

Plassey Residents' Association

(All estates between Plassey Road and Dublin Road including College Court)

Mission Statement

Plassey Residents' Association will strive collectively to discuss all matters relating to its community to improve the quality of life in its neighbourhoods, It will aim to do this by positive open engagement with all concerned Stakeholders.

CONSTITUTION:

1: VISION

To be recognised as a unified representative body who work to empower the residents of all estates between Plassey Road and Dublin Road including College Court. Plassey Residents Association will engage positively with key local stakeholders and media. The activities of our association will be informed by the experience of previous residents' committees. We will look towards research and best practices nationally and internationally to design a better future for the local community.

2: MEMBERSHIP

- a) Membership of the Association shall be open to all residents living between Plassey Road and Dublin Road including College Court area.
- b) The Association will take positive action to reach those people that are under represented at meetings and events and will ensure that all members have the opportunity to be involved in the Association and its events.
- c) All members shall have voting rights on all issues raised at general meetings that they attend.
- d) All members shall on request be supplied with a copy of the constitution.
- e) A Nominal fee of 10 euros annually will be collected to help the Association with any running costs that are incurred.

3: CODE OF CONDUCT

- a) The Association shall be non-party political and non-sectarian
- b) Members are required to act with honesty and integrity at all times.
- c) Members must behave in a polite, respectful, and appropriate manner at all times.
- d) Members should value diversity and not discriminate against any person on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, or sexual orientation.
- e) Members should not write or speak on behalf of Plassey Residents' Association without permission from or at the request of the Chair and the Committee.
- f) Members must not attend meetings under the influence of Alcohol or illegal substances.
- g) Members must respect the role of Chair in leading and keeping order in meetings. Anyone wishing to speak shall indicate by raising their hand and the chair shall invite contributions.
- h) Members should turn off their mobile phones during meetings, except with permission from the Chair.
- i) Members should listen to each other during meetings and not have 'meeting within meetings'.
- j) Members must follow the Agenda.
- k) Any members may be excluded for a breach of these conditions or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal at the following general meeting.

4: THE COMMITTEE

- a) The Executives will be elected at the Annual General Meeting and will include a Chair, Co-Chair, Secretary and a Treasurer. They can also include a General Press Officer and or a Co-Secretary.
- b) No two persons from the same household can be part of the Executive.
- c) The Committee will provide an update to the residents of the area twice a year on their work and how it will positively encourage participation from all sections of the community. This could be in the form of newsletters, social media and updates on a Website.
- d) The Plassey Residents' Association is expected to send at least one of the Executives to Housing Representative Forums and Borough Forums.
- e) There will be a minimum of 4 committee meetings held during the course of the year.
- f) Seven days' notice of committee meetings will be given to all members of the committee.
- g) The quorum for the committee meetings shall be a minimum of 4 members.
- h) Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next General Meeting/Special General Meeting of the Association.
- i) The Committee shall deal with any issues of management of the Association which require decision during the periods between general Meetings/Special General Meetings of the Association, and report these in the next General Meeting/Special General Meeting.
- j) Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign from the committee.
- k) A member of the Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute, or do not abide by the terms set out in this constitution. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend a member.

5: ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 15 months of the last AGM). Written notice of the meeting must be sent at least 14 days in advance to every household. Members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the Executive and Committee at the meeting. Any parties concerned or interested in the outcome of the Association's AGM and are not Residents must be invited by the Executive.
- b) The quorum for the AGM is a minimum of 16 Residents.
- c) At the Meeting:
 - The minutes of the previous AGM will be presented and approved.
 - The existing committee will present a report of the Association's activities in the past year.
 - Audited accounts for the year will be presented. The accounts must end in the current year and the year-end must not be more than four months before the date of the AGM. Accounts if needed must be audited by the Council's appointed auditor.
 - The existing Committee will stand down.
 - The Executive and the Committee for the next year will be elected.
 - Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered. (If a more

urgent change to the Constitution is needed this can be done before a General Meeting/Special General Meeting).

- Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
- d) Nominations for the Executives and committee members will be accepted only if the person nominated is present at the AGM. If there is more than one nomination for each post the nominees may be asked to leave the room whilst the vote is taken.
- e) If there is nobody willing to stand, the Committee will decide whether to start procedures to close the Association down. Alternatively, the Committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the Committee to recruit a new committee or formally dissolve the Association within that period.

7: GENERAL MEETINGS / SPECIAL GENERAL MEETING

- a) The business of the Association shall be concluded at General Meetings, which shall be open to all Residents.
- b) The Association will hold a minimum of 4 General Meetings per year one of which could include the AGM.
- c) The Association must publicise General Meetings/ Special General Meetings and events to all members of the Association to involve and hear their views. All members of the Association will be entitled to attend General Meetings/Special General Meetings, to speak and to vote. Any other outside participants that are interested in attending and can contribute must be invited by the members of the Executive.
- d) Seven days' notice of the General Meetings/Special General Meetings will be given in writing to all members.
- e) A quorum for General Meetings/Special General Meetings will be a minimum of 6. This number of members will need to be present to take a decision on behalf of the Association.
- f) All matters for decision will be decided by a simple majority of those over 18 years of age, present and voting.
- g) No member shall have more than one vote.
- h) Minutes or notes must be kept of all meetings of the Association. The minutes will be presented to the next meeting to be approved. The minutes should be made available to any member of the Association on request and main points should be publicised.
- i) Special General Meetings may be called at any time where a matter may be urgent or a new development that would be vital to discuss arises.
- j) All members of the Association will abide by the Code of Conduct as set out in this constitution and be expected to treat each other with respect and act in a courteous manner at Association events. The Chair may ask members to leave if their behaviour is disruptive or offensive.

8: FINANCE

- a) All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association, including meeting rooms and approved events.
- b) The Treasurer shall keep proper accounts of the Association's finances and shall maintain/open a bank account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income. The Accounts shall be presented at the AGM and can subsequently if needed be Independently audited at the request of the Committee.

- c) The Treasurer, Chair and one other person elected by the Committee will sign cheques and have access to the Association's bank account. These people must not live in the same household or be family members. If these Committee members stand down, they are responsible for transferring the Association's bank account to the new Committee members.
- d) If at any time should the Committee dissolve, All outstanding bills shall be paid and the account closed and remaining funds be donated to Milford Hospice.

GENERAL DATA PROTECTION REGULATION (GDPR)

All personal Data collected by Plassey Residents' Association will be kept Securely by the Treasurer/Secretary and will not be Shared by anyone within the Executive without prior permission from the Data Owner. Data will be deleted if the Association were to dissolve or membership was not renewed. If a Photo/Video opportunity were to arise please let us know if you do not want wish to take part or have your identity protected.

By signing this model constitution, we confirm that our Association will abide by the standards that are defined in the model constitution and recognition criteria.

EXECUTIVE: 2024/25

CHAIR NAME: Rory Wilkinson

Signed.....

Date: 03/4/24.....

Co-CHAIR NAME: John Stapleton

Signed.....

Date: 3/4 2024.....

SECRETARY NAME: Brendan O'Sullivan

Signed.....

Date: 3/4/2024.....

Co-SECRETARY NAME: Gina Haran

Signed.....*gnabtera*.....

Date:.....*3-4-24*.....

TRESURER NAME: Karen Ryan

Signed.....

Date:.....