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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 reference to “County” hereunder shall be construed as a reference to Fingal County Council
- (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. **MAIN OBJECTIVES**

Is to influence all organisations that operate within Fingal County, to ensure they develop coherent plans and policies that reflect the social, cultural and economic needs of Ethnic minority groups in the Fingal area. To promote the work of the Network, to improve the flow of information about events, projects, resources; to influence and inform policy and planning and to encourage participation from Network members to allow them to learn from each other’s experience. Build a unity among Network members and groups to ensure a strong ownership of the Network

Represent the collective views of the ethnic community and International Diasporas so as to influence and inform policy and planning countywide.

4. **THE OBJECTIVES**

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

- (b) Act as a voice for Ethnic community so as to enable them to highlight both to County Development Board and to other relevant agencies the issues affecting the delivery of services within the County for the ethnic community.
- (c) Act as a support mechanism to strive to improve the conditions for the ethnic community within the county.

- (d) To influence the policies, strategies and overall decision-making process of all relevant agencies operating in the county.
- (e) 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 and national level.
- (f) Promote the pooling and dissemination of information relevant to ethnic communities within the county of Fingal.
- (g) Ensure that all images and texts emanating from Fingal Co. Co. are culture proofed.
- (h) Act as a lobby group for the ethnic communities in relation to issues that affect them.
- (i) 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.
- (j) 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
- (k) 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
- (l) Work towards the development of an Anti-Racism and Diversity Plan for Fingal
- (m) Prepare Fingal Co. Co. for membership of the European Coalition of Cities against Racism
- (n) Provide technical support for Fingal Co. Co. in their International City and County Twinning Processes

5. **MEMBERSHIP**

Membership of the FEN shall be open to all ethnic minority group/individual fulfilling conditions below:

- a) Members must live and/or work in Fingal County

- b) Group should be registered with Fingal County Council
- c) Members should be representatives of an established community group
- d) Associate membership can be granted to individual for specific reasons
- e) As associate members will not have a vote

6. THE EXECUTIVE COMMITTEE AND OFFICERS

- 1. The Executive shall consist of five officers: Chairperson, vice- Chairperson 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.
- 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, a Chairperson shall be appointed, other than the Honorary Secretary or Honorary 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 FEN in accordance..

7. CHAIRPERSON

- 1. Shall in consultation with the General 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 and on behalf of FEN as may from time to time be assigned to him/her by the General meeting

8. 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 if so delegated

9. SECRETARY

1. Shall carry out all secretarial work necessary in connection with the 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 and take minutes of the meetings, present and read minutes for adoption
5. Shall prepare agenda of the meeting in consultation with the Chairperson
6. Shall be a signatory to all transactions of FEN
7. Shall work in tandem with all other subcommittee secretaries

10. TREASURER

1. Shall receive all payments or Fund to FEN and lodge the same in a Bank account approved by FEN.
2. Shall keep an accurate account of all monies received and 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 signatory
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. It shall be the duty of the Executive to ensure that the 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 a statement of account of the FEN at monthly Executive meeting
8. Shall present a statement of account of the FEN to the auditor for checking before the Annual General Meetings
9. Shall keep pretty cash of not more than €100.00

A. FINANCE

1. Sources of finance (Internal)

Since FEN is non-profit oriented, it shall obtain its financial support from the following sources:

- (i) Donations and grants from within or outside the Association and from any other fund raising activities that may be organised by FEN.
- (ii) Special levies on members.
- (iii) Voluntary contributions.
- (iv) Other sources of fund raising as may be authorised by FEN

2. **Benevolent Fund**

- (i) FEN shall support a Benevolent Fund which shall be a registered charity operating under its own trust instrument with objects appropriately benefitting Members or their dependents,
- (ii) **Finance, investments, accounts and audit**
 - a) The **Executive committee** shall be responsible for the control and management of the funds and financial activities of FEN and may make provision(s) for this purpose in Regulations.
 - b) The **Executive committee** may invest monies of FEN not immediately required for its purposes in or upon such investments, securities or property as the **Executive committee** may determine, and may appoint and delegate investment management functions to an investment manager or managers, who are proper and competent persons or companies with, in the case of an individual, at least 5 years relevant experience, and who are permitted to act in such capacity under legislation.
 - c) The **Executive committee** shall provide for the proper keeping and publication of accounts. The accounts shall be kept in such place and manner as the **Executive committee** shall determine and shall be open to inspection by members of FEN during normal business hours. The **Executive committee** may provide in Regulations or otherwise the terms on which the accounts shall be open to inspection by Members.

d) Auditors shall be appointed by the Members in General Meeting and shall hold office and have functions as specified in Regulations or Subordinate Documents. No person shall be appointed as an Auditor who is (or any of whose business partners is) a member of the **Executive committee** or an employee of FEN.

3. Banking Facility

- (i) FEN shall maintain and operate bank account(s) as may be approved by the Network in General Meetings.
- (ii) The General Meeting shall authorise banking and investments by FEN unless such authority is delegated to the Executive or any other body by the members.
- (iii) The bank account(s) shall be operated by the President, General Secretary and the Treasurer. The signatories shall be the Treasurer and the President or the General Secretary.
- (iv) **Accounts and audit**
- (v) 1. The **Executive Committee** shall cause proper accounts to be kept with respect to:
- (vi) (a) All sums of money received and expended by FEN and the matters in respect of which the receipt and expenditure takes place;
- (vii) (b) All sales and purchases of goods and services by FEN; and
- (viii) (c) The assets and liabilities of FEN.

11. AUDIT

- 1. The accounts of FEN 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 FEN accounts

12. AUDIT CHECK LIST – Payments & Receipts

- 1. Ensure there are adequate source documents (invoices, memos, budget etc) for all payments and that the organization/group/ is appropriately named in those documents.
- 2. Ensure source documents are adequately authorised by the organization/group for payment
- 3. Signed by authorised people, reference to minutes, budget etc and marked “paid” with reference to appropriate cheque number.
- 4. Ensure all cheques are signed by two persons, duly appointed by the organisation/group to serve as signing officers.

5. Ensure all cheque numbers are accounted for including those that were cancelled.
6. Ensure expenses are paid on a timely basis so that any discounts are maximised and penalties avoided.
7. Ensure the payments journal is properly added and balances carried forward.
8. Ensure the total of expenses is properly noted in the financial statements.
9. Ensure any purchases of a major nature or any investment purchases are adequately authorised and reflected in statements.
10. Ensure deposits and other incomes are properly recorded in the cash journal and are in agreement with the bank statements.
11. Ensure all income is deposited in a timely manner.
12. Ensure cheques are immediately endorsed to prevent loss or theft.
13. Adequate controls must be in place to ensure the accuracy and validity of all receipts issued
14. Ensure that a monthly reconciliation is done on all bank accounts and that it includes a listing of outstanding cheques and deposits.
15. Ensure there are no cash withdrawals from bank accounts and that non-cheque entries are properly authorised.
16. Ensure all non-cheque/non-deposit entries are appropriately recorded in the books of account.
17. Ensure signing officers have been updated and that bank account agreements are current.
18. Ensure cheques are not signed in advance.
19. Ensure that finance is expended for the purposes for which it was attained
20. Petty Cash – Key Financial Controls are in Place
 1. Petty cash received is checked, recorded, and physically secured.
 2. Petty cash expenditure, offset against the petty cash float, is in accordance with the types of expenditure permitted by the Payments manual, and supported where appropriate by valid receipts.

3. Staff authorised to count the petty cash are preferably not those keeping the cash float.
4. Staff should not review, check or authorise their own petty cash expenditure or claims.
5. Petty cash floats are reconciled monthly

13. THE ANNUAL GENERAL MEETING

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

14. SPECIAL GENERAL MEETING

The Secretary in consultation with the chairperson shall on the requisition of the Executive call a Special General Meeting. He/she shall give 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.

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 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:
 - (i) Chairperson
 - (ii) Vice- Chairperson
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Members of Committee (4)

- (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 .

16. ENTITLEMENT TO VOTE

1. Each person present and 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

17. ALTERATIONS TO NETWORK RULES

Resolutions proposing alterations in the Rules of FEN shall be submitted to the Honorary 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.

18. AUDITORS

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

18.1 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 Meeting of the Network.

19. 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