

# Dublin City Integration Forum CONSTITUTION 2012

## RULES OF DUBLIN CITY INTEGRATION FORUM (DCIF)

### 1.0 NAME

The name of the Association is **Dublin City Integration Forum**. Hereafter referred also as **DCIF**

### 2.0 DEFINITION

- a. All references to “DCC” hereunder shall be construed as a reference to Dublin City Council geographical jurisdictions.
- b. All references to ‘Forum’ or **DCIF** hereunder shall be construed as a reference to Dublin City Integration Forum.
- c. All references to “Executive” hereunder shall be construed as reference to the management/steering team.

### 3.0 MAIN OBJECTIVES

- Create a common voice of new communities to influence policy in the local government and advocate on issues that affect them
- Open a space for information exchange between the local government and new communities
- Provide information to new communities in relation to issues that affect them
- Network between new communities in the DCC area
- Engage in the area of integration, antiracism, equality and social inclusion
- Collaborate with other existing Forums in Dublin region
- Work with national and international organisations
- Promote representation at the local government level

### 4.0 MEMBERSHIP

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## I. Full Membership

- a. Full members must live and/or work in DCC area or their organisation must be based there
- b. Full member should be a representative of an established community group
- c. Full member has a right to vote
- d. Full member can hold an executive role
- e. Full member can be elected as a representative on various committees in the Local Government and other external bodies on behalf of DCIF
- f. Full member is obliged to be up to date with their responsibilities
- g. Full member should participate in all meetings or alternatively point out a representative in the event of his/her absence
- h. Recalcitrant behaviour or repeated absence from activities of DCIF can warrant suspension or dismissal of a member

## II. Associate Membership

- i. Associate member can be an individual interested in the activities of DCIF and willing to contribute to the Forum. Associate membership can be granted to individual for specific reasons i.e. skill sets, supports and value adding to activities etc
- j. Associate member will not have a vote but can propose a candidate
- k. Associate member can participate as an observer during election but contributes to discussions and activities implementation
- l. Supporting membership is also open to institutions, businesses, schools and colleges

## III. Honorary Membership:

Just as the associate member, honorary membership is bestowed on an individual, institution or organisation that has supported integration works of DCIF and relevant stakeholders in the city and still interested in being part of work in the area in Dublin city

- a. Honorary member contribute to the running of the forum (i.e. philanthropies, politicians, academics, businesses etc)
- b. Honorary member cannot vote
- c. Honorary member shall not represent the Forum or speak on its behalf
- d. Honorary member can participate in the activities of the Forum

Other details are contained in DCIF terms of reference “**ToR**” which forms integral part of the constitution.

## **5.0 THE EXECUTIVE COMMITTEE AND OFFICERS**

1. The Executive shall consist of five officers: Chairperson, vice-Chairperson

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Secretary, vice-Secretary, Treasurer and two other co-opted officers. The officers shall be elected at the Annual General Meeting for a term of one year. After one year out-going officer have an option to re-contest to be in office.

2. The Executive shall meet as often as may be necessary and at least four times each year and at each meeting, members present, The chairperson, including the Secretary or the Treasurer, shall form a quorum.
3. The Executive shall have power to co-opt up to four additional members who shall hold office until the next Annual General Meeting. Vacancies arising among the officers and Executive shall be filled by co-option or appointment effective until the next Annual General Meeting.
4. At meetings of the Executive, in the absence of the Chairperson, The vice-chair takes charge. In the absence of the two, a Chairperson shall be appointed, other than the General Secretary or Honourable Treasurer for that meeting.
5. Resolutions of Executive shall be by simple majority vote and in the event of a tie the Chairperson shall have a second or casting vote.
6. The function of the Executive shall be generally to conduct the affairs of DCIF in accordance with set aims and objective and other matter approved by the general assembly of DCIF.

## **6.0 CHAIRPERSON**

1. Shall in consultation with the Executive convene all General/ Executive meetings
2. Shall preside over such General/ Executive meetings
3. Shall nominate/delegate someone to preside over meetings in his/her absence
4. Shall have the final say in case of a tie in an election

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5. Shall be a signatory to all transaction of DCIF
6. Shall perform any other functions for and on behalf of DCIF as may from time to time be assigned to him/her by the General Assembly meeting
7. Shall represent DCIF on other bodies
8. Has a right to set up an emergency committee to resolve disputes

## **7.0 VICE-CHAIRPERSON**

1. Shall assist the Chairperson and in the absence of the Chairperson, shall perform all the duties relative to the office of the Chairperson
2. Can be delegated by the chairperson to represent DCIF on other bodies

## **8.0 SECRETARY**

1. Shall work in a close collaboration for the smooth running of DCIF
2. Shall carry out all secretarial work necessary in connection with the administration of DCIF.
3. Shall keep a record of the business transacted at all meetings, and shall discharge all such duties as may from time to time be assigned to him/her by DCIF or by the Executive.
4. Shall convene all General/Executive meetings on the advice and in consultation with the Chairperson
5. Shall keep record and take minutes of the meetings, present and read minutes for adoption
6. Shall prepare agenda of the meeting in consultation with the Chairperson
7. Shall be a signatory to all transactions of DCIF
8. Shall work in tandem with all other subcommittee secretaries
9. Shall preside over general and executive meetings in the absence of the Chair and the vice-Chair

## **9.0 VICE –SECRETARY**

1. Shall assist the Secretary and in the absence of the Secretary shall perform all the duties

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relative to the role of the Secretary.

2. Shall work in a close collaboration for the smooth running of DCIF

## **10. TREASURER**

1. Shall receive all payments or Fund to DCIF and lodge the same in a Bank account approved by DCIF.
3. Shall keep an accurate account of all monies received and spent on behalf of the DCIF.
4. All cheques or Electronic Fund Transfers (EFTs) drawn on the account of the DCIF must be signed by any of the three signatory
5. All payments have to comply with the financial policy of DCIF
6. Shall keep proper Books of Account and shall submit to meetings of the Executive sufficient statements of the financial position of the DCIF to ensure transparency and accountability.
7. Shall present a statement of account of the DCIF at monthly Executive meeting
8. Shall present a statement of account of the DCIF to the auditor for checking before the Annual General Meetings
9. Shall keep petty cash of not more than €200.00

## **11. CODE OF CONDUCT OF THER EXECUTIVE MEMBERS**

1. All executive members are answerable to the General Assembly of DCIF.
2. All DCIF matters should be confidential
3. An executive member must need a clearance from DCIF before making a public statement
4. No misappropriation of funds
5. The following will lead to an immediate dismissal of an executive member:
  - a. Misappropriation of funds
  - b. Breach of the constitution of DCIF
  - c. Making public statement without consultation with DCIF to the public
  - d. Quarrelling and fighting
  - e. Three consecutive absence without tangible reason (sickness, travelling,

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death of a family member, accident, natural disaster, all life threatening situations and well being)

## **12. FINANCE**

1. All bank accounts opened for the group shall be opened in the name of the DCIF
2. All finances shall be deposited in the bank accounts of DCIF
3. Any money obtained by the group shall be used only for the group
4. The accounts opened shall carry three signatures: Chairperson, Secretary, Treasurer
5. No finances shall be withdrawn without the three signatures mentioned above
6. The executive will ensure that the group stays within the budget
7. All monies receipts and expenditure will be properly accounted for and details provided to the General Assembly either annually or on request

## **13. AUDIT**

1. The accounts of DCIF shall be audited annually made up to the **31st December** in each year and shall be presented with a Balance Sheet to the Annual General Meeting. Copies of the accounts and Balance Sheet shall be sent to members with the Notice convening the Annual General Meeting.
2. An external auditor shall be appointed annually to audit the DCIF accounts.  
Note: All the above and other compliance provisions are subject to the legal status adopted by DCIF going forward.

## **14. THE ANNUAL GENERAL MEETING**

1. ***The Annual General Meeting of the Forum shall be held annually at the time to be appointed*** or as soon as possible thereafter, and the Secretary shall give to the Executive

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members and all members of the DCIF at least fourteen days notice of the date, time and place of such meeting.

2. An extraordinary General Meeting can be convince before or after the AGM in case of serious issues concerning DCIF:
  - a. Vacuum in executive post
  - b. Misconduct of executive post
  - c. By 2/3 of the General Assembly
  - d. By government representative

## **15. BUSINESS OF ANNUAL GENERAL MEETING**

The business of the Annual General Meeting shall be to deal with the following agenda:-

- a. To confirm minutes of previous meeting.
- b. Correspondence.
- c. To receive the General Secretary's report.
- d. To receive the Treasurer's report and Statement of Accounts.
- e. To elect:-

1.

(i) Chairperson

(ii) Vice- Chairperson

(iii) Secretary

(iv) Vice-Secretary

(V) Treasurer

(VI) Members of Committee (4)

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- a. To appoint Auditors
- f. Amendment of the Constitution (if necessary)
- g. Other business, including suggestions and recommendations.

## **16. CANDIDATES FOR ELECTION**

The name of candidates for election as members of the Executive Committee shall be proposed and seconded at the Annual General Meeting and the proposer and seconder shall ensure that all persons whose names are proposed are willing to act. All elections shall be by show of hands unless the members shall request to the contrary when a secret ballot shall be held.

In addition to conditions below; procedures for election would be produced by an electoral team to be appointed; and circulated to members prior to the AGM.

## **17. ENTITLEMENT TO VOTE**

1. Full members are entitled to vote at an Ordinary or Special Meeting shall have one vote and in the event of a tie, the Chairperson shall have a second or casting vote.
2. Associated member cannot vote



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## **18. AMMENDMENT OF THE CONSTITUTION**

Resolutions proposing alterations in the Rules of the Forum shall be submitted to the Secretary not less than seven days before the Annual General Meeting and shall require to be passed by not less than two-thirds of the members present, who being entitled to do so, vote.

## **19. AUDITORS**

The books and accounts of the Forum shall be audited and certified annually by the Auditor or Auditors as may be directed by the Annual General Meeting.

## **20. WIND UP**

In the event of a Wind-up all assets shall be transferred to like-minded organisation/s with Charitable Status as determined by a General Assembly in accordance with the charitable laws of Ireland

## **21. MISCELLANEOUS**

In these Rules all words importing the plural shall where the context so admits include the singular and vice-versa and all words importing the masculine shall include the feminine so that there shall be no discrimination on grounds of Age, Disability, Ethnicity, Gender, Sexual Orientation, Political or Religious belief, including members of the Traveller Community