- 7.6 All motions for discussion at the AGM must be submitted to the Secretary 14 days prior to the date of the AGM.
- 7.7 Each member of MCC is entitled to a vote at the AGM.
- 7.8 Nominations for Officer posts must be submitted to the MCC email address 14 days prior to the date of the AGM and in the format and sequence set down on the nomination form.

Council Meetings:

- 7.9 MCC shall normally meet on a monthly basis on the second Monday of the month, with the exception of holiday periods. It shall have a target of not less than five (5) meetings per annum, inclusive of Annual General Meeting.
- 7.10 The quorum for Council meetings shall be one-quarter and not fewer than five (5) members.
- 7.11 Members must declare any material interest they may have in a topic under discussion.
- 7.12 The agenda for meetings will be drawn up by the Secretary in consultation with the Chairperson.
- 7.13 The Agenda and Minutes and Zoom details will be circulated to members via email in a timely manner.
- 7.14 Items for inclusion on the Agenda must be submitted to the Chairperson at least 2 days

before the meeting.

Executive Committee Meetings:

7.15 The EC shall have a target of not less than five (5) meetings per annum.

7.16 The quorum for EC meetings shall be one-quarter and not fewer than three (3) Officers.

Extraordinary General Meeting (EGM):

7.17 An EGM of the Council may be called by not less than one-third (1/3) of the membership.

7.18 The EGM shall have only one agenda item.

8. Attendance:

8.1 Unexplained and/or unreasonable absence from three (3) consecutive meetings of the Council shall be understood and taken as implicit of resignation from the Council on the part of the member concerned, and they will be notified of same by the Secretary.

8.2 If a member is absent for more the 50% of meetings in any rolling 12 month period they shall be taken to have resigned from MCC and will be notified of same by the Secretary.

9. Administration:

9.1 The Chairperson shall chair all meetings of MCC. This function may be delegated to another EC member at the discretion of the Chairperson

9.2 Decisions at meetings will be agreed by a simple majority, voted in through a show of hands. In the event of a tied vote the Chairperson shall have a second and casting vote.

9.3 All official correspondence in connection with all Council matters shall come through the Executive Committee either to the postal address of the Secretary or to the MCC dedicated email address maynoothcommunitycouncilexec@gmail.com.

9.4 All notifications, agendas, minutes, and other correspondence will be communicated to members via email.

9.5 Where a notice or other communication requires a signature, transmission of that notice or other communication by email shall be deemed duly signed if the sender's name is contained in it and the email message is sufficiently identifiable (by reference to the sender's email address or otherwise) as having emanated from the person purported to have sent it.

10. Officers & Executive Committee (EC):

10.1 The business of MCC will be carried out by the EC which shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, PRO (if desired) and other such Officers as the Executive Committee sees fit to appoint.

10.2 The EC shall have full authority to act on all matters relating to Council business which may arise in the intervals between ordinary meetings of the Council.

10.3 The EC shall hold office until the conclusion of the next AGM.

10.4 Whenever an Officer leaves the EC, other than at an AGM, the vacancy shall be filled on the basis of co-option by the EC from the full membership.

10.5 EC Officers can be asked to resign their position if they fail to attend at three (3) consecutive meetings without apology.

- 10.6 No person may hold the same Executive post for more than three (3) consecutive years.
- 10.7 The EC can form Sub-Committees/Working Groups as required.
- 10.8 No Public Representative may be a member of the EC.

11. Sub Committees & Working Groups:

- 11.1 Sub-Committees/Working Groups shall conduct their business in accordance with the direction of the Executive Committee.
- 11.2 Sub-Committees are encouraged to co-opt, subject to the approval of the Executive Committee, members of the community considered, because of their leadership and interests, suitable for the particular work in hand.
- 11.3 The Chairperson of each Sub-Committee/Working Group shall be selected from the Officers of the Executive Committee.
- 11.4 The Terms of Reference of all Sub-Committees/Working Groups shall be documented and distributed to all members of MCC.
- 11.5 The Chairperson of each Sub-Committee/Working Group shall present a progress report at Council meetings and at the AGM.

12. Finance:

- 12.1 A bank account shall be opened and maintained in the name of Maynooth Community Council.
- 12.2 The Treasurer, Chairperson and two other Officers shall be signatories on the account and all bank transactions shall require two of these signatures.
- 12.3 Signatories to the account may never be related to each other or come from the same household.
- 12.4 All funds of the Council shall be deposited as soon as possible after receipt in the bank account of MCC.
- 12.5 A record of all income and expenditure shall be kept by the Treasurer and made available at Council meetings.
- 12.6 All expenditure shall be agreed, controlled, and documented by the Executive Committee.
- 12.7 All income shall be used towards the promotion and aims of MCC.
- 12.8 Invoices and Receipts shall be obtained for all expenditure incurred by MCC.
- 12.9 Out-of-pocket expenses incurred by any member of the Council shall be refunded on receipt by the Treasurer of proper receipted expenditure which should be submitted to the Treasurer in a timely manner.
- 12.10 The financial year of MCC shall end on the 31st December each year, to which date the accounts shall be balanced, and a written statement presented to the Annual General Meeting.
- 12.11 The Annual Accounts shall be approved at each AGM (proposed and seconded)
- 12.12 An audit of the accounts of MCC shall be carried out by persons appointed by the Executive Committee should any such audit be requested by a member of MCC, provided such request is received no later than 6 weeks before the date of the Annual General Meeting.

13. Commitment

No member of the Council, whether elected or co-opted, may commit the Council, as a body, to any undertaking, financial or otherwise, without having received prior written consent of the Executive Committee.

14. Changes to Constitution:

- 14.1 This Constitution may be changed or amended at an AGM or an EGM arranged for this purpose. Minor amendments can be made by seeking the approval of the membership by email.
- 14.2 Changes/amendments will be carried by simple majority vote of those present and entitled to vote.
- 14.3 Written notice of any proposed alteration or amendment shall be submitted to the Secretary, who must provide all Council members with full information on the amendments to be proposed, not less than 14 days before the next Council meeting.
- 14.4 Where an alteration to the Constitution is approved, a dated copy of the new version of the Constitution shall be made available to every member within thirty-one (31) days by the Secretary.
- 14.5 From the date of its adoption this Constitution supersedes all previous constitutions and rules and is the only valid document governing the activities of Maynooth Community Council.

15. Winding Up:

- 15.1 If a meeting decides by simple majority that MCC should be dissolved then an Extraordinary General Meeting may be called. The sole business of the EGM will be to dissolve MCC.
- 15.2 All members shall be informed of the EGM at least 21 days before the date of the meeting.
- 15.3 If it is agreed by majority vote at the EGM to dissolve MCC then all remaining money and other assets, once outstanding debts have been paid, must be distributed among local charities and other community groups. These groups will be nominated at the meeting which votes for dissolution.
- 15.4 Any money received via funding bodies and not utilised after dissolution, shall be returned to the funders in accordance with the funding criteria.

DECLARATION

This constitution was adopted by Maynooth Community Council on 13th February 2023 and witnessed by the following:

Chairperson

Signature: *Mary Jennings*

Secretary:

Signature: *Ian Stuart-Mills*

Treasurer:

Signature: *Una Phillips*

First Adopted: 23rd July 2018

Amended: 9th December 2019

Amended: 11th November 2022

Amended: 13th February 2023