

Constitution of the Celbridge Heritage and Tourism Forum (CHTF)

Bunreacht Fhóraitm Oidhreachta agus Turasóireachta Chill Droichid

1. NAME AND FORMATION

Celbridge Heritage and Tourism Forum (CHTF), an Fóram Oidhreachta agus Turasóireachta Chill Droichid, is a membership-based unincorporated association.

2. VISION, MISSION AND OBJECTIVES

Vision

That the community of Celbridge, national and international visitors, will be able to enjoy all of the rich built and natural heritage of Celbridge, and its quality of life, now and for future generations, and that the history and understanding of such heritage will be widely known and appreciated both now and in the future.

Mission Statement

To secure, protect and enhance, the heritage of Celbridge, and quality of its experience for residents and visitors, for current and future generations.

Objectives

To achieve this vision and mission, we, the Celbridge Heritage and Tourism Forum (CHTF) will pursue the following objectives:

- To build a broad coalition of support for the mission through broad community engagement, partnerships, funding opportunities, engagement in local planning and economic development processes, promotional and educational activities, and to secure maximum support from the local authority and other relevant sources.
- To leverage heritage and tourism assets as key economic strengths for Celbridge and work to increase positive economic impacts in creating more local jobs and a more diverse, creative and vibrant local economy.
- To enhance and protect biodiversity and habitats in Celbridge and support community climate change mitigation and adaptation measures.

- To update the Celbridge Tourism and Heritage Strategy 2016-2020 and pursue the activities therein.
- Work for actions to enhance quality of life in how people move, access and experience Celbridge's heritage.

Activities

Overall activities in pursuit of these objectives:

- Engage in the active protection and enhancement of our built and natural heritage in ways that address the needs and aspirations of current and future generations.
- Engage in local planning and policy development processes to achieve the objectives of the Forum
- Raise awareness of the heritage of Celbridge among local, national and international communities
- Engage with IntoKildare and Kildare tourism bodies to support the development of tourism opportunities in Celbridge
- Run festivals, activities and events that raise awareness of local heritage
- Support the development of materials to document current and historical information and data on the natural and built heritage of Celbridge
- Support community engagement in activities that enhance and protect biodiversity and our natural habitats.
- Work to engage the community and young people in particular in the heritage of Celbridge.
- Maintain and pursue a strategy to advance the objectives of the Forum.
- Conduct, support or participate in research on relevant topics research on relevant topics

We will also pursue any other activities that the forum agrees to undertake in pursuit of the objectives of the Forum.

3. MEMBERSHIP

3.1 Membership of CHTF

Membership of CHTF shall comprise of Individual Membership only

3.1(a) Individual Membership – Individuals who have signed up to be a member of CHTF. The Steering Committee may define classes of membership. All individual members will have one vote in any decision decided by a poll of the membership.

3.1(b) Membership is achieved by request to a committee member and written agreement to support the objectives of the Forum as set out in this constitution.

3.1(c) Any rule affecting membership, benefits or voting powers must be approved at an AGM or EGM by a motion notified in advance of the meeting.

3.2 Membership

Members of CHTF shall have:

3.2(a) The right to attend and vote at the AGM on policies and in elections.

3.2(b) The right with the approval of the Steering Committee to organise meetings and events in pursuit of CHTF's objectives and to use CHTF name.

3.2(c) The right, with the approval of the Steering committee, to set-up member-led 'Working Groups' that focus on delivery of a key service or value to the organisation, with such groups also abiding by Appendix A with particular reference honesty and transparency in activities.

3.2(d) Individual members or individuals nominated and seconded by members may be elected by the membership to a position on the Steering Committee.

3.3 Obligations of Membership

3.3(a) All members undertake to abide by the Constitution and any policies of CHTF.

3.3(b) All members must uphold CHTF's Code of Conduct outlined in Appendix A

4. THE COUNCIL AND OFFICERS OF THE CHTF

4.1 CHTF Steering Committee

The management of the affairs of CHTF is vested in CHTF Steering Committee. The Steering Committee will consist of a minimum of 3 members and maximum of 7.

4.1.1 The Steering Committee consists of the following three Officers who are members of CHTF:

- Chair
- Secretary
- Treasurer

4.2 Officers of the Steering Committee

The Officers, that is to say, the Chair, Secretary and Treasurer must be Members of CHTF. These Officers shall be elected by the membership at the Annual General Meeting.

4.3 Functions and Powers of the Steering Committee

- To raise funds for CHTF.
- To dispose of any assets remaining in the event of the dissolution of CHTF according to the Constitution, and to repay any debts due to be paid by CHTF in the event of its dissolution.
- To make policies for regulating the affairs of CHTF and for the conduct of the meetings of CHTF. The membership must be informed of any new policies decided upon by the steering committee.
- To promote active inclusion of membership towards achieving the objectives of the organisation.

5. MEETINGS OF THE CHTF

5.1 The CHTF shall hold an Annual General Meeting (AGM) open to all members and notified to them at least 14 days in advance. The notification shall include an agenda including any motion that could change this Constitution, or the rules of membership.

5.2 The proceedings of the Annual General Meeting, Extraordinary General Meetings, and Steering Committee meetings will be minuted and made available to all members of CHTF within the maximum of 30 working days.

5.3 A quorum shall be 5 members of CHTF entitled to vote at General Meetings and present in person, of which at least 2 are officers.

5.4 The business of the Annual General Meeting shall follow the guidelines set out here as follows. It will comprise:

- 5.4(a) The election of officers, who will be elected on an annual basis.
- 5.4(b) The full set of the accounts of CHTF for the preceding financial year.
- 5.4(c) The receipt of a general report by the Steering Committee on the activities of CHTF.
- 5.4(d) Any other business relating to CHTF and its affairs.

5.5 All full members of CHTF shall be entitled to vote at the AGM.

5.6 Extraordinary General Meetings may be called by a group of at least 5 members or 25% of members (whichever is greater) who will notify the Steering Committee of their intention to call the EGM at least 7 days in advance of any such meeting.

5.7 Any of CHTF's procedures, codes of conduct, voting methods or other policies may be amended at the AGM or EGM.

5.8 Any proposals for change or removal of officers shall be proposed and agreed by an AGM or EGM. A two thirds majority is required for a removal.

6. FINANCIAL AND ACCOUNTING PROVISIONS OF THE CHTF

6.1 The CHTF may set up and operate bank accounts.

6.2 Financial and accounting procedures will be agreed, or an organisation will be nominated to manage finances, on its behalf.

7. AMENDMENT OF THE CONSTITUTION

Amendment of the constitution shall follow the following procedures:

7.1 This Constitution may be amended by simple majority of members present and voting at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

8. PROPERTY OF THE CHTF FOLLOWING DISSOLUTION

The procedures relating to dissolution are as follows:

8.1 If, upon dissolution of CHTF there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among Members of CHTF but shall be given or transferred to some other charitable institution or institutions having objectives similar in whole or in part to the objectives of CHTF, to be determined by the Members of CHTF at or before the time of dissolution.

Date adopted: ...30th April 2024.....

APPENDIX A: CODE OF CONDUCT

All members agree to:

- Treat all members and stakeholders engaged with respect and dignity
- Carry out all activities with honesty and transparency
- Maintain records to a high standard
- Address any issues in a timely and positive way