

Rathkeale Men's Shed Constitution

The Rathkeale Men's Shed ("Shed"), representing both an aspiration and a meeting place, is a not-for-profit organisation of men who connect, share, learn, grow, and help others. Members are committed to a safe, relaxing, and supportive environment in a space where men can be themselves. It is a subgroup of Rathkeale Together.

Rathkeale Together is a project that promotes cohesion among the people of Rathkeale and it develops openings to build on local leadership. They facilitate women's groups, a men's group, a bereavement group, and children's camps. They promote learning and collaborate with UL, TUS and the Limerick and Clare Education and Training Board. Patrons include the Catholic Church, the Church of Ireland, and the Methodist Church with administration by West Limerick Resources at the service of the people of Rathkeale.

Glossary

In writing	A letter, email, or text. If electronic, a paper copy should be printed and filed.
Membership Form	A paper document signed by all members where they acknowledge receiving and agreeing to this Constitution, non-refundable annual membership fees, the return of property and any other terms specified by the Committee.

1. Name

The name of the organisation shall be Rathkeale Men's Shed.

2. Aims & Powers

The aims of the Shed will be:

- a) To provide a venue for men to talk and connect with others while participating in group and/or individual projects.
- b) To provide opportunities for friendship and socialising in a safe environment while at the same time the space, expertise, and facilities for men to pursue hobbies, crafts, games, outings, volunteering, as well as educational and creative activities.
- c) To undertake projects, acceptable to the group, which are of benefit to individuals, groups, and the broader community.
- d) To raise funds further its Aims.

3. Membership

Membership is open to anyone who:

- is aged over 18 years old; and
- lives in Rathkeale or the surrounding area; and
- supports the aims of the Shed.

Members can join at any meeting or by contacting the Secretary.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

Membership will begin as soon as the membership form and first annual payment have been received.

A list of all members will be kept by the Secretary.

All members must follow the Ground Rules, which may be documented separately, together with the following rules:

- 1) There will be no gambling allowed in the Shed at any time.

- 2) There will be no smoking/vaping allowed within the Shed building at any time.
- 3) There will be no alcohol, or any other intoxicant consumed in the Shed at any time.
- 4) No one under the influence of alcohol or any other intoxicant is allowed in the Shed.
- 5) All forms of bullying, harassment and / or intimidation of members will not be tolerated.
- 6) Inappropriate use of technology and Internet will not be tolerated.
- 7) Each member will formally suggest at least one activity per calendar quarter.
- 8) Each and all members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times.
- 9) Members share chores.
- 10) Members rotate project/event management as well as governance roles.
- 11) Participants in activities such as projects and trips will share related expenses. Unless otherwise agreed by the Committee, such expenses will be paid in advance of activity's commencement.

Ceasing to be a Member

Members may resign at any time in writing to the Secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Anyone breaking the Ground Rules or Constitution Rules may be asked to resign. The individual concerned shall have the right to be heard by the Management Committee, accompanied by another member, before a final decision is made.

If a membership is revoked, the former member may appeal to the Rathkeale Together Committee chairperson within 14 days by writing to The Rathkeale Together Chairperson, c/o West Limerick Resources, Rathnaneane, Newcastle West, Co. Limerick.

4. Equal Opportunities

The Shed will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age.

5. Officers and Committee

The business of the Shed will be carried out by a Management Committee (the Committee) elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year. The decisions of the Committee will be binding on the Shed and its members.

The Management Committee has the power to raise and spend the money of the Shed, to open bank or credit union accounts, to appoint officers and to create sub-committees to aid it in its work.

It is the committee's responsibility to ensure adequate insurance is put in place to protect the Shed, its property, and its members.

The Committee will consist of up to 6 members and be composed of at least 5 Officers and 1 committee member with an assigned task. Up to 4 additional members may be co-opted onto the committee at the discretion of the committee to manage member activities (e.g. project, travel and/or education events.)

The Officers' roles are as follows:

- Chair, who shall chair both general and committee meetings.
- Secretary, who shall be responsible for keeping records of members, the taking of minutes and the distribution of all papers.
- Treasurer, who shall be responsible for maintaining accounts, managing the Shed bank account and finances, fundraising, and presenting to each committee and general meetings on the finances of the Shed.

- Activity Director, who coordinates all activities and their organisers, ensuring Shed Ground Rules, safety, insurance, facilities, transportation, and other requirements are known and followed.
- Rathkeale Together Project Coordinator who shall represent the Rathkeale Together project.

In the event of an Officer standing down during the year, the committee will call a Special General Meeting to elect a replacement.

Any committee member not attending a meeting without apology for three months will be contacted by the Secretary and asked if they wish to resign.

Each committee member serves for a twelve-month period after which they can offer themselves for re-election for another twelve-month period. No committee member will serve for longer than two years. Once a member has stepped down from the committee there must be a period of one year before the member can be elected to the committee again.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held once in every calendar year typically in January. The maximum length that may elapse between one AGM and the next is 15 months.

All members have a right to vote and will be notified in writing by the Secretary at least 3 weeks before the date of the meeting, giving the venue, date, and time.

Nominations for the committee officer elections may be made to the Secretary before the meeting, or at the meeting.

The quorum for passing decisions at the AGM will be 10% of the membership or 6 members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of the Shed over the year.
- The Committee will present a financial report for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three (3) Committee members.

7. Rules of Procedure for Meetings

The Committee meetings will be open to any member of the Shed wishing to attend, who may speak but not vote.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

Minutes will be recorded of all Committee meetings. These will be circulated to all Committee members promptly after each meeting and will be presented for approval to the following meeting.

8. Complaints Procedure

Members have a right to lodge a complaint. A complaint must be made first and foremost to the Chairperson and/or Secretary. Initially the complaint may be delivered verbally but may have to be made in writing. The Chairperson may bring this complaint to the Management Committee.

If the complaint is regarding the behaviour of a member or a health and safety issue it should be dealt with within 7 days. The Committee has the power to take appropriate disciplinary action including the immediate termination of membership (see Ceasing to be a Member section.) The member against whom the complaint is made has the right of reply to the committee and can be accompanied by another member. All complaints hearings and final decisions must be recorded in the minutes.

The decisions of the Management Committee are final. All decisions will be communicated to the complainant as soon as practically possible. The communication may be verbal but can be in writing.

9. Finances

Operating as a not-for-profit organisation, the Shed's financial year will be January 1 through December 31.

An account will be maintained on behalf of the Shed at a bank or credit union agreed by the committee. Four (4) cheque signatories will be nominated by the Committee (usually the Chair, both Treasurers and the Rathkeale Together Project Coordinator or Secretary). The signatories will not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, one of the Joint Treasurers and any one of the other signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a note explaining what the money was used for and why it was needed will be signed by two signatories and held by the treasurer along with the receipts.

Paper-based records of income and expenditure will be maintained by the Treasurers and a financial statement given at each committee and general meeting. Such records and statements may also be computer generated.

All money raised by or on behalf of the Shed is only to be used to further the aims of the Shed, as specified in the Aims and Powers section of this constitution.

10. Income and Property

The income and property of the Shed shall be applied solely towards the promotion of main aim(s) as set forth in this constitution. No portion of the organisation's income and property shall be paid or

transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the organisation.

With the exception of the normal compensation of employees of Rathkeale Together, no trustee shall be appointed to any office of the organisation paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the organisation. However, nothing shall prevent any payment in good faith by the organisation of:

- a) reasonable and proper remuneration to any member or servant of the organisation (not being a trustee) for any services rendered to the organisation;
- b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by trustees or other members of the organisation to the organisation; Sustainable Communities: Principle 1 24
- c) reasonable and proper rent for premises demised and let by any member of the organisation (including any trustee) to the organisation;
- d) reasonable and proper out-of-pocket expenses incurred by any trustee in connection with their attendance to any matter affecting the organisation;
- e) fees, remuneration or other benefit in money or money's worth to any company of which a trustee may be a member holding not more than one hundredth part of the issued capital of such company.
- f) Nothing shall prevent any payment by the organisation to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act 2009 (as for the time being amended, extended, or replaced).

11. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

If registering as a charity with the Charities Regulator and if seeking charitable tax exemption from Revenue, the Shed will ensure that the Charities Regulator has a copy of the most recent constitution. If it is proposed to make an amendment to the governing instrument of the organisation which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

12. Dissolution & Independence

If a meeting, by simple majority, decides that it is necessary to close down the Shed or to become independent of Rathkeale Together it may call a Special General Meeting to do so. The sole business of this meeting will be dissolution or independence of the Shed.

If it is agreed to dissolve the Shed, all remaining money and other assets, once outstanding debts have been paid, will be donated to Rathkeale Together. If it is agreed to become independent, all money and other assets, once outstanding debts have been paid, will be kept by the Shed.

If the Shed is independently registered as a charity and upon the winding up or dissolution of the organisation there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the organisation. Instead, such property shall be given or transferred to Rathkeale Together or some other charitable institution or institutions having main objects similar to the main objects of the organisation. The institution or institutions to which the

property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the organisation under or by virtue of the income and property clause. Members of the organisation shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

This constitution was unanimously agreed at the Inaugural Meeting of the Shed on 14 December 2023 by David Lamont (Chairperson), Neily Hogan (Treasurer), Noel White (Secretary), Valerie Foley (Activity Director), Denis Robinson (Rathkeale Together Project Coordinator), John Egan (Committee Member), John O'Connor (Committee Member), and Mike Walsh.

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