Carrigtwohill & District Historical Society

1 Name

The Society shall be called the Carrigtwohill and District Historical Society ("The Society"). The members are those who are members at the adoption of these rules, together with such members who are elected in accordance with the rules for membership outlined below.

2 Purpose:

The Society is established with the aim of achieving the following objectives:

2.1 To generate a greater awareness and appreciation of our historic area, especially among the local population.

2.2 To preserve and protect all our remaining historical features.

2.3 To encourage research into and the recording of local history, archaeology, folk-life and folk lore and preserve and protect local heritage, songs, stories, photographs etc.

2.4 To actively promote the Carrigtwohill area as a significant tourist centre.

2.5 To encourage and undertake the publication of books and periodic reviews and the collection and copying of archives.

2.6 To build a local archive of documents (or photocopies of documents), illustrations and artefacts relating to the local history of Carrigtwohill and the surrounding area.

2.7 To organize historic lectures and talks by guests and members.

2.8 To extend any of the above and develop additional activities as opportunities arise.

3 Membership:

Membership of the Society shall be open to individuals whose objectives are consistent with those of the Society and who pay their annual subscription.

3.1 Applications for membership must be approved by the Executive Committee. Applications are placed on an Agenda of the first valid committee meeting following application.

3.2 Members shall pay an annual subscription, the amount of which shall be decided at the A.G.M of the Society.

3.3 Annual Subscriptions will be renewable from the 1st of January each year. Fees must be payable by 31st March or membership will lapse.

3.4 The Society shall be a non-political, non-sectarian, non-profitable organisation.

3.5 The Society shall have the right, for good and sufficient reasons, to terminate the membership of any individual member, provided that the Society has afforded an opportunity for a hearing by the Executive Committee, before making a final decision to terminate membership. For this decision, a two-thirds majority of the membership of the Executive Committee will be required.

4 Management:

The affairs of the Society shall be managed by an Executive Committee, consisting of the Chairman, Vice-Chairman, Hon. Treasurer, Hon. Secretary, P.R.O, and at least two other members.

4.1 The Executive may make such regulations as they consider appropriate for the efficient conduct of the business of the Committee and the Society.

4.2 The Executive shall meet no less than 4 times each year.

4.3 The Executive shall have the power to set up such sub-committees as it deems necessary. All sub-committees will include at least one Executive Committee member who will have responsibility for reporting to the Executive Committee.

4.4 A quorum for an Executive Meeting shall be in accordance with RULES OF PROCEDURE AT ALL MEETINGS below.

4.5 The Executive may appoint any member of the Society to fill a vacancy; this member shall hold office until the annual election of the Executive Committee and shall be eligible for re-election.

4.6 The Executive or any of its sub-committees may co-opt a person who need not be a member of the Society to attend certain meetings and to give specialist advice.

4.7 NOTICES. The Hon Secretary shall have responsibility for, and an absolute discretion over, the form and manner of service of notice on members.

4.8 The Executive shall have the power to appoint a non-executive Honorary President.

5 Annual General Meeting (AGM):

5.1 An Annual General Meeting of the Society shall be held not later than the 31st March to cover the previous calendar year.

5.2 At the Annual General Meeting the business shall include the following;

5.2.1 the election of members to serve on the executive committee,

5.2.2 the consideration of an Annual Report of the work done by or under the auspices of the Committee,

5.2.3 the consideration of the accounts,

5.2.4 altering the constitution, subject to clause (7.0) below,

5.2.5 the transaction of such other matters as may from time to time be considered necessary.

5.3 Persons nominated to the new Executive Committee must be valid members of the Society prior to the Annual General Meeting.

6 Special General Meetings:

A Special General Meeting may be called by a request in writing to the Hon Secretary from not less than 10 members, having the power to vote and giving reasons for the request. The Hon Secretary shall then call a Special General Meeting within 21 days.

7 Alterations to the Constitution

7.1 Any alterations to this Constitution shall receive the assent of not less than two-thirds of the members of the Society present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

7.2 At least 7 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Society PROVIDED FURTHER THAT no alteration shall be made which would cause the Society to cease to be a charity at law. Notice for this meeting shall be in a format agreed by the Executive.

8 Rules of procedure at all Meetings

8.1 **Voting:** Subject to the provisions of Clause 10.3 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

8.2 **Minutes:** Minute books shall be kept by the Committee and all other subcommittees, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions including a list of members present.

8.3 **Quorum:** The quorum at General Meetings of the Society shall be 6 and at meetings of the Committee shall be more than half or such other number as the Committee may from time to time determine.

8.4 **Standing Orders:** The Committee shall have the power to adopt and issue Standing Orders and/or rules of the Society. Such Standing Orders and /or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Society in General Meeting and shall not be inconsistent with this constitution.

8.5 If after 15 minutes from the appointed starting time of any meeting, the Chairman or Vice-Chairman is not present, members present shall appoint a Chairman for the evening.

9 Finance:

9.1 The Honorary Treasurer shall keep proper accounts of the finances of the Society.

9.2 The financial year of the Society shall run from 1st. January to 31st December.

9.3 A bank account shall be opened in the name of the Society with such bank as the Committee shall decide. The Committee shall authorise in writing the Honorary Treasurer and two members of the Committee to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the three authorized signatories.

9.4 The Annual Statement of the Accounts shall be available for all members at the A.G.M.

10 Dissolution of Society:

10.1 The Society may be dissolved by special resolution passed at two successive General Meetings of the Society.

10.2 Any proposal to dissolve the Society shall be in writing signed by the proposer and seconder, and must be made two weeks prior to the next General Meeting.

10.3 The Hon. Secretary shall call a Special General Meeting giving 14 days' notice of the purpose and date of the meeting. A majority of two-thirds of the members present at the meeting shall be required to pass the resolution.

10.4 Distribution of Assets Upon Dissolution

10.4.1 Any outstanding funds shall be transferred to a recognised local charity.

10.4.2 *Assets loaned to the society shall be returned to the rightful owner of the asset, be they a member of the society or not, or to their legal representatives.*

10.4.3 *Assets, other than cash, owned by the Society as a body, shall be offered to another appropriate Historical Society, or to the Heritage department of the Cork County Council, or to the Cork City and County Archives."*

This Constitution was adopted at the AGM of Carrigtwohill and District Historical Society held on 13th June 2013.

Chair: (Jim Barry) Jim Barry

Treasurer: (Michael Cummins) M Cummins

Secretary: (André Saubolle) A M Scaul

Signed 21st September 2023