

CONSTITUTION AND RULES OF INNISCARRA HISTORICAL SOCIETY

- 1) NAME
 - a) The name of the Society shall be INNISCARRA HISTORICAL SOCIETY referred to as “the Society”.
- 2) OBJECT OF THE SOCIETY
 - a) The object of the Society is to encourage the retrieval and preservation of historical information in the community, by the production and maintenance of documents and images.
 - b) To realise its objective the Society will:
 - i) Hold regular meetings, lectures presentations and demonstrations,
 - ii) Encourage members to research and document the history of the parish through inter-action with their families, friends and neighbours.
 - iii) Contribute to and support community based activities in and around Inniscarra.
 - iv) Organise outings for the gathering of historical information.
- 3) AFFILIATION
 - a) the Society shall be affiliated to the Federation of Historical Societies.
- 4) MANAGEMENT STRUCTURE
 - a) The Management of the Society shall be the responsibility of the Society Committee.
- 5) OFFICERS & COMMITTEE
 - a) The Officers of the Society shall consist of a Chairperson, Secretary/Editor, Treasurer, Events Organiser, Grants Officer and a Public Relations Officer.
 - b) The Officers acting collectively shall constitute the Society Committee. They shall be elected at the Annual General meeting and hold office for one year.
 - c) It will not be permissible for any member to hold more than one office at a time and all officers shall be members of the Society in good standing.
 - d) The Officers of the Society shall be entitled to be indemnified out of the assets of the Society, for all acts done or approved by them, in good faith on behalf of the Society, in exercise of the powers and functions conferred on them hereunder and shall not by virtue of their holding such office incur any personal liability.
- 6) CHAIRPERSON
 - a) The Chairperson shall be Chair of the Society Committee whose meetings he/she shall convene.
 - b) The Chairperson will represent the Society at all Official Functions and will submit a report on his/her term of office to the Annual General Meeting.
 - c) The Chairperson will remain in office for one year and be subject to the overall direction of the Society Committee.

7) SECRETARY/EDITOR

- a) Under the control and direction of the Society Committee the Secretary shall keep minutes of all General Meetings of the Society and all Society Committee meetings and will be responsible for the general correspondence of the Society and the maintenance of up to date copies of these rules and by-laws.
- b) The Secretary will also be responsible for maintaining an up to date register of members of the Society containing their contact and other details.
- c) To liaise with printers in the publication of the Journal.

8) TREASURER

- a) Under the control and direction of the Society Committee the Treasurer shall be keep proper books of accounts and records of all financial transactions undertaken by the Society and at the close of the Society year shall prepared income and expenditure account for submission to and approval by the Annual General Meeting.
- b) The Treasurer shall have authority to make payments on behalf of the Society and operate the Society Bank account.
- c) Accounts in the name of the Society and all withdrawals and or disbursements made there from will be signed by the Treasurer and at least one of two other Officers, nominated by the Society Committee to be signatories to the Society Accounts.

9) EVENTS ORGANISER

- a) Under the direction of the Committee, to co-ordinate the management of events and to arrange a Calendar of Events to run throughout each year.

10) PUBLIC RELATIONS OFFICER

- a) Responsible for liaising with local media outlets in publishing newsworthy items, promoting events and encouraging sponsorship and membership of the Society.
- b) Designing and creating publicity material.
- c) In conjunction with the Editorial Group, promotion and marketing of print issues by the Society.

11) GRANTS OFFICER

- a) To be responsible for the gathering of information about available grants and reporting to the Committee.
- b) Preparing Grant Applications and pursuing action on the applications.
- c) To report on grants awarded.

12) NOMINATION OF OFFICERS

- a) All Society Committee members must be members of the Society for at least one year, must agree to be nominated, be proposed and seconded for the role by members of the Society and elected at the Annual General Meeting.

- b) In cases where two or more members are nominated for one office a vote will be taken, by secret ballot from all the members present at the AGM and the member receiving the most votes will be deemed to be elected to the relevant office.

13) SOCIETY COMMITTEE

- a) the Society Committee will meet as often as the business of the Society requires it and in any event not less than 8 times in any year.
- b) Meetings of the Society committee will be called by the Chairperson or exceptionally by two members of the Society Committee.
- c) The quorum for meetings of the Society Committee shall be Four.
- d) Any casual vacancy occurring in the Society Committee shall be filled by a nominee of the Society Committee and such person shall hold office until the AGM next occurring.
- e) Committee decisions may, if necessary, be put to a vote and a simple majority of those present and entitled to vote will determine any issue. However, in the event of a tie the Chairperson (or Vice Chairperson when he/she is in the Chair) will have a casting (as well as a deliberative vote), which may be used to determine the matter at issue.

14) SUB-COMMITTEES

- a) the Society Committee may create sub committees for specific tasks or purposes and delegate to them such powers as they think fit subject to:
- b) All members of the sub-committee are members of the Society.
- c) Not less than two of the members of the sub-committee will be of members of the Society Committee.
- d) Any delegated powers or duties will be subject to a requirement that the sub-committee report to the Society Committee and do not initiate any action without the approval of the Society Committee.
- e) Does not include authority:
 - i) To interpret alter amend or change any rule or by-law of the Society.
 - ii) To expend funds from the Society accounts.

15) MEMBERSHIP

- a) Ordinary membership of the Society shall be open to all those over 18 years of age who are interested in pursuing the objectives of the Society.
- b) Prospective members will be required to complete a membership application form and provide contact details including a valid e-mail address, and emergency contact information and other details specified therein. The application form will include a specific undertaking, to be signed by the applicant to comply with and abide by these rules.
- c) All applications for membership, accompanied with the appropriate membership fee, will be placed before the Society Committee who will be the sole judge as to whether the proposed member is elected or not and its decision shall be final and binding.

- d) In the case of non-election of a candidate the Society Committee shall not state or be asked to state any reason for such non-election. Voting on membership shall be by simple ballot, with election taking place by simple majority.
- e) Any person whose membership has been terminated and who seeks to re-join the Society shall not be elected until all outstanding debts due by that person to the Society have been paid.
- f) After the election of a candidate to membership the Secretary shall send to the elected member a notice that he/she has been elected together with a copy of the rules of the Society.
- g) In the event of an application for membership being rejected the Secretary will refund to the applicant such monies as were forwarded with the application.
- h) Temporary Membership will be available to Visitors to the Society for particular Society functions or events and will be subject to such terms and conditions as the Society Committee may determine from time to time.

16) SUBSCRIPTIONS

- a) The Annual Subscription for members shall be as determined at the Annual General Meeting.
- b) The Secretary and Treasurer will be responsible for the collection of Annual Subscriptions from members as they become due, and the sending of reminders when overdue.
- c) A person whose subscription remains unpaid by 31st March following the commencement of the Society's financial year shall be deemed to be inactive but will continue to receive communications, including reminders for payment. In the event that a member fails to renew the subscription for a further year, he/she will cease to be a member of the Society.
- d) Membership applications received with the appropriate fee after 1st September will be deemed to include the full fee for the following year.

17) RESIGNATION

- a) A member wishing to resign from the Society shall notify the Secretary in writing on or before the last day of the Society's Financial year, otherwise he/she shall be liable for his/her subscription or such part thereof for the coming year as shall be decided by the Society Committee

18) RULES OF THE SOCIETY

- a) The rules of the Society shall be the provisions of this Constitution as determined by the members at a General Meeting.
- b) All members are required to conduct themselves in a manner that will not bring the Society into disrepute and to abide strictly by the provision of this constitution and the by-laws of the Society.

19) BY-LAWS

- a) the Society Committee shall be empowered to make by laws as convenient

from time to time for the proper conduct and management of the Society but any such bylaws as are made must be ratified at the next Annual General Meeting of the Society where they continue in force beyond that time.

- b) Where any by-law(s) so made are not ratified by the Annual General Meeting, next occurring after they are made they automatically cease to have effect.

20) COMMUNICATIONS

- a) The primary method of communication between the Society and the members will be by means of electronic mail (e-mail).
- b) All members will be encouraged to have ready access to a private e-mail account and advise the Society Secretary of the relevant electronic address.
- c) All Society notices, including notices of meetings as required by these rules will be sent by e-mail to each member to the e-mail address last notified to the Society Secretary, and by mobile phone message to those members that cannot be accessed by e-mail, and this will be deemed to be sufficient notice for the purposes of these rules. Such notices will also be posted on the website and will be posted on the Inniscarra Focus Facebook page.
- d) In order to facilitate communication each member is encouraged to maintain a current e-mail account and to check it regularly for new mail.
- e) This Constitution and Society By-laws, Society policy documents and notices to members will also be posted on the Society's website at <https://www.inniscarra.org> where they can be consulted by members.
- f) The Society will also operate an SMS text alert system which will alert members at the mobile phone number last advised to the Society as to the publication of new or updated information on the Society's Facebook page at [https://www.facebook.com/Inniscarra Focus](https://www.facebook.com/Inniscarra%20Focus) or the Society website as appropriate.
- g) All members are required to furnish their current e-mail address, and mobile telephone number to the Society Secretary and advise him/her of any change in their contact details in a timely manner.

21) FINANCIAL AFFAIRS

- a) The financial year shall end on 31st December. This will also be the Society year for all other purposes.
- b) Correct accounts and books shall be kept by the Treasurer and the Secretary, showing the financial affairs receipts and disbursements of the Society.
- c) Certified accounts shall be presented in respect of the last financial year to the AGM by the Treasurer and shall be approved by that body
- d) The funds of the Society including all monies received from whatever source shall be in the hands of the Treasurer for the time being who shall apply those monies as directed by the Society Committee.
- e) the Society Bank Account shall be kept in the name of the Society in such bank as the Society Committee may decide. Cheques shall be signed by any two of the following the Treasurer, the Chairperson, the Secretary, another

member of the Society Committee nominated by the Committee for that purpose.

- f) The Secretary will be required to ensure that the Society maintains adequate public liability and general insurance cover for its activities.
- g) Members participate in Society activities at their own risk and no liability rests with the Society arising from any accident, injury or loss of any kind sustained by a member in the course of his/her participation in Society events or arising from or related to such activity.
- h) All accounts and books shall be open for inspection by any member of the Society Committee at all reasonable times. A request for such inspection shall be made at a meeting of the Society Committee.
- i) The AGM of the Society shall appoint two members (who are not members of or entitled to attend meetings of the Society Committee) to act as auditors. Their task will be to audit the Society accounts periodically (at least twice a year). They will also audit the final accounts prior to its submission to the AGM and certify that they represent a true and accurate statement of the financial affairs of the Society at the end of the relevant accounting period.

22) SOCIETY ASSETS

- a) All equipment or other assets of a permanent nature which the Society own or may purchase or acquire in the future are deemed to be Society property.
- b) The Secretary will be responsible for the secure storage of documents, books, magazines, photographs and other images that become the property of the Society. Where possible, data and images are to be digitised and maintained in a safe and accessible environment. Backup copies of all digitised information must be maintained and updated at regular intervals.
- c) Members to whom Society property is entrusted for safe-keeping are not permitted to use such property for personal or any commercial purpose, or from loaning it to any third party, whether he/she be a member of the Society or not, for any period whatsoever.
- d) Any member to whom Society property is given for safe-keeping will be required to return it forthwith to the Society, if requested to do so by any member acting on the instructions of the Society Committee.
- e) The Secretary and Treasurer will be responsible for maintaining a register of Society assets, together with details of the members to whom they are entrusted and such register will be checked and its records verified as part of the annual audit process by the members selected as auditors for the Society.
- f) The Secretary will maintain a Depreciation Account in respect of those items deemed by the Committee to have a residual value when they reach end of life.

23) ANNUAL AND SPECIAL GENERAL MEETINGS

- a) The Annual General meeting (AGM) shall be held in the month of February on a date to be fixed by the Society Committee.
- b) The business to be transacted shall be:

- i) To receive the Chairperson's Annual Report for the year.
 - ii) To receive the Treasurer's annual report and statements of accounts, duly audited, for the purpose.
 - iii) To elect a Chairperson, Secretary, Treasurer, Public Relations Officer, Events Organiser, Grants Officer and auditors.
 - iv) To determine the Society annual subscription for the coming year.
 - v) To transact any other business properly before the meeting.
- c) Only ordinary members or those having the rights of ordinary members may attend and vote at General Meetings (Annual or Extraordinary).
- d) Notice of AGM shall be communicated to members by e-mail at their last e-mail address as formally advised to the Secretary at least 7 days before the meeting and this shall be deemed sufficient notice of the meeting. Such notice will also be published on the Society's website (<https://www.inniscarra.org>) and its Facebook page at <https://www.facebook.com/Inniscarra-Focus>.
- e) An Extraordinary General Meeting (EGM) shall be called by the Chairperson on the direction of the Society Committee, or on foot of a requisition of at least 15 members entitled to vote, stating the business to be brought forward. Such extraordinary general meetings shall be convened within 21 days of the receipt of the requisition by the Secretary, failing which any one of the signatories to the requisition may do so.
- f) No fewer than 15 shall form a quorum at an Annual or Extraordinary General Meeting. If that number are not present 30 minutes after the time for which the meeting was summoned the meeting will stand adjourned for one week at the same time and place, whereupon in the further absence of a quorum the meeting shall be absolutely dissolved.
- g) The Chairperson or in his/her absence the Secretary shall preside at General meetings.
- h) If both Chairperson and Secretary are not present or decline to preside then the members present and entitled to vote, may appoint a person to preside. The Chairperson has a casting as well as a deliberative vote. Notices of Motion must be delivered to the Secretary in time to permit their circulation by email to members at least 7 clear days before the day of the General or Extraordinary General Meeting, otherwise any such motion cannot be accepted by the Chairperson unless Standing Orders be suspended by a vote, in favour of doing so of not less than two thirds of the members present and entitled to vote at the meeting.
- i) The first proposition on any particular subject shall be known as the Original Motion and all succeeding propositions seeking to alter or improve the Original Motion shall be called Amendments. Every Motion or Amendment must be moved by members actually present at the meeting before it can be discussed and, wherever possible, should be set forth in writing. When an Amendment is moved to an Original Motion no further Amendment shall be discussed until the first Amendment is disposed of but notice of any further Amendment or Amendments must be given before the first Amendment is

put to the vote. If an Amendment be carried it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further Amendment relating to any portion of the Substantive Motion may be moved, provided it is consistent with the business and has not been covered with an Amendment or Motion which has been previously rejected at that meeting. After the vote on each succeeding Amendment has been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

- j) No Motion or Amendment, which has been accepted by the Chair, shall be withdrawn without the unanimous consent of the meeting. Neither shall any addendum or rider be added to a Motion, which has been accepted by the Chair without such full consent.
- k) Should any Member dissent, the addendum must be proposed and seconded and treated as an Ordinary Amendment.
- l) No Member shall be allowed to speak more than once upon any subject before a General Meeting, or on a point of order, or explanation, except the mover of a Motion or of an Amendment, who shall have the right of reply at the close of the debate upon such motion or Amendment. But on an Amendment being moved any member even though he has spoken on the Original Motion and (or) on any Amendment thereto may speak again on the Amendment. Members wishing to raise points of order or explanation must first obtain the permission of the Chairperson, and must rise immediately the alleged breach occurs. Any Member may formally second any Motion or Amendment and reserve his speech until a later point in the debate. If the Chairperson rises to call a Member to order or for any other purpose connected with proceedings the member speaking shall thereon resume his seat and no other member shall rise until the Chair be resumed. The ruling of the Chairperson on any question shall be final unless challenged by not less than ten Members and unless two thirds of the Members present vote to the contrary.
- m) If any Member interrupts another while addressing the meeting or uses abusive or profane language, or causes disturbance at any meetings and refuses to obey the Chairperson when called to order, he may be named by the Chairperson. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.
- n) If a two-third majority of Members present wish any question under discussion to be put to vote by ballot, that mode of voting shall be adopted and scrutinisers shall be appointed by the Chairperson.
- o) No notice of Motion put before the General Meeting shall be invalidated by reason of the Motion referring to a Rule of the Constitution when the Motion should refer to a change in the By-laws or Visa Versa.
- p) In the event of any Member requesting the Chairperson at the General Meeting to do so the Chairperson will ask the General Meeting to determine by simple majority whether a proposed Amendment is an Amendment to this Constitution or an Amendment to the By-laws of the Society

24) ALTERATION OF THE RULES

- a) No Rule of the Constitution of the Society shall be repealed or altered and no new Rule, be made save at a General Meeting and by a Resolution carried by the votes of a majority of the Members present and entitled to vote, except that it shall require a majority of not less than two thirds of the Members present and entitled to vote to carry a Resolution for the Dissolution of the Society. However, that the Society Committee may alter or add to the Rules for the purpose of complying with the Registration of Society's (Ireland) Act 1904, or any Act, or cognate legislation which may have been passed amending it.

25) ALTERATION OF BY-LAWS

- a) the Society Committee shall have power from time to time to make, alter and repeal all such By-laws on matters falling within its area of responsibility as they deem necessary, expedient or convenient for the proper conduct and management of the Society.
- b) All by-laws made by the Society Committee shall be e-mailed to all members and shall there upon take immediate effect. Such by-laws must be submitted for ratification at the next Annual General Meeting. Resolutions at General Meeting altering by-laws shall be carried by the vote of a simple majority of the Members present and entitled to vote.

26) VISITORS / TEMPORARY MEMBERS

- a) Visitors may attend and participate at Society functions, outings events and at such times and under such conditions as the Society Committee may determine.
- b) Visitors must be invited by and introduced by a member of the Society and pay the prescribed event fee which may include a visitor's surcharge, where such arises. A Member introducing a visitor shall be liable for payment of any expenses which the visitor incurs and does not discharge.
- c) Any member of the Society Committee may, without any reason, cancel the admission of any Temporary Member or visitor whose admission may have been irregular or whose presence or conduct is deemed objectionable or who contravenes any of the Rules or bylaws of the Society.

27) MEMBERSHIP - SUSPENSION EXPULSION

- a) Any member who, in the opinion of the Society Committee commits a breach of any Rule or Regulation of the Society or is guilty of conduct unbefitting a member of the Society, may be suspended by the Society Committee acting in concert from the privileges of the Society for such period as they shall think fit. Such suspension shall require a vote of at least two-thirds of the members present at the Society Committee Meeting voting in favour of such suspension.
- b) Any Member who, in the opinion of the Society Committee, has been guilty of conduct detrimental to the interests of the Society shall be liable to be reported to a meeting of the Society Committee called for this purpose and shall be expelled from the Society provided at least two-thirds of the Members present vote for his/her expulsion, the vote to be taken by secret ballot.

- c) Such Member shall be given written notice of and be entitled to be present at such meeting and to be heard in his or her own defence but shall not be entitled to vote. In the event of expulsion, the expelled Member shall cease to have any right or interest in the Society.

28) COMPLAINTS PROCEDURE

- a) The Society welcomes the views of members of the local community in relation to the service we provide to research and record historical information in this community.
- b) A prompt and courteous response will be given to any suggestions, comments or complaints, thereby ensuring the development of a high-quality service that meets the needs of service users and our community.
- c) A comment/suggestion can be made verbally or in writing to any member of our committee, and these will be brought to the attention of the Committee at the next meeting.
- d) Any **complaints** regarding our services should be made in writing to the person nominated by us to deal with all complaints.

Nominated person:

Society Secretary Richard Murphy

Email address admin@inniscarra.org

Telephone/text 086 0621947

- e) On receipt of a written complaint the nominated person will work to resolve the complaint to the satisfaction of the complainant **within 21 days of first receiving the complaint.**
- f) If the complainant is not satisfied with the proposed resolution then a meeting will be held with the committee of this organisation to identify a mutually acceptable solution. Such a meeting will be held **within 14 days of the original resolution being notified to the complainant.**
- g) In the event that the complaint is about the committee or a member of the committee then the complaint may be heard by a person/s independent of the group who will seek to identify a mutually acceptable resolution **within 21 days of the nominated person first receiving the complaint.**
- h) Where necessary in the opinion of the managing committee of this organisation an external mediator may be appointed to assist in the resolution of any complaint **within 21 days of step 2 or 3 above.**
- i) **Every effort will be made to resolve all complaints within a reasonable time frame dependant on the availability of all those involved.**
- j) **All complaints involving the welfare of a child, young person or a vulnerable adult will be notified to HSE South in accordance with Child Protection or Elder Abuse and other protocols and guidelines.**

29) INTERPRETATION

- a) the Society Committee shall be the sole authority for the interpretation of

these rules and its decision shall be final and binding on all concerned.

- b) the Society Committee shall be the sole authority for the interpretation of any local rules or By-laws and its decision shall be final and binding on all concerned.
- c) Copies of this Constitution, the Society's Rules, and current by-laws will be posted on the Society website for information of members.
- d) No member shall be absolved from the effects of the Rules contained in the Society's Constitution, and Bye. Laws on the basis of being unaware of or not having received a copy of said rules.
- e) Any contingency not covered by these Rules will be dealt with at the discretion of the Society Committee.

30) DISSOLUTION OF THE SOCIETY

- a) If at any Special General Meeting of which due notice has been given in accordance with these Rules Resolution for the Dissolution of the Society be carried by a majority of not less than two thirds of the members present and entitled to vote the Society Committee shall thereupon proceed to realise the property and assets of the Society and after the discharge of all liabilities shall divide the net proceeds on realisation amongst the members as at the date of the aforesaid Extraordinary General Meeting. On completion of such division the Society shall be dissolved.