

# Friends of Joyce Tower

## Constitution

**1 Name:** The name of the Society shall be **Friends of Joyce Tower**

**2 Aims.** The aims of the Society shall be to:

2.1. Organise volunteer staffing of the Tower

2.2. Promote community involvement through a volunteer programme, and through engagement with local organisations, schools and community groups.

2.3. Promote the Joyce Tower as a museum

2.4. Promote an interest in the life and work of James Joyce

2.5. Campaign for improved facilities at the Tower and for its conservation

2.6. To work in partnership with Dun Laoghaire-Rathdown County Council, with other state agencies and any future management company in furthering Society aims

**3 Powers: In order to achieve its aims the Society may**

3.1. Raise funds

3.2. Open bank accounts

3.3. Take out insurance

3.4. Promote the Joyce Tower in the media

3.5. Organise courses, social and other events

3.6. Decide on any other actions that the Committee considers appropriate.

**4 Membership**

4.1. Membership of the Society shall be open to any person over 18 who is interested in supporting the aims of the Friends of Joyce Tower, willing to abide by the rules of the Society and willing to pay the annual subscription as agreed by a General Meeting of the Society.

4.2. Each member shall have one vote at a General Meeting.

4.3. Membership of the Society may be withheld by a two-thirds majority vote (of those present) of the Committee. Membership of the Society may be terminated by a two-thirds majority vote (of those present) of the committee if a member engages in behaviour which contravenes the Society's aims and rules, or engages in other inappropriate behaviour which is deemed harmful to the reputation of the Society.

**5 Committee**

5.1. The Society shall be administered by a Committee of up to 15 members, up to 12 of whom shall be elected by members at a General Meeting and 3 co-opted.

5.2. The Officers of the Committee shall be: the Chairperson, vice Chairperson, the Secretary, the Treasurer, and the Public Relations Officer. Two of these roles may be held by the same person. Officers will be elected by the Committee. The Committee may create other positions and make appointments.

5.3. A member cannot hold the same officer position for more than two consecutive years

5.4. The Committee shall appoint daily volunteer coordinators (7) and the overall coordinator of volunteers (1) from among its members

5.5. The Committee shall meet at least 6 times a year.

5.6. The quorum for Committee meetings shall be 8 members.

5.7. In the event of a volunteer coordinator resigning his/her position, they will be deemed to have resigned from the Committee.

5.8. The Committee may appoint another member of the Society as a Committee member to fill a vacancy provided the maximum number is not exceeded.

5.9. Voting at Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

5.10. Meetings of the Committee may be called by the Chairperson, or by three members of the Committee

5.11. Members shall receive at least 7 days notice of a meeting, except in an emergency

## 6 Duties of the Officers

6.1. The duties of the Chairperson are to:

6.1.1. Chair all meetings of the Committee and the Society

6.1.2. Represent the Society at functions/meetings

6.1.3. Act as spokesperson for the Society when necessary

6.2. The vice Chairperson shall deputise for the Chairperson, where necessary.

6.3. The duties of the Secretary are to:

6.3.1. Take, circulate and retain minutes of meetings

6.3.2. Maintain the records of the Society

6.3.3. Prepare the agenda for meetings of the Committee and the Society in consultation with the Chairperson

6.3.4. Deal with correspondence

6.3.5. Collect and circulate any relevant information within the Society

6.4. The duties of the Treasurer are to:

6.4.1. Supervise the financial affairs of the Society

6.4.2. Keep proper accounts that show all monies collected and paid out by the Society

6.4.3. Present accounts at each Committee meeting and at a General Meeting

#### 6.4.4. Maintain the membership list

### 7 Finance

- 7.1. All financial decisions shall be made by the Committee.
- 7.2. Any bank accounts opened for the Society shall be in the name of the Society
- 7.3. Any payments shall be authorised by the Treasurer and one other nominated officer.

### 8 Annual General Meeting

- 8.1. The Society shall hold an Annual General Meeting (AGM) every 12 months. The maximum interval will be 15 months.
- 8.2. Members will receive at least 14 days' notice of the AGM and shall be entitled to attend and vote.
- 8.3. Motions for an AGM must be forwarded to the Secretary at least 7 days before the date of the AGM
- 8.4. Nominations for election to the Committee shall be submitted in writing to the secretary by two members of the society; or proposed and seconded from the floor at a General Meeting.
- 8.5. The business of the AGM shall include:
  - 8.5.1. A report from the Chairperson on the Society's activities over the year
  - 8.5.2. A presentation of annual audited accounts by the Treasurer
  - 8.5.3. Proposal on membership subscription
  - 8.5.4. Consideration of motions
  - 8.5.5. Election of Committee (12)
  - 8.5.6. AOB

### 9 Extraordinary General Meeting

- 9.1. An Extraordinary General Meeting may be called by the Committee or by 30% of members to discuss an urgent matter. The Secretary shall give all members 14 days notice of any Extraordinary General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

### 10 Alterations to the Constitution

- 10.1. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

### 11 Dissolution

- 11.1. The Society may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be transferred to an organisation with similar aims and objectives, benefitting the community and/or promoting Ireland's literary heritage.

12 **This Constitution was adopted at a General Meeting of the Society on 5<sup>th</sup> February 2015.**

**Signed by:**

Chairperson:

Secretary:

Treasurer: