



**Constitution**  
**Of the**  
**Confederation of Indian Communities in Ireland**

**General: 1.0**

1.1. The name of the Umbrella organisation shall be “Confederation of Indian Communities in Ireland”- hereinafter referred to as ‘The Confederation’.

1.2. The Confederation is not aligned to any political ideology. It is non- sectarian.

**Objectives: 2.0**

2.1. The Confederation shall aim to promote the educational, social and cultural welfare of Indians living in Ireland and shall promote friendship and integration between the people of India and Ireland.

2.2. The Confederation will make representations on behalf of the Indian Community as necessary, to public representatives, Government organisations, departments/ministers and authorities in general.

2.3. The Confederation will establish policy based on the collective views of the Indian/Irish community.

2.4. The Confederation will help and support member organisations, when requested, at local and national level.

2.5. The Confederation will liaise, as required, with the Embassy of India in Ireland.

2.6. The Confederation will provide counselling services in areas of equality, housing, health, education, and for other relevant issues.

2.7. The Confederation will promote activities that will enhance unity within the Indian community in Ireland.

2.8. The Confederation will promote Ireland - India relations and principles of good citizenship.

### **Structure of Organisation 3.0**

3.1. **General Council** - all paid up organisations affiliated to the Confederation.

3.2. **Executive Committee** - is elected by the General Council

3.3. **Advisory Council** - as selected and invited by the Executive Committee

3.4. **The Advisory Council** will comprise members of the Indian/Irish community, not exceeding five persons, with experience and knowledge in community affairs, and experience in dealing with government and public bodies. Members will be invited by the Executive Committee. Members will have no executive role. Members shall have no vote at the AGM.

3.5. Community Organisations: Two representatives from each organisation. Formally nominated, proposed and seconded by each member organisation.

3.6. Corporate Members: Relevant Indian businesses/entities may become members of the Confederation. One representative per entity. No voting rights at AGM.

### **Executive Committee 4.0**

4.1. The management of the Confederation shall be vested in an Executive Committee duly elected from General Council at an AGM and composed of the following:.

4.2. Chairperson, Vice Chairperson, Hon. Secretary, Asst. Hon. Secretary, Hon. Treasurer, Asst. Hon Treasurer and up to 5 Committee members.

4.3. The Executive members on being elected shall hold office for 2 years (and will be eligible for reelection for another consecutive term of 2 years). However, there will be a gap of a term of two years or more before being eligible for any Executive role in future.

4.4. The Executive committee shall have power to co-opt members to fill vacancies occurring during their term of office. Such co- opted member to hold office until the next A.G.M.

4.5. Notice of co-option of any Member shall be sent to all Members of the Organisation with the next notice sent out.

4.6. The Executive Committee shall hold its first meeting within thirty days of the Annual General Meeting and subsequent meetings as necessary for the successful running of the Confederation.

### **Membership: 5.0**

5.1. Membership of the Confederation shall be open to all Indian Community Organisations fulfilling conditions as below:

5.2. Members of Organisations must normally live and or work in Ireland

5.3. Organisations should be affiliated to the Confederation.

5.4. Associate or Honorary membership may be granted to individuals for specific reason

5.5. Associate members will not have a vote at AGM/EGM.

5.6. Individual or Personal membership may be granted under special circumstances only. However, Individual or Personal members shall have no vote at AGM/EGM.

### **Annual Membership Subscription: 6.0**

6.1. Community Organisations will pay an annual subscription to be decided by the Confederation.

6.2. Corporate Members or sponsors will pay annual subscription to be decided by the Confederation.

6.3. Non- payment of the annual subscription within two months of AGM shall render an Organisation liable to loss of membership.

### **Confederation Protocol: 7.0**

7.1. The Quorum for an Executive meeting shall be 40% of the total Executive Committee of nine and 1/3 of its members in case of ten or more members. If an executive committee meeting can not take place for want of quorum another Executive meeting may be convened at an agreed date

7.2. Any members of the Executive committee may invite any person to a committee meeting, but an advance notice to the Chairperson and Secretary should be given. Such person or persons shall have no voting rights.

7.3. Meetings to be chaired by Chairperson or Vice Chairperson, Hon. Secretary any other Executive member if the Chairperson or Vice Chairperson is not available. If all three are absent then a meeting should be rescheduled on an agreed date.

7.4. The Hon Secretary shall be responsible to the Executive committee and for the administration and coordination of the Confederation generally, those relating to finance excepted. The Hon Secretary shall maintain a complete record of the minutes of all meetings and dealing with correspondences, the Hon. Secretary shall compile and keep a register of members. The Hon. Secretary shall present a report at the A.G.M.

7.5 Minutes of meetings must be kept and circulated to all members of the Executive Committee members within ten days of the meeting.

7.6. The conduct of business will be in the English language

7.7. 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.

7.8. The Hon Treasurer shall, under the direction of the Chairperson be responsible for the collection and disbursement of funds of the Confederation. If the Executive committee so decides to open a bank account in the name of the Confederation, the Hon. Treasurer shall lodge all funds into the Confederation's bank account. Any cheques issued by the Confederation shall be signed by the Treasurer and either the Chairperson or the Hon. Secretary. The Treasurer should draw up and submit to the AGM a statement of accounts certified by one or more auditors appointed by the confederation from amongst qualified persons who are not members of the General Council.

7.9. The executive committee can form sub-committees as required with up to five members, to deal with any specific topic or special events.

7.10. Sub committees will forward their report as required to the Executive Committee which can accept, reject or modify the subcommittee decisions following consultation if required.

### **Annual General Meeting: 8.0**

8.1. The Confederation shall hold an AGM within 15 months from the previous AGM. Preliminary notice of the AGM shall be sent by the Hon. Secretary to all Organisations four weeks beforehand.

8.2. All annual subscriptions shall fall due on the first day of January each year and shall cover the twelve months to the end of the following December.

8.3. Any motion to amend one or more articles of the Constitution shall be sent to the Hon. Secretary at least two weeks prior to the AGM.

8.4. The Confederation's constitution may be amended only by a 2/3 majority of paid up Organisation Member present and voting shall be necessary for the alteration or amendment to be passed.

8.5. The AGM shall elect the Executive Committee and fix annual subscriptions. However any Organisation who cannot be present in the AGM may vote either through proxy or by post on any motion to be moved in the AGM and circulated in advance amongst the Committee. The proxy shall be a member of the Organisation and shall have a written authorisation from the Organisation.

8.6. If a vote is taken in the event of a tie, the Chairman has a casting vote.

8.7. 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 a secret ballot.

## **The Order of Business for the AGM shall be as follows: 9.0**

- 9.1. Minutes of the previous Annual General Meeting
- 9.2. Report of the Honorary Secretary
- 9.3. Report of the Honorary Treasurer.
- 9.4. Election of the Chairperson and conduct the rest of the meeting.
- 9.5. Election of the Vice -Chairperson.
- 9.6. Election of Honorary Secretary and Asst. Secretary.
- 9.7. Election of Honorary Treasurer and Asst. Treasurer
- 9.8. Election of 5 Ordinary committee Members.
- 9.9. Motions received by member organisations.
- 9.10. Any other business. (AOB)
- 9.11. Motions for discussion shall be received by Honorary Secretary at least TWENTY-ONE DAYS prior to the AGM and shall be in writing with the names of the proposer and seconder who shall be present to propose and second the motion, or represented by delegates appointed in writing. Appointment of delegates shall be notified to honorary Secretary before the commencement of the Meeting.
- 9.12. Proper accounts and books showing the financial affairs and receipts and expenditure of the Confederation and a register showing the names and addresses of all Members shall be maintained. The accounts of the Confederation shall be maintained by the Honorary Treasurer and shall be presented to the A.G.M.
- 9.13. The Register for the General Council shall be maintained by the Honorary Secretary. Its contents shall not be divulged to anyone outside the Confederation without the consent of the Executive committee.

## **EGM (Extraordinary General Meeting):10.0**

- 10.1. An EGM shall be convened at any time by the Chairperson or the Hon Secretary on the instructions of the committee or on a receipt of a written request by at least 50% of the members of the Confederation, stating the business to be transacted. At an EGM, the only agenda shall be that for which the meeting was called for. Notice of the meeting must state the business to be transacted and shall be given at least two weeks in advance of the proposed meeting date to all paid-up members.
- 10.2. If at any time circumstances arise for which there is no provision in the constitution, the Executive Committee shall take such action as seems reasonable and necessary to address the issues. Such action shall be deemed valid until it is reviewed at the EGM OR AGM

10.3. The Executive Committee shall have authority to decide any matters in which interpretation or an application of the constitution is doubtful and to make provision for a matter on which the constitution is silent by decisions to be validated by the General Council at the next AGM/EGM.

10.4. If in the opinion of the Executive Committee the conduct of any Member is or has been detrimental to the aims and/ or good name of the Confederation, and in the absence of a satisfactory explanation of the conduct in question being received by the Executive Committee, the Committee, at a Extraordinary General Meeting (called for the sole purpose of dealing with the matter) and notice of which has been sent to the General Council with a request to attend, shall have the power to call for the resignation of the Member, and failing this, shall have power to terminate the membership.

**AUDITORS: 11.0**

11.1. The books and accounts of the Confederation shall be audited and certified annually by the Auditor or Auditors as may be directed by the Annual General Meeting.  
(Ref.Para.7.8)

11.2. In the event of dissolution of the Confederation the disposition and disposal of all assets, (after satisfying all debts and liabilities) shall be determined by the Executive Committee, with reference if required to the Advisory Council.

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