

Castlelyons Community Council

Constitution 2026

1. Name

The organisation shall be known as Castlelyons Community Council; hereafter referred to as the COUNCIL and shall cover the area of Castlelyons parish as defined by the “Townlands of Castlelyons Parish” map. See Appendix 1.

2. Aims and Goals

The aims of the COUNCIL shall be:

- a) The involvement and inclusion of all the people of the Parish in the promotion of the Social, Educational, Cultural, Environmental and Economic welfare of the whole community.
- b) To Represent each and every member of the community, to represent each townland and the community as a whole, in dealings with Local Government statutory bodies and other agencies in seeking, where considered necessary, technical, financial or other assistance in the promotion of the common good in the community and to advise and assist where possible the local authority in the exercise of its duty in the parish.
- c) To acquire and hold by purchase, rental, lease, donation or otherwise such property and effects as shall be necessary or expedient to attain these ends.
- d) To encourage the participation of young people from an early age in voluntary community activities.
- e) To foster a spirit of volunteerism in all community activities.
- f) To promote the concept of a sustainable community as per the definition in the Appendix 2.
- g) To promote, support and reinvigorate the culture of local food for local people as per the Bioregion Food Manifesto (See Appendix 3)
- h) To endeavour to continuously help to improve community facilities and quality of life for all in the community

3. Election Process

- a) An election will be held every 3 years, in January, at the A.G.M. (Annual General Meeting), to select members for the following 3-year term.
- b) Membership will be open to all residents of the parish of Castlelyons (as per attached parish map – see Appendix 1) over the age of 18, irrespective of their race, colour, ethnic or national origin, gender, appearance, marital status, disability, sexual orientation and religious or political belief. All persons residing in the parish are deemed to be members of the community and those over the age of 18 are entitled to take part in the election of the COUNCIL.
- c) Membership will consist of one selected representative put forward, proposed and seconded by the sub-committees (listed on the day - see Appendix 4) at their own meeting, before the A.G.M. Attendees of an A.G.M. may vote for several different candidates. Proposed candidates will need to be present at the meeting.
- d) Further membership will consist of 1 selected representative put forward, proposed and seconded by various parish groups/organisations (listed on the day - see Appendix 5) at their own meeting previously. A.G.M. attendees may vote for several different candidates. Proposed candidates will need to be present at the meeting.
- e) Additional members, to make up a total of 40, can be elected by a proposer and a seconder from the floor at the A.G.M. with priority going to townlands/areas who have no representation (see map of townlands in Appendix 1). Proposed candidates will need to be present at the meeting.
- f) Co-option of candidates can be used from time to time as the COUNCIL sees fit and candidates will need to be proposed, seconded and voted on at a monthly meeting
- g) The COUNCIL shall be elected for a period of three years. No particular office shall be held for more than three consecutive years. No member may seek the same office again for a period of one year.
- h) Members shall be allowed to sit on the COUNCIL for a maximum of 2 terms (6 years) after which their seat must be vacated for a term (3 years) and a new member elected. This is to ensure a flow of new members onto the COUNCIL and the generation of new ideas and enthusiasm.

4. Structure of the Organisation

Executive Committee

- a) The COUNCIL, by nomination from a proposer and a seconder, will elect annually from amongst its elected members an Executive Committee. The following officers will be elected as part of the Executive Committee: Chairperson, Vice Chairperson, Secretary, Assistant Secretary and Joint Treasurers. The following officers will also be elected as part of the general committee: Joint Public Relations Officers, Grants Officer(s) and PPN Reps. If two or more members are nominated for the same position, a secret ballot will be taken to determine which member will be successfully elected.
- b) This Executive Committee shall be elected at the first meeting of the COUNCIL following the A.G.M. or at the first meeting of the COUNCIL following the election.
- c) The executive committee shall be responsible for all external negotiations on behalf of the COUNCIL and sub-committees. The COUNCIL may, however, delegate this authority to members on the COUNCIL, or of the sub-committees.
- d) The executive committee shall have the right to meet in private to discuss COUNCIL matters e.g. setting the agenda for the next meeting of the COUNCIL.
- e) The Executive Committee shall have the power to convene COUNCIL meetings and are responsible for the efficient running and punctuality of meetings.
- f) The Chairperson at any meeting shall, in the event of a tie, have a second or casting vote.
- g) It is the responsibility of the Executive Committee to ensure an election takes place every 3 years at the A.G.M. to guarantee the continuance of the COUNCIL. The Executive Committee will need to remain in place until a new Executive Committee is formed.
- h) The COUNCIL may establish companies to carry out some or all its activities. All members of the COUNCIL will automatically become members of all such companies. At least four members of the executive shall be directors of all such companies. Other directors may also be appointed at the discretion of the COUNCIL.

Elected Members

- a) The COUNCIL shall consist of no more than forty members and no less than ten members so that the COUNCIL can officially and efficiently conduct its business.

- b) Elected members will be expected to attend all monthly meetings and the A.G.M. but where absence from a meeting is unavoidable an apology should be sent to the secretary beforehand.
- c) Members who are absent from three consecutive meetings without reason will be informed of this and encouraged to attend future meetings. Absences from 5 consecutive meetings, may be understood and taken as resignation from the COUNCIL of the member concerned.
- d) If any member no longer wants to be part of the COUNCIL, they may submit their resignation to the secretary, and they will then receive a written acknowledgement from the Executive Committee, on behalf of the COUNCIL, to confirm this.
- e) In the event of the COUNCIL losing an elected member for any reason, the co-option facility can be used to maintain numbers on the COUNCIL.

Sub-committees

- a) The COUNCIL may from time to time appoint sub-committees, as it may consider necessary, for the purpose of carrying out specific projects. Such sub-committees shall conduct their business in accordance with directions of the COUNCIL.
- b) Each sub-committee should endeavour to have a Chairperson, Secretary, PRO and where needed a Budget Officer, whose job will be to liaise with the COUNCIL treasurers in securing finance and lodging income. These officers are to be elected from within the sub-committee.
- c) Sub-committees shall be encouraged to co-opt members of the community, or any person, considered suitable for the particular work on hand or because of their particular leadership or interest.
- d) The COUNCIL shall not be liable for the debts incurred by any sub-committee without prior approval of the COUNCIL.
- e) Sub-committees and community organisations will be required to give a brief report of their activities at each monthly meeting if applicable.
- f) All sub-committees are funded through the main COUNCIL account. Sub-committees are encouraged and expected to source grants and other external funding to support existing funding from the COUNCIL. Proposed expenditure must be discussed and approved at the COUNCIL monthly meeting through the sub-committee representative or budget officer.
- g) Participation in sub-committees is welcome and open to all members of the community, over the age of 18 years, with no requirement to be living within the parish and no requirement to be elected.
- h) In the event of an elected representative of a sub-committee resigning, the sub-committee must inform the COUNCIL of same and notify the COUNCIL of their replacement.
- i) Funding or donations to charitable groups or organisations, whether local, national or international, by sub-committees, will only be allowed upon approval from the full COUNCIL.

5. Running of the COUNCIL

- a) The COUNCIL will meet monthly or as often as may be necessary but at least once in each of 8 months of the year. Each member of the COUNCIL shall be notified at least five days in advance of an ordinary meeting. Four hours' notice will suffice in the event of any special meeting.
- b) The COUNCIL will not meet in August unless it is considered necessary
- c) The COUNCIL will endeavour to have monthly meetings concluded within a 2-hour duration.
- d) The COUNCIL will meet on the last Monday of each month or as per other decision taken by the Executive Committee previously.
- e) Only elected members can attend monthly meetings. In the event of an elected member being unable to attend, replacement candidates from sub-committees/parish organisations or townlands will not be allowed. Exceptions will be made for invited external speakers.
- f) A quorum consisting of a minimum number of 10 elected members will be required to constitute a properly convened monthly meeting so that the COUNCIL can officially conduct its business.
- g) Six or more elected members shall have the right to request special COUNCIL meetings. Such a meeting must then be held within seven days and not within 24 hours of the written request being handed to the Secretary.
- h) The COUNCIL may make byelaws, not inconsistent with this Constitution, as it may consider necessary or desirable for the management and wellbeing of any subsidiary activities.
- i) The COUNCIL shall not rescind any decisions already taken or repeal any byelaws unless passed by two thirds or more of members present at any meeting of COUNCIL, properly convened.
- j) Members of the community who have any questions, comments, complaints or observations relating to the COUNCIL 'S affairs or any matter, should have them raised through an elected representative of the COUNCIL.
- k) The COUNCIL has the right to hear a complaint against a member of the COUNCIL and request an explanation and take appropriate action as deemed necessary.

Annual General Meeting

- a) An A.G.M. of the COUNCIL shall be held, during the month of January each year at a venue within the parish.
- b) Special General Meetings (S.G.M.) may be called by resolution of the COUNCIL or shall be called, upon written request of at least thirty members of the community stating, in writing, the reason for such a meeting. Such a meeting must be held within fourteen days of the written request being handed to the Secretary.
- c) The COUNCIL will endeavour that all members of the community are aware of the date, time, place of and business to be conducted at an A.G.M. or S.G.M.
- d) All members of the community are entitled to attend and contribute to the discussion or take part in the business of an A.G.M. or S.G.M. but may only vote if over 18 years of age and are living within the parish (as per 'Townlands of Castlelyons Parish' map – See Appendix 1).
- e) A minimum of 10 elected members of the COUNCIL or 20 non-elected members of the community shall constitute a quorum for any general meeting.
- f) The A.G.M. shall include reports from Officers, each sub-committee and general discussion.

6. Sustainable and Proper Planning & Development

- a) Planning and development concerning housing and larger infrastructure in the parish will be discussed at full meeting level rather than through a sub-committee to avoid conflicts of interest.
- b) The COUNCIL will submit a comment to Cork County Council, on all planning submissions consisting of 2 or more houses within the Castlelyons village boundary or other planning applications that are relevant to the wider community in the parish.
- c) The COUNCIL submission should either support, raise a concern or object to the various planning applications that may arise.
- d) The COUNCIL welcomes all planning applications that are in keeping with the sustainable economic, social, and environmental needs of the area and that are sensitive to its history and present infrastructure.
- e) The COUNCIL will comment and send a submission to Cork County Council on the County Development Plan and Local Area Plan, when applicable, to ensure community needs are documented.
- f) In dealing with planning in the community, elected members should declare any conflicts of interest to the COUNCIL for the sake of transparency and proper planning.

7. Financial Governance

- a) All monies and funds of the COUNCIL shall be deposited as soon as possible after receipt in such Bank as the COUNCIL may, by resolution, designate. All shall be held in the name of the Treasurer, Secretary and Chairperson, for and on behalf of CASTLELYONS COMMUNITY COUNCIL. CASTLELYONS COMMUNITY COUNCIL shall be designated as the name for Bank Account purposes. All cheques, transfers and other withdrawal of funds, monies or cash on behalf of the COUNCIL shall be approved by the Joint Treasurers and/or the Chairperson or Secretary.
- b) The financial year of the COUNCIL shall end on the 31st of December each year, to which date the accounts shall be balanced and a statement shall be presented to the upcoming A.G.M. and the next ordinary meeting of the COUNCIL.
- c) The accounts of the COUNCIL shall be certified before the date of each A.G.M by a person or persons appointed by the COUNCIL.
- d) Proper book of accounts of the COUNCIL shall be kept always written up to date.
- e) In the event of the COUNCIL proposing a major project involving property or finance, the full COUNCIL will be made aware of same and agreement and permission of the full COUNCIL reached (through a proposer and seconder), before procedure or otherwise.
- f) In the event of the COUNCIL proposing a major project involving property or finance, legal and financial advice shall be sought regarding a system which would limit liability or excess expense.

8. Communications and Outreach

- a) The COUNCIL shall endeavour to maintain continuous contact with the community which it represents and to keep people informed of all plans, activities and progress at all times.
- b) The COUNCIL shall endeavour to give a monthly public report on the activities of the COUNCIL through the various media channels available to it.

9. Child Safeguarding

The COUNCIL and or any subgroup of the COUNCIL shall have the responsibility of adhering to guidelines and procedures as outlined in the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, where any activity undertaken by the COUNCIL includes any persons under the age of eighteen years.

10. Dissolving the COUNCIL

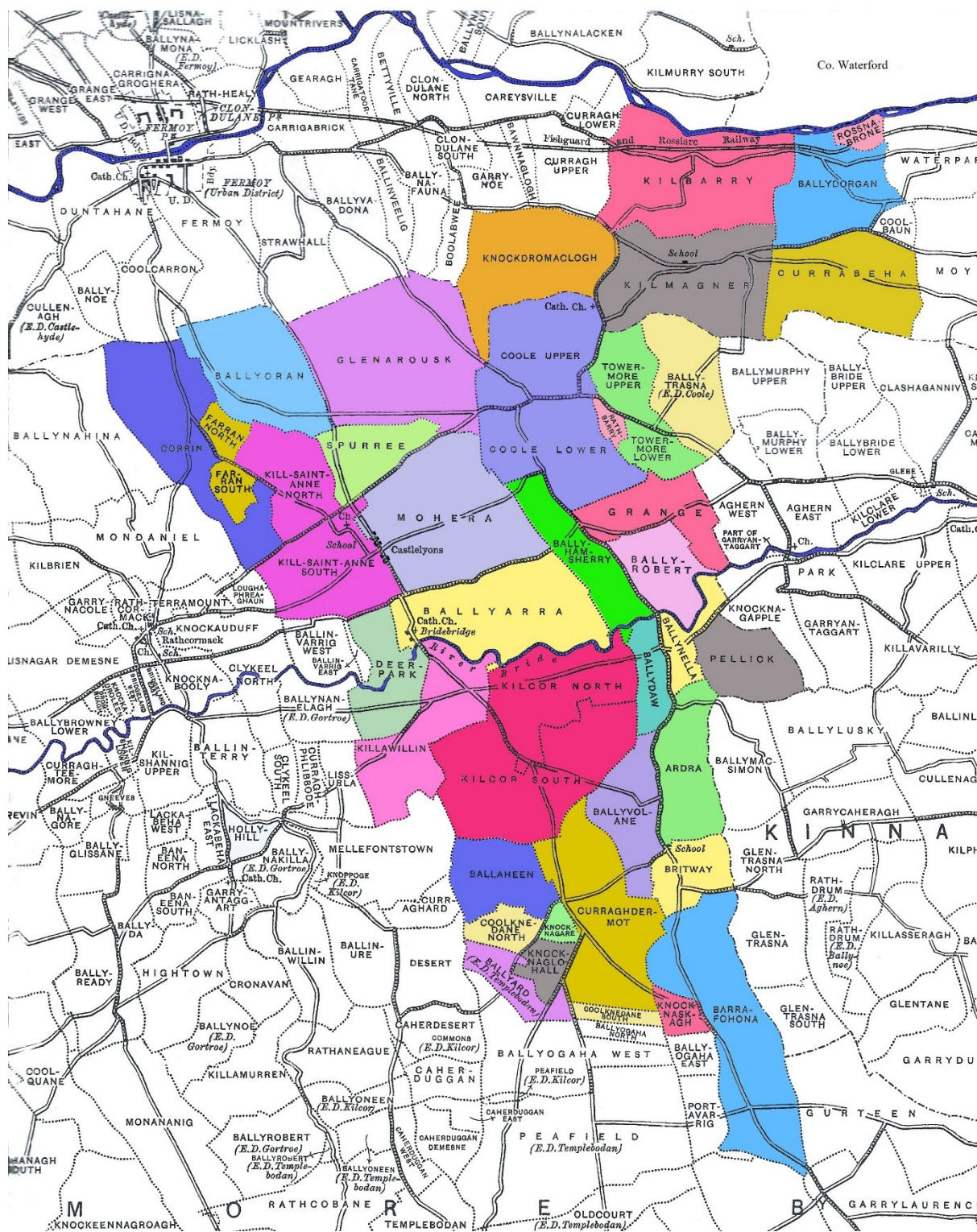
If a meeting decides by majority that the COUNCIL should be dissolved, then a Special General Meeting (SGM) may be called. The sole business of the SGM will be to dissolve the COUNCIL. All members shall be informed of the SGM within 21 days before the date of the meeting. If it is agreed by majority vote at the SGM to dissolve the COUNCIL then all remaining money and other assets, once outstanding debts have been paid, must be distributed among local charities and other community groups. These groups will be nominated at the meeting which votes for dissolution. Any money received via funding bodies and not utilised after dissolution, shall be returned to the funders in accordance with the funding criteria.

11. Interpretation & Amendments of Constitution

The COUNCIL is the sole authority for the interpretation of this constitution and any of the byelaws or rules made there under. Only a general meeting shall have the power to alter or amend this constitution. Written notice of any proposed alterations or amendment shall be submitted to the Secretary before the date of such a meeting. Any such amendment or alteration must be carried out by two thirds majority of all present and entitled to vote. Every effort shall be made to inform members of the community of any proposed amendment not less than seven days before the meeting. From the date of its adoption, this Constitution supersedes all previous constitutions and rules and is the only valid document governing the activities of the COUNCIL.

Appendix 1

Townlands of Castlelyons Parish



Appendix 2

A sustainable community is an urban or rural area designed to be environmentally healthy, economically vibrant, and socially equitable for both current and future generations.

Appendix 3

The Bioregion Food Manifesto (Bioregion.ie) advocates for sustainable, healthy, and culturally connected food, aiming to restore local landscapes, protect soil, and ensure community resilience through a "4 Returns" framework (social, environmental, financial, and inspiration).

Appendix 4

Sub-committees

Fr. Ferris Park

Website, Communications & Social Media

Castlelyons Tidy Towns & Heritage

Roads, Flooding & Infrastructure

Social, Arts & Drama

Fundraising and Events (Split the Bucket)

Castlelyons Community Care

Appendix 5

Parish Groups/Organisations

Castlelyons GAA (Adult Club)

Castlebridge Celtic Soccer Club

Castlelyons Camogie Club

Coolagown Dev. Group

Castlelyons Ladies Football Club

Friends of Dean & Padraig

Castlelyons GAA (Juvenile Club)

Castlelyons Pitch & Putt Club

Castlelyons Trout Anglers

Castlelyons N.S. Board of Management

Castlelyons N.S. Parents Assoc.

Kilmagner N.S. Board of Management

Kilmagner N.S. Parents Assoc.

Castlelyons Flower & Garden Club

Castlelyons Community Centre

Castlelyons & Coolagown Gun Club

St. Nicholas Athletic Club

Records of Amendments