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RULES OF FINGAL ETHNIC NETWORK (FEN)

1. NAME

The name of the Association is **Fingal Ethnic Network (FEN)**

2. DEFINITION

- (a) All references to “**Fingal**” hereunder shall be construed as a reference to **Fingal county council geographical jurisdictions.**
- (b) All references to “**County**” hereunder shall be construed as a reference to **Fingal County.**
- (c) All references to “**Ethnic Network**” hereunder shall be construed as a reference to all new communities’ accredited representatives, organisations and Non-governmental organisations and Partnerships working for the interest of ethnic communities in Fingal County.
- (d) All references to “**Executive**” hereunder shall be construed as reference to the **Executive Committee.**

3. PURPOSE

The purpose of Fingal Ethnic Network is to increase community participation in local democracy by having effective Ethnic Network in Fingal County. It provides a platform for agencies (both voluntary and statutory) to consult with and involve the wider community in their policy and decision making process in a structured and efficient manner. FEN also provides their constituent communities with a mechanism to share information, develop common approaches and positions and to have more coherent and effective voice to engage with public policy makers.

4. MAIN OBJECTIVES

- (a) To influence all member organisations in development of coherent plans and policies that reflect the social, cultural and economic needs of Ethnic minority groups in the Fingal area.
- (b) To promote the work of the Network, to improve the flow of information about events, projects, resources.
- (c) Represent the collective views of the ethnic community and international diasporas so as to influence and inform policy and planning countywide.

4.1 SUBSIDIARY OBJECTIVES

In furtherance exclusively of the foregoing main object, the body shall have the following subsidiary objectives:

- (a) Act as a voice of the Ethnic community so as to enable them to highlight to County Development Board and to other relevant agencies the issues affecting the delivery of services within the County.
- (b) Act as a support mechanism to strive to improve the conditions for ethnic community within the county.
- (c) To influence the policies, strategies and overall decision-making process of all relevant agencies operating in the county.
- (d) Act as a conduit for information and feedback to and from the Network in relation to specific policies and initiatives, thereby ensuring that the concerns of ethnic community are heard at local level.
- (e) Promote the pooling and dissemination of information relevant to ethnic communities within the county of Fingal.
- (f) Ensure that all images and texts emanating from Fingal Co. Co. are culture proofed.
- (g) Act as a lobby group for the ethnic communities in relation to issues that affect them.
- (h) Seek a seat/position on the target organisations for at least one member of network. The role of elected network members will be to bring the developed views, policies and positions of the Network to those bodies and organisations on which they are nominated by the network (Not necessarily their own views). These elected members will report back to the Network on a monthly basis from each organisation's monthly/quarterly meetings.

- (i) Work in partnership with Fingal Arts Office in the development of a strategy on UNESCO's Tangible and Intangible Cultural Heritage Charters including festivals and cultural works to celebrate diversity in the County.
- (j) Work in partnership with Fingal Sports Partnership in developing a strategy in employing the medium of Sport for Cultural Integration and Social Inclusion in line with the European Union White Paper on Sport.
- (k) Work towards the development of an Anti-Racism and Diversity Plan for Fingal.
- (l) Participate on preparation of Fingal Co. Co. for membership of the European Coalition of Cities against Racism.
- (m) Support Fingal Co. Co. in their International City and County Twinning Processes.

5. **MEMBERSHIP**

Membership in FEN shall be open to all ethnic minority group fulfilling conditions below:

- a) Member must live and/or work in Fingal County.
- b) Group must be registered with Fingal County Council.
- c) Member is established community group (must be in existence for at least 6 months).
- d) Associate membership can be granted to individual for specific reasons.
- e) As associate member does not have a vote

Any organisation meeting the criteria above may apply for the membership by filling in the relevant form (can be obtained from Secretary). Completed form is subject to approval by Executive Committee and once the Executive Committee is satisfied that all criteria were met then the membership will be confirmed to the applicant in writing.

6. THE EXECUTIVE COMMITTEE AND OFFICERS

1. The Executive Committee shall consist of following 6 officers:

- Chairperson,
- Vice-Chairperson,
- Secretary,
- Treasurer,
- Financial Secretary,
- Public Relation Officer / Social Secretary

Plus potential to co-opt 4 members until the coming Annual General Meeting

- Committee member for Social Enterprise
- Committee member for Youths & Sports
- Committee member for Culture & Heritage
- Committee member for Community & Empowerment

2. All the Executive Officers shall be elected at the Annual General Meeting for one term. One term is two years. Executive Officers can seek re-election subject to holding particular executive role/position for no more than two terms (no more than four consecutive years).
3. The Executive shall meet as often as may be necessary but at least four times each year. At each meeting two-thirds of Executive Officers present shall form a quorum.
4. The Executives shall have a 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.
5. At meetings of the Executives, in the absence of the Chairperson and Vice-Chairperson, an Acting Chairperson shall be appointed for that meeting.
6. 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. The function of the Executive shall be generally to conduct the affairs of FEN in accordance with FEN constitution and general Republic of Ireland rules.

7. DUTIES OF EXECUTIVE OFFICERS

7.1 CHAIRPERSON

1. Shall in consultation with the Secretary convene all General/ Executive meetings.
2. Shall preside over such General/ Executive meetings.
3. Shall have a casting vote in case of a tie.
4. Shall be a signatory to all transaction of FEN.
5. Shall perform any other functions for/on behalf of FEN as may be assigned to him/her by the General meeting.

7.2 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. Shall be signatory to some transactions of FEN in the absence of the Chairperson.

7.3 SECRETARY

1. Shall carry out all secretarial work as may be necessary in relation to administration of FEN.
2. 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 FEN or by the Executive.
3. Shall convene all General/Executive meetings on the advice and in consultation with the Chairperson.
4. Shall keep record & take minutes of meetings, present and read minutes for adoption.
5. Shall prepare the agenda for meetings in consultation with the Chairperson.
6. Shall be a signatory to all transactions/correspondence of FEN.
7. Shall work in tandem with all other subcommittee secretaries

7.4 TREASURER

1. Shall receive all payments to FEN and lodge the same in a Bank account approved.
2. Shall keep an accurate account of all monies received/expended on behalf of the FEN.
3. All cheques or Electronic Fund Transfers (EFTs) drawn on the account of the FEN must be signed by the any two of the three signatories.
4. EFTs must be authorised by the Chairperson.
5. Shall keep proper Books of Account and shall submit to meetings of the Executive sufficient statements of the financial position of the FEN to ensure transparency and accountability.
6. Treasurer shall keep a true and accurate account of the financial affairs of the FEN in such books as may be designated from time to time.
7. Shall present an updated statement of account of the FEN at all Executive meetings.
8. Shall present a statement of account of the FEN to the auditor for checking before an Annual General Meeting.
9. Shall keep petty cash of not more than €100.00

7.5 FINANCIAL SECRETARY

1. Shall process funds/grants application, Revenue returns, payables & receivables.
2. Shall keep an accurate account of all monies received and expended on behalf of FEN.
3. Shall approve a financial transaction before the same is presented to the Chairman for authorisation.
4. Shall be the custodian of FEN's Cheque book and/or passbook.
5. Shall keep proper books of accounts.
6. Shall submit and sign a sufficient statement of the financial position of FEN at the meetings of FEN Executive Committee to ensure transparency and accountability.

8. AUDIT

1. The accounts of FEN shall be audited annually made up to the **31st December** each year and shall be presented with a Balance Sheet to AGM. Copies of the accounts and Balance Sheet shall be sent to members with the Notice convening the AGM.
2. An external auditor shall be appointed annually to audit FEN accounts.

9. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held annually preferably in the month of November or as soon as possible thereafter. Secretary shall give to the Executive members and to all members of the FEN at least fourteen days notice of the date, time and place of AGM.

10. SPECIAL GENERAL MEETING

Secretary in consultation with Chairperson shall on the requisition of the Executives call a Special General Meeting. They shall provide ten days notice of such meeting and shall specify in the notice the purpose for which the meeting has been called. No business other than that specified in the notice shall be discussed at such special meeting.

11. 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 Honorary Secretary's report.
- (d) To receive the Honorary Treasurer's report and Statement of Accounts.
- (e) To ratify elected officers for the following year:
- (f) To appoint Auditors.
- (g) Alterations of Rules (if any).
- (h) Other business, including suggestions and recommendations.

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.

12. ENTITLEMENT TO VOTE

1. Each member present 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.

13. ALTERATION OF RULES/CONSTITUTION

Resolutions proposing alterations of Rules of FEN shall be submitted to Secretary **not less than seven days** (168 hrs) **before the Annual General Meeting** and shall require to be passed by not less than two-thirds of all members (eligible voters) present at AGM.

14. AUDITORS

The books/accounts of FEN shall be audited & certified by the Auditor annually as may be directed by the Annual General Meeting. Auditor is appointed at AGM.

15. TERMINATION OF THE MEMBERSHIP

Membership of an existing member will cease immediately upon any of the following occurring to or being done by an existing member:

- (a) It ceases to exist or operate.
- (b) Ceases to be a non for profit or charitable organisation.
- (c) A liquidator has been appointed.
- (d) Is convicted of indictable offence.
- (e) Resignation/termination notice is delivered to Secretary by a member in writing.
- (f) Acts in a manner which the network deems to detrimental to its interests.
- (g) Holds a position outside of FEN which in opinion of Executive Committee constitutes or could constitute a conflict of interests.

16. MISCELLANEOUS

In these Rules all words importing the plural shall where the context so admits include the singular and vice-versa. All words importing the masculine shall include the feminine so that there shall be no discrimination.