

**Constitution**  
**Urlaur Pattern and Community Group**

**RULE 1 - Name and Objectives**

The Name is:- Urlaur Pattern and Community Committee  
Registration Number Mayo - PPN-01337

**Main Objects**

1. To cater for the needs, welfare and wellbeing of our Community
2. To make better use of resources
3. To access new information, ideas and suggestions
4. To encourage greater participation in the local activities by the Community
5. To ensure people understand how they can participate and how decisions are made.
6. To engage Senior Citizens in different activities involving physical and mental ability skills
7. To organise events for the local Community
8. To organise and run the Urlaur Annual Pattern and Family Fun Day on the 4<sup>th</sup> August annually.
9. To acquire by purchase, exchange, lease or otherwise equipment, insurance, etc. for the benefit of the Association and members.
10. To ensure the payment or repayment and the principle amounts of interest due on all payments are paid on time. To raise money by all lawful means that may be necessary from time to time.
11. To enter arrangements with Government Departments or Authorities, supreme, municipal, local or otherwise that may benefit the Association's objectives and to accept from said equipment or grants available.

**Subsidiary Objects**

1. To raise capital through non-profitable and profitable means i.e. cake sales and fundraising events by public subscriptions and otherwise, or in the alternative, loan financing from a financial institution
2. To organise social events, cultural and sporting activities for members and the Families
3. To promote and protect the interest of our members and property

**RULE 2 - STATUS**

1. Ensure that our Membership is renewed annually with Mayo PPN.
2. The name is "Urlaur Pattern and Community Committee" will be referred to as "Committee" in the content of this Constitution.
3. We are a Non-Political/Denominational Association and shall not be aligned with any political party.
4. We are a non-profit Association and all funds go to the administration costs, purchase of equipment, maintenance and running of events for the benefit of all members.

5. All appointments are voluntary and no expenses or payments are made for services rendered.
6. We are listed as an official Committee with Mayo PPN – Registration Number PPN – 01337. Mayo Public Participation Network, Mayo House, Moneen, Castlebar, Co. Mayo F23 N504. Phone 094 9064358 - [mayoppn@mayococo.ie](mailto:mayoppn@mayococo.ie)
7. We are part of a Public Participation Network (PPN) established in July 2014, which is a structure that brings together Community and Voluntary, Environmental and Social Inclusion groups in each local authority area.

### **RULE 3 - MEMBERSHIP**

1. Membership is open to all residents and families of the area. Membership shall be at the sole discretion of the Committee. The Committee reserves the right to refuse membership.
2. Members of the Association are classified as members of the Association and no employee rights or benefits can accrue in their favour.
3. The Association does not discriminate against - Gender • Marital status • Family status • Sexual orientation • Religious belief or lack of religious belief • Age (16+) • Disability or the nature of disability • Race, colour, nationality or ethnic or national origins
4. Register of Membership names to be recorded in Register of Membership.
5. Membership is free. Voluntary donations are accepted.

### **RULE 4 - ORGANISATION**

1. For the attainment of the efficient and effective management of the Association, the Committee shall consist of: -
  - a. Chairperson
  - b. Secretary
  - c. Treasurer
  - d. Working members
  - e. These appointments shall be elected at the Annual General Meeting.
2. After AGM the names of the Committee elected to be submitted to Mayo PPN.

### **RULE 5 - COMMITTEE MEETINGS**

1. Will be held as the need arises.
2. Minutes of the meetings shall be recorded.

### **RULE 6 - ANNUAL GENERAL MEETING**

1. An Annual General Meeting shall be held yearly on a date decided by the Committee.
2. All members to be notified of the date, venue and time.
3. Minutes of the meetings shall be recorded

### **RULE 7 - FINANCIAL POLICY AND MANAGEMENT**

1. The Committee shall be responsible for the general management, direction and control of the financial affairs of the Association.

2. The assets of the Association shall be applied only to the promotion and achievement of the objects of the Association as detailed in Rule 4.
3. A non-member of the Association is not authorised to accept cash, cheques or postal orders on behalf of the Association.
4. Proper accounts shall be maintained of all incoming/outgoing transactions, with receipts, invoices, etc. and be duly recorded. These transactions to correspond with bank statements.

### **RULE 8 - AUDITS**

The Association is audit exempt, but must provide full financial statements for the Annual General Meeting and when applying for grants (where applicable).

### **RULE 9 - ASSOCIATION INSURANCE**

1. Insurance is renewed annually by the Committee with the policy covering Third Party Public Liability.
2. Extra cover may be required for some events, negotiated with the insurance company.

### **RULE 10 - GENERAL DATA PROTECTION REGULATIONS**

Under the Rules of GDPR the personal details or other information of members will not be communicated to any third parties or individuals. All our communications regarding members are treated in a strictly confidential manner. When membership ceases the name will be removed from the Membership Register.

### **ADAPTATION OF CONSTITUTION**

This Constitution was approved at AGM by a majority vote of the members on: -

Date \_\_\_\_\_

Signed \_\_\_\_\_

Chairperson

Signed \_\_\_\_\_

Secretary

### **APPENDIXS**

In line with the rules of Department of Rural and Community Development the following are attached: -

APPENDIX 1 – COMPLAINTS PROCEDURE

APPENDIX 2 – COMPLAINTS FORM

APPENDIX 3 – NOMINATION FORM PPN REPRESENTATIVE

APPENDIX 4 – GRIEVANCE PROCEDURE POLICY

APPENDIX 5 – VUNERABLE ADULTS POLICY

APPENDIX 6 – DIGNITY POLICY