



Sample Constitution for an Active Retirement Association

Constitution and Rules ofActive Retirement Association

As ratified at the General Meeting held on:

Signed (1).....(Chairperson)

Signed (2).....(Secretary)

Title and Objectives

1. The Name of the Association shall be

Active Retirement Association hereinafter called "the Association".

2. The Objectives of the Association shall be:

- a) To provide a focal point for older people, of both sexes who are retired or semi-retired from paid or unpaid work, to meet and engage in educational, cultural, sporting and social activities.
- b) To promote the spirit of self-help and independence and to encourage members to use their energy, talents, skills, knowledge and experience to benefit each other and the community.
- c) To encourage a positive attitude to ageing and retirement.

3. The Association shall be non-party political and non-denominational.

Membership

4. Membership shall be open to older people, of both sexes who are retired or semi-retired from paid or unpaid work living in the general area.

5. An Annual subscription shall be decided by the annual General Meeting and shall be payable in advance not later than.....each year. A receipt for the subscription shall be issued as evidence of membership.

6. The Association year for the purposes of membership and administration shall be from January to December.

7. The Management Committee shall have the power to fix charges for services if necessary.

Management Committee

8. There shall be a Management Committee to carry out the policy of the association and to provide for its administration, management and control.

It shall ideally consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and not less than 3 or more than 7 ordinary members.

9. The Management Committee shall be elected by the registered members at the Annual General Meeting.
10. No officer may hold the same office for more than three consecutive years.
11. The Management Committee may appoint from amongst its members, such other honorary officers as it may determine from time to time. It shall have power also to co-opt to fill vacancies and establish sub-committees.
12. The Management Committee shall meet at least once each quarter. ____ members shall constitute a quorum for the Executive.
13. The Management Committee and the sub-committees shall hold office until the following Annual General Meeting.

General Meetings

14. Not less than 14 days’ notice of General Meetings, Annual or Special shall be given to members.
15. The Annual Meeting of the Association shall be held in the month of

All motions, nominations and amendments must be in the hands of the Secretary not less than 7 days before the date of the Annual General Meeting. Nominations for the Committee, including Officers posts, shall be made in writing by two current members, having received consent from the nominee.

16. The Agenda of the Annual General Meeting shall include.
 - a) Minutes of the previous A.G.M.
 - b) Annual report submitted by the Secretary.
 - c) Financial report submitted by the Treasurer.
 - d) Election of Officers and members of the Management Committee.
 - e) Motions
 - f) Any other urgent business.

17. A Special Meeting shall be convened by the Secretary within 14 days, if directed by the Management Committee or demanded in writing by not less than 20 current members, who in their requisition shall state the purpose of the meeting. No other business shall be transacted at that special meeting.

18.current members shall constitute a quorum at the General Meeting of the association.

Finance

19. The personal property of the Association shall vest in the Chairperson, Secretary and Treasurer for the time being of the Association, who shall hold such property in trust for the Association.
20. The Management Committee shall open a Bank Account on behalf of the Association and all cheques drawn on the said account shall be signed by the Treasurer and also by the Chairperson and/or the Secretary.

21. Correct accounts and books shall be kept showing financial affairs and receipts and disbursements of the Association.

Alteration of the Constitution

22. Alterations and additions to this Constitution may be made at any Annual General Meeting or at a special General Meeting, by a motion supported by at least two thirds of the members present and voting.

Interpretation

23. The Management Committee shall, subject to the authority of a General Meeting, be the authority for the interpretation of the Constitution and shall have full power to decide on any matter not provided for in this Constitution.

Affiliation to Active Retirement Ireland

24. The Association shall pay an annual affiliation fee to Active Retirement Ireland based on the membership.

25. By affiliating to Active Retirement Ireland (ARI) and adopting this constitution, the Association will abide by the guidelines and rules therein.

26. The Association shall provide the contact details of their officers and members on affiliation.

27. The Association shall nominate a member to become the company member to Active Retirement Network Ireland as stated on the affiliation form. This named member will be the appointed delegate to attend and vote at the national AGM. Should said delegate be unable to do so a proxy can be appointed to fulfil the role.