

**THE
ORAL HISTORY NETWORK OF IRELAND
HANDBOOK
2022/23**

TABLE OF CONTENTS

- I. About the Oral History Network of Ireland (OHNI)
- II. Steering Group Composition and Meeting Dates
- III. The Oral History Network of Ireland (OHNI) Standing Orders
- IV. The Oral History Network of Ireland (OHNI) Legal Structure and Board Composition
- V. Memorandum and Articles of Association for The Oral History Network of Ireland (OHNI) Limited

I. About the Oral History Network of Ireland (OHNI)

On 23 April 2010 the University of Limerick held an oral history symposium titled 'Private Stories, Public Histories' at which an initial call was made for participants who might be interested in setting up an oral history society in Ireland.

In June 2010, a further meeting brought together representatives of local history groups, independent scholars, and professional academics in order to discuss a tentative organisational structure for the group. A steering committee was formed then whose aim was to design and to develop a website and to organise an inaugural conference, which was held in Kilkenny Castle in September 2011. The conference, entitled 'Word of Mouth: Oral History Practice and Preservation in Ireland', also marked the official launch of the Oral History Network of Ireland (OHNI).

The founding members of OHNI agreed that the network would act as a link between individuals, local history groups, and academics who are involved in the collection and in the use of oral history and heritage, in order to raise an awareness of the importance of Oral History. An 'all-island' approach was also determined as essential and connections were subsequently established with a number of Oral History groups in Northern Ireland. Among the founding members of the Oral history Network of Ireland (OHNI) were representatives from the following organisations:

The Centre for Contemporary Irish History at Trinity College, Dublin

The Cork Folklore Project

Cuimhneamh an Chláir, the Clare Oral History and Folklore Group

The GAA Oral History Project

Mary Immaculate College, Limerick

The Peace Process: Layers of Meaning Project, University College Cork

The University of Limerick

The Oral History Network of Ireland (OHNI) Limited is a company limited by guarantee and was incorporated on 23 March 2011. The company has charitable status and is registered under charity number CHY 19806. The purpose of the Oral History Network of Ireland (OHNI) is to discharge both the financial and other business interests of the Network, in consultation with the Steering Group.

II. Steering Group Composition

The Steering Group is responsible for the strategic planning and day-to-day management of OHNI. It determines the mission and purpose of OHNI in accordance with its standing orders, its memorandum, and its articles of association. The Steering Group may raise funds, may organise events and may make policy decisions in relationship to OHNI according to a majority vote. Membership of the Steering Group is drawn from the OHNI general membership.

2022/23 Steering Group Members:

- Chairperson: Thérèse McIntyre
- *Treasurer*: Matthew O'Brien
- *Secretary*: Sara Goek
- Daniel Carey
- Arlene Crampsie
- Regina Fitzpatrick
- Adrian Grant
- Liz Kiely
- Dianne Kirby
- Ida Milne
- Derek Mulcahy
- Michael Mulvey
- Conor Murphy
- Adrian Roche
- David Ryan

Steering Group Meeting Dates 2022/23:

- Friday 16 September 2022
- Friday 11 November 2022
- December 2022 (date of Away Day/Annual Lecture)
- Friday 20 January 2023
- Friday 31 March 2023
- Friday 15 September 2023

III. OHNI Standing Orders

1. The name of the organisation is The Oral History Network of Ireland, also known as OHNI. The purpose of OHNI is to establish a formal oral history community for the support and promotion of oral history and heritage in Ireland from all aspects, and to hold, if possible, an annual conference.
2. OHNI is a not for profit organisation.
3. The objectives of OHNI are:
 - a. To create a formal network of oral historians, independent and group collectors of both oral and personal testimony, and those persons interested in oral history throughout the island of Ireland and beyond.
 - b. To provide a forum through which OHNI members and non-members may meet, share resources and information, and advance the position of oral history throughout the island of Ireland and beyond.
 - c. To promote the value, relevance, and the inter-disciplinarity of oral history and to raise its profile throughout the island of Ireland.
 - d. To organise conferences and other events where possible in which Oral History practitioners may have the opportunity to present and to discuss their own work and to learn from the work of others.
 - e. To develop a website as a resource for OHNI members and non- members who are interested in the collection, storage, preservation, and the dissemination of oral history and heritage.
 - f. To advocate for the interests of oral history and heritage in the relevant legislative developments where it is deemed necessary.
4. Membership, which is subject to stipulated annual fees, is open to all individuals over the age of eighteen and those groups who are interested in furthering the aims of OHNI. OHNI reserves the right, where appropriate, to decline or not to renew the membership of individuals and/or groups.
5. Each member and/or group shall pay an annual subscription to OHNI as determined by the Steering Group. Membership is conditional upon payment.
6. Members of OHNI are entitled to attend and to participate in OHNI conferences, open events (meetings/seminars/workshops) that are arranged by OHNI, and in OHNI's Annual General Meeting (AGM), subject to fees where applicable. Members may bring motions, which must be duly seconded by those members in good standing with

OHNI and are at the discretion of the Steering Group before the Annual General Meeting (AGM). Members may nominate other members in order to fill vacancies on the Steering Group, which must also duly be seconded by members in good standing with OHNI. When present, members may vote on the motions that are put to the general membership. Motions and/or nominations must be presented to the OHNI Secretary in writing via post or email at least 10 days in advance of the AGM.

7. Notice of the Annual General Meeting (AGM) will be circulated to the membership at least 21 days in advance of the scheduled meeting.
8. Ten (10) members shall constitute a quorum at the Annual General Meeting (AGM). In the absence of the Chairperson, the Vice-Chairperson or other recognised officer will Chair the meeting. The Chairperson shall cast a vote only in the event of a tie.
9. The Chairperson and Secretary / Treasurer shall submit their reports to the Annual General Meeting (AGM).
10. The Steering Group is elected from and by the ordinary membership of OHNI. The Steering Group shall require a minimum of twelve (12) members and a maximum of nineteen (19) members. Vacancies on the Steering Group are filled by an election held at OHNI's Annual General Meeting (AGM). The term of membership of the Steering Group is three (3) years, after which members may be re-elected for up to two (2) consecutive terms.
11. The Steering Group will have four (4) Standing Committees: Finance; Policy; Events and Membership; and Communications. Convenors of these committees may invite ordinary members of OHNI to join these committees in order to fulfil their purposes for a limited period of time and with the approval of two (2) members of the Steering Group. Ordinary members of these committees will not be entitled to vote at Steering Group meetings. It is the responsibility of the respective committee convenors to report formally at each meeting of the Steering Group and to bring recommendations to the Steering Group meetings for the requisite approval.
12. Convenors of the standing committees are elected by the Steering Group. Only members of the Steering Group are eligible to be nominated as convenors. Vacancies are filled by an election held at a Steering Group meeting. Where there is only one vacancy, a private ballot will take place in the event of multiple nominations. The term of each office is three (3) years after which members may be re-elected for up to two (2) consecutive terms.
13. Members of the Steering Group may convene ad hoc committees with the approval of the Steering Group. Ad hoc committees are subject to the same terms and conditions as Standing Committees.
14. Members of the Steering Group will demonstrate agreement by a show of hands. All decisions with financial or legal implications must be made in consultation with the

Finance Committee.

15. The Steering Group will meet at least four (4) times a year. The Steering Group may co-opt members on a temporary basis in order to fill vacant places and/or offices in OHNI until such time as an election may be held at the Annual General Meeting (AGM).
16. Membership of the Steering Group requires attendance at a minimum of two (2) meetings each year. Members who do not attend the necessary number of meetings will be asked to re-consider their commitment to the Steering Group. Members who do not attend a minimum of two (2) meetings each year in two (2) consecutive years will be asked to stand down from the Steering Group. Video conferencing (e.g., via Skype) is acceptable where the appropriate facilities are available and where the member's participation is for the full duration of the meeting.
17. The quorum for Steering Group meetings will be fifty per cent (50%) plus one of the Steering Group. In the absence of the Chairperson, another recognised officer will take the Chair.
18. Officers are elected by the Steering Group. Only members of the Steering Group are eligible to be nominated as officers. Vacancies are filled by an election held at a Steering Group meeting. In the event of multiple nominations to fill one vacancy, a private ballot will be held. The term of each office is three years after which members may be re-elected for up to two (2) consecutive terms.
19. Members of the Steering Group will commit to acting in the best interests of OHNI, upholding the principles of respect, honesty, and fairness in the implementation of OHNI business and will also adhere to the following:
 - a. Roberts Rules of Order shall govern the parliamentary proceedings of OHNI, except as otherwise provided for in the Standing Orders, Memorandum, and Articles of Association of the Oral History Network of Ireland (OHNI).
 - b. In the conduct of its business OHNI shall have due regard to diversity and equality.
 - c. Steering Group members will observe the requirements of non- disclosure of privileged and/or confidential information to any third party.
 - d. OHNI will not be used for any commercial and/or professional purposes and will not engage in any commercial or professional activities without the prior agreement of the Steering Group.
 - e. Members of the Steering Group shall only speak on behalf of OHNI when authorised to do so by the Chairperson and two (2) other Directors of OHNI.

- f. Members of the Steering Group will disclose any interests where there may be a conflict or potential conflict between the best interests of OHNI and the best interest of the Steering Group member.

- 20. The Chairperson, Secretary and Treasurer of OHNI will be common to both the Steering Group and the Board. Vacancies are filled by an election held at the AGM. Where there is only one vacancy, a private ballot will take place in the event of multiple nominations. The term of each office is three (3) years after which members may be re-elected for up to two (2) consecutive terms.
 - a. Provision may be made for roles to be held in a joint capacity, such as a co-chair arrangement, where necessary. Where a role is shared, the joint office holders shall agree on the division of tasks to avoid duplication or loss of function.

- 21. The minutes, correspondence, and other records of OHNI and its committees shall be preserved by the officers and convenors of committees and shall be promptly turned over by those responsible to the Secretary when their terms of action expire.

- 22. Proposals for amendments to the Standing Orders may be made by a majority at any meeting of the Steering Group. They must be submitted to the Secretary at least six (6) weeks before the Annual General Meeting (AGM) and must be circulated by the Secretary to all members via e-mail at least twenty-one (21) days before the Annual General Meeting (AGM). In order to take effect, the proposals must be approved by a two thirds (2/3) majority of those eligible to vote at the Annual General Meeting (AGM). The voting will be conducted by show of hands.

IV. OHNI Legal Structure and Board Composition

The Oral History Network of Ireland (OHNI) was set up as a limited company by guarantee on 23 March 2011. OHNI was granted Charitable Status on 5 January 2012. It has seven (7) Directors and is governed by a Memorandum of Association and Articles of Association. The main object for which the Company has been established is:

‘To advance the education and to benefit the community through establishing an organised network for the community of oral historians and practitioners and to direct projects for the support and promotion of the discipline of oral history in Ireland.’

The basis for this structure was derived as the best possible option for a charitable organisation, bearing in mind the Charities Act 2009. All monies and assets of any kind are held in trust by the Company (Oral History Network of Ireland Ltd.) for OHNI. It is envisaged that the accounts will be made public to the members by publishing an online version as part of the OHNI website. Fiduciary responsibility for OHNI lies entirely with the Board of Directors.

A Company Annual General Meeting (AGM) of the Directors is held annually in order to sign the annually audited accounts, which are currently produced by D.F. Dillion & Co. The appointment of annual officers of the Company will be held at this meeting. Any further changes to the Company’s Memorandum may be considered at this meeting.

The input of the OHNI membership is separate to the legal status of the company.

Directors of OHNI are nominated by the members of the Steering Group. Members of the Steering Group may also nominate as Directors, any former Steering Group members and/or persons who are not members of OHNI in order to avail of particular expertise. Nominations are received by and are voted upon by the existing Directors at the Company Annual General Meeting (AGM). A secret ballot will take place in the event of multiple nominations to fill one vacancy. Where the chair elected by the members present at the AGM is not currently a member of the Board it will fall to the outgoing chairperson to ensure space is made available for the incoming chair to join the board. The outgoing chairperson and company secretary (as representatives of the steering committee) will be required to nominate the incoming chair to the board as mandated by the vote of the members at the AGM. In the event that there is no voluntary resignation from the Board, the current chair, secretary, **and treasurer** are empowered to select the Board member who is required to step aside.

Nominations to fill vacancies on the Board must be presented to the Company Secretary at least ten (10) days before the company Annual General Meeting (AGM). Notification of the Company Annual General Meeting (AGM) will be circulated to the Steering Group and the Board at least twenty-one (21) days in advance of the meeting. Steering Group members must form the majority of the Board at all times.

The term of office for Directors is three (3) years.

The current Directors (2022-23) are:

- *Chairperson:* Thérèse McIntyre
- *Treasurer:* Mr. Matthew O'Brien
- *Secretary:* Dr. Sara Goek
- Dr. Arlene Crampsie
- Ms. Regina Fitzpatrick
- Dr. Sean O'Connell
- Mr. Adrian Roche

V. Memorandum and Articles of Association for OHNI Ltd.

Reference Number 100396

(1) MEMORANDUM INCORPORATING REFERENCE TEXT COMPANIES ACTS 1963 TO 2009

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL MEMORANDUM OF ASSOCIATION

OF ORAL HISTORY NETWORK OF IRELAND LIMITED

1. The name of the company is Oral History Network of Ireland Limited.

2. The main object for which the company is established is:

To advance education and benefit the community through establishing an organised network for the community of oral historians and practitioners and to run projects for the support and promotion of the discipline of oral history in Ireland.

3. The following are the powers of the company:

- a. To employ stewards, caretakers, porters and other personnel deemed necessary or useful to the Company.
- b. To repair, maintain, decorate, preserve, improve, cultivate and insure the companies property and to make arrangements for the collection of refuse and other services and amenities.
- c. To purchase, acquire, hold, sell, exchange, partition, mortgage, charge, lease, dispose of, hire, and rent property whether real or personal.
- d. To furnish and provide the Company's property with such furniture, implements, machinery and conveniences as the Company may think desirable.
- e. To provide gardens, greenhouses and grounds for recreation and amenities.
- f. To provide a forum through which projects and individuals can share resources and information and advance the discussion of oral history in Ireland.
- g. To provide online training, support and guidelines for the practice of oral history.

- h. To promote the value, relevance and inter-disciplinarity of oral history and to raise its profile in the heritage and the academic circles of Ireland.
 - i. To represent the community of oral history in Ireland in the public sphere.
 - j. To create partnerships with institutions for the purpose of raising the profile of oral history.
 - k. To organise an annual conference for the promotion of best international practice in oral history.
 - l. To produce an annual journal in which, subject to editorial control, members will have the opportunity to publish their work.
 - m. To organise a lecture series and regional networks to support the work of the Oral History Network of Ireland.
 - n. To act as an advocacy group for oral history and researchers using the techniques of oral history.
4. To purchase, take on lease or in exchange, hire or by any other means, acquire and protect, any freehold, leasehold, or other property, or any estate or interest, any lands, buildings, roads, railways, bridges, waterways, aircraft, vessels, vehicles, machinery, engines, plant, live and dead stock, easements, rights, patents, patent rights, trade marks, *brevets d'invention*, registered designs, protections and concessions, licences, stock in trade and any real or personal property or rights whatsoever which may be considered necessary, advantageous or useful to the Company.
 5. To construct, build, erect, alter, enlarge, demolish, lay down, maintain, any buildings, roads, railways, bridges, walls, fences, banks, reservoirs, waterways and waterworks and to carry out preliminary and associated works; or contract, sub contract, and join with others to carry out or complete any of the aforesaid and to work, manage and control the same or join with any person, firm or company is doing so.
 6. To borrow, raise or secure the payment of money in such manner as the company shall think fit and in particular to issue debentures, debenture stock, bonds, obligations and securities of all kinds and to charge and secure the same by Trust Deed or otherwise on the undertaking of the Company or upon any specific property or rights, present and future of the Company.
 7. To guarantee, support or secure whether by mortgaging or charging all or any part of the undertaking, property and assets both present and future of the Company or both the performance and discharge of any contract obligation or liability of a company or of any person or corporation with whom or which the company has dealings or having a business or undertaking in which the company is concerned or interested whether directly or indirectly and in particular to give security for any debts, obligations or

liabilities of any company.

8. To pay or remunerate any person other than a director, firm or company for rendering services for and on behalf of this company and to pay any costs, charges or expenses incurred or sustained by or in connection with the formation and incorporation of this company.
9. To invest and deal with the moneys of the Company not immediately required for the purpose of its business in or upon such investments or securities and in such manner as may from time to time be determined. Prior permission to be obtained from Revenue Commissioners where it is intended to accumulate funds for a period in excess of two (2) years.
10. To draw, make, accept, endorse, discount, negotiate and issue promissory notes, bills of exchange, warrants, Bills of Lading and other negotiable or transferable instruments.
11. To develop, improve, manage, cultivate, exchange, let on lease or otherwise mortgage, charge, sell, dispose of, turn to account, grant rights and privileges in respect of, or otherwise deal with all or any part of the property rights of the company.
12. To effect insurances and to take such other measures as may be considered necessary or expedient for the purposes of safe-guarding and securing the Company and its Directors, Members, Employees and people using its premises and any property of which the Company may be a Trustee, Manager, Agent or Custodian, against liability, loss and damage of every description.
13. To enter into and carry into effect and arrangement with any person, firm, company or Government or Government Body or authority that may seem conducive to the Company's main object and to apply for, promote, and obtain from any person, firm, company or Government or Government Body or authority any contracts, concessions, privileges, charters, decrees and rights which the company may think is desirable and to carry out and exercise and comply with same.
14. To act as Agent, Brokers and as Trustees for any person, firm or company and to establish agencies and branches and appoint Agents and others to assist in the conduct or extension of the company's business.
15. To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Company as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the company and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the

pension scheme while employed by the company; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the company and to subscribe or guarantee money for charitable objects.

16. To purchase or otherwise acquire and undertake all or any part of the business, property, goodwill, assets, liabilities and transactions of any person, firm or company carrying on any business which this company is authorised to carry on.
17. To undertake and execute the office of nominee, trustee, executor, administrator, registrar, secretary, committee or attorney for any purpose and either solely or jointly with others and generally to undertake, perform and fulfil any office of trust or confidence.
18. To accept payment for any property or rights sold or otherwise disposed of or dealt with by the company in whatever form and on such terms as the company may determine.
19. To establish, promote or otherwise assist any company and to promote or otherwise assist any person for the purpose of acquiring all or any of the properties and/or liabilities or for furthering the main object of this company or for the purpose of instigating or opposing any proceedings or applications which may be considered necessary, advantageous or useful to the company.
20. To procure the company to be registered or recognised in any place outside Ireland.
21. To do all such things as are incidental or conducive to the above main object.
22. To take over from existing trustees and hold either alone or jointly, all or any existing charitable or benevolent funds, investments and burses established for or used in connection with this main object or objectives or the community or social services or allied undertakings. And it is hereby declared that in the construction of this Clause the word "company", except where used in reference to this company, shall be deemed to include any person or partnership or other body of persons, whether incorporated or not incorporated, and whether domiciled in Ireland or elsewhere, and words denoting the singular number only shall include the plural number and vice versa and the intention is that the objects specified in each paragraph of this Clause shall, except where otherwise expressed in such paragraph, be in nowise restricted by reference to or inference from the terms of any other paragraph or the name of the Company.
23. Provided that the Company shall not support with its funds or endeavour to impose on or procure to be observed by its members or others any regulation or restriction which if an object of the Company would make it a Trade Union.
24. The liability of the members is limited.

25. Every member of the company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member or within one year after he ceases being a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one Euro.
26. The income and property of the company, whencesoever derived, shall be applied solely towards the promotion of the main object of the company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the company. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the company, or to any member of the company, in return for any services actually rendered to the company, nor prevent the payment of interest at a rate not exceeding five per cent per annum on money lent or reasonable and proper rent for premises demised or let by any member to the company: but so that no member of the council of Management or Board of Directors of the company shall be appointed to any salaried office of the company or any office of the company paid by fees, and that no remuneration of other benefit in money or money's worth shall be given by the company to any member of such Council or Board of Directors, Except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demises or let to the company; provided that the provision last aforesaid shall not apply to any payment to any Company of which a member of the Council of Management or Board of Directors may be a member, and in which such member shall hold more than one hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
27. If upon the winding up or dissolution of the company there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the company but shall be given or transferred to some other institution or institutions having objects similar to the objects of the company and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the company under or by virtue of Clause 7 hereof, such institution or institutions to be determined by the members of the company at or before the time of dissolution, and if and so far as effected cannot be given to such provision, then to some charitable objects.
28. The text of a document which has been registered with the Registrar of Companies pursuant to section 80(1) of the Company Law Enforcement Act 2001, having reference number 100396, (hereinafter referred to as the "reference document") shall be incorporated in this document pursuant to section 80(3) of the 2001 Ad, and shall,

pursuant to section 80(4) of the 2001 Act, be deemed to incorporate within it the text of the reference document, so that it forms and is read as one entire document.

29. No addition, alteration or amendment shall be made to or in the provisions of this Memorandum for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

30. Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

31. The text of a document which has been registered with the Registrar of Companies pursuant to section 80(1) of the Company Law Enforcement Act 2001, having reference number 100396, (hereinafter referred to as the "reference document") shall be incorporated in this document pursuant to section 80(3) of the 2001 Act. This document, pursuant to section 80(4) of the 2001 Act, shall be deemed to incorporate within it the text of the reference document, so that it forms and is read as one entire document.

ARTICLES OF ASSOCIATION OF ORAL HISTORY NETWORK OF IRELAND

The regulations contained in or incorporated in Table C in the First Schedule to the Companies Acts 1963 to 2005 (hereinafter called "Table C") shall apply to the Company and together with the Regulations hereinafter contained shall constitute the Regulations of the Company save in so far as they are hereby varied or excluded.

1. In these Articles:
 - a. "the Act", means the Companies Acts, 1963 to 2005
 - b. "the Directors" means the members of the Governing Body of the Company by whatever name called
 - c. "the Secretary" means any person appointed to perform the duties of the secretary of the Company
 - d. "the Seal" means the Common Seal of the Company
 - e. "the Office" means the registered office for the time being of the Company

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and any other modes of representing or reproducing words in a visible form. Unless the contrary intention appears, words or expressions contained in these Articles shall bear the same meaning as in the Act, or any statutory modification thereof in force at the date at which these Articles become binding on the Company.

MEMBERS

2. The number of Members with which the company proposes to be registered is a minimum of seven and the governing body may from time to time fix the number of Members.
3. The subscribers to the Memorandum of Association and such other persons as the Governing body shall admit to membership shall be members of the Company.
4. The rights and liabilities attaching to any Members of the Company may be varied from time to time by a Special Resolution of the Company.
5. Membership of the company shall cease:
 - a. On the member's death.
 - b. If the member resigned by notice in writing to the Secretary at the Registered Office.

- c. If the Governing Body resolve that he has ceased to be a member and notice in writing of such decision is given to him or sent to his last known address.

GENERAL MEETINGS

6. All general meetings of the Company shall be held in the state.
7. The company shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Governing Body and shall specify the meeting as such in the notices calling it provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting and that so long as the Company holds its first Annual General Meeting within eighteen months of the date of incorporation, it need not hold it in the year of its incorporation.
8. All general meetings, other than annual general meetings shall be called extraordinary general meetings.
9. The Governing Body may, whenever they think fit, convene an extraordinary general meeting and extraordinary general meetings shall also be convened on such requisition or in default may be convened by such requisitionists as provided by section 132 of the Act. If at any time there are not within the state sufficient members of the Governing Body capable of acting to form a quorum any Governing Body member or any three members of the Company may convene an extraordinary general meeting in the same manner as nearly as possible as that in which meetings may be convened by the Governing Body.
10. In case of an extraordinary general meeting called in pursuance of a requisition no business other than that stated in the requisition as the object of the meeting shall be transacted.
11. Twenty-one days' notice in writing at least of every Annual General Meeting and of every meeting convened to pass a Special Resolution and fourteen days' notice in writing at least of every other general meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day of which it is given) specifying the place, and the hour of the meeting, and in the case of special business the general nature of that business shall be given in the manner hereinafter mentioned to such persons (including the Auditors) as are under the presents or under the Act entitled to receive such Notices from the Company; but with the consent of the Auditors and of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meeting other than Annual General Meetings, or meeting to pass a Special Resolution, a meeting may be convened by such Notice as those members may think fit.
12. Accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person entitled to receive notice thereof, shall not invalidate any Resolution

passed, or proceeding adopted at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

13. All business shall be deemed to be special that is transacted at an Extraordinary General Meeting and all business that is transacted at an Annual General Meeting shall also be deemed to be special, with the exception of the consideration of the Income and Expenditure Account and Balance Sheet, the Reports of the Governing Body and the Auditors, the election of members of the Governing Body and the appointment of, and the fixing of the remuneration of the Auditors.
14. No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided four members personally present shall constitute a quorum.
15. If, within half an hour from the time appointed for the holding of a general meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or at such other place as the Governing Body may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall constitute a quorum.
16. The Chairman, if any, of the Governing Body shall preside as Chairman at every general meeting of the Company, or if there is no such Chairman, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Governing Body members present shall elect one of their number to be Chairman of the meeting but if no Governing Body member is willing to act as Chairman or if no Governing Body member is present within fifteen minutes after the time appointed for holding of the meeting, the members present shall choose one of their number to be Chairman of the meeting.
17. The Chairman may, with the consent of any meeting at which a quorum is present and he shall, if so directed by the meeting, adjourn the meeting from time to time, and from place to place, but no business shall be transacted at an adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever the meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting, Save as aforesaid, the members shall not be entitled to any notice of an adjournment or of the business to be transacted at the adjourned meeting.
18. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before, or on the declaration of the result of the show of hands demanded by the Chairman or by at least three members present in person or by proxy, or by a member or members present in person or by proxy and

representing not less than one tenth of the total voting rights of all members having the right to vote at the meeting, and unless a poll be so demanded a Declaration by the Chairman at the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the Minute Book of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against that resolution. The demand for a poll may be withdrawn.

19. Subject to the provisions of "Article 21" if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was deemed.
20. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
21. A poll demanded on the election of a Chairman, or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
22. A resolution in writing signed by all the members for the time being entitled to attend and vote on such resolution at a General Meeting (or being bodies corporate by their duly authorised representatives) shall be valid and effective for all purposes as if the resolution had been passed at a general meeting of the Company duly convened and held, and if described as a special resolution shall be deemed to be special resolution within the meaning of the Act.

VOTES OF MEMBERS

23. Subject as hereinafter provided every member shall have one vote.
24. Save as herein expressly provided, no member other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Company in respect of his membership, shall be entitled to vote on any question either personally or by proxy, or as a proxy for another member, at any general meeting.
25. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the meeting whose decision shall be final and conclusive.
26. Votes may be given either personally or by proxy.

27. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or, if the appointer is a body corporate, either under seal or under the hand of an officer or attorney duly authorised. A proxy need not be a member of the Company.
28. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notary-certified copy of that power or authority shall be deposited at the Registered Office or, at such other place within the state as is specified for that purpose in the notice convening the meeting, not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 48 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.
29. An instrument appointed a proxy shall be in the following form or a form as near thereto as circumstances permit:

‘I of being a member of the above named Company hereby appointed of or failing him of as my proxy to vote for me on my behalf at the (annual or extraordinary as the case maybe) general meeting of the company to be held on the day of _____ and at any adjournment thereof. As Witness my hand this day of __. This form is used:

*in favour of the resolution

*against

Unless otherwise instructed, the proxy will vote as he thinks fit.

*Strike out whichever is not desired

30. The instrument appointed a proxy shall be deemed to confer authority to demand or join in demanding a poll.

BODIES CORPORATE ACTING BY REPRESENTATIVES AT MEETINGS

31. Any body corporate which is a member of the Company may by resolution of its directors or other Governing Body, authorise such persons as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the Body Corporate which he represents as that Body Corporate could exercise if it were an individual member of the Company.

GOVERNING BODY

32. The first Governing Body shall be appointed by the Subscribers to the Memorandum of Association and they shall hold office until the first Annual General Meeting of the Company at which they shall retire but shall be eligible for re-election. At every

subsequent Annual General Meeting, all the Governing Body members shall retire from office, but shall be eligible for re-election.

33. The Governing Body may consist of a chairman, Vice-Chairman, Treasurer (or Joint Treasurers) plus additional officers as the members shall decide upon. The first Governing Body shall elect the officers and the officers shall hold these positions until the first Annual General Meeting at which they shall retire but shall be eligible for re-election. The members at the first Annual General Meeting and each subsequent Annual General Meeting shall elect a Governing Body. The members at the first Annual General Meeting shall decide whether they or the Governing Body should elect the positions of Chairman, Vice Chairman, Treasurer and other officers of the Governing Body and their decision shall regulate the election of all future Governing Body officer positions.
34. The business of the Company shall be managed by the Governing Body who may pay all expenses incurred in promoting and registering the Company, and exercise all such powers of the Company as are not by the Act or by these Articles required to be exercised by the Company in general meeting subject nevertheless to the provisions of the Act and of these Articles and to such directions, being not inconsistent with the aforesaid provisions, as may be given by the Company in a general meeting, but no direction given by the Company in general meeting shall invalidate any prior act of the Governing Body which would have been valid if that direction had not been given.
35. The Governing Body may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes, In case of equality of votes the chairman shall have a further or casting vote. Two Governing Body members may and the Secretary shall on the requisition of two Governing Body members summon a meeting of the Governing Body. Any member not present in the Irish Republic shall not be entitled to receive notice.
36. The Governing Body may from time to time make, vary and repeal Bye Laws for the regulation of the affairs of the Company and the conduct of its officers, servants and members and such Bye Laws may prescribe the subscription to be paid by members and associates and the privileges to be enjoyed by any class of member provided that no Bye Law shall be made which is inconsistent with the provisions of the Companies Acts or the Memorandum & Articles of Association for the time being of the Company or which would amount to such an addition to or alteration of these articles as could legally only be made by Special Resolution passed and confirmed in accordance with the Companies Act 1963.
37. The Governing Body may delegate any of its powers to Committees consisting of such member or members of the Governing Body as they think fit, and any Committee so formed shall, in the exercise of the powers so delegated, conform to

any regulations imposed on it by the Governing Body. The meetings and proceedings of any such Committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Governing Body so far as applicable and so far as the same shall not be superseded by any Regulations made by the Governing Body.

38. The quorum necessary for the transaction of the business of the Governing Body may be fixed by the Governing Body and unless so fixed shall be four.
39. The continuing Governing Body may act notwithstanding any vacancy in their body, but if and so long as their number is below the number fixed by the Regulations of the Company as the necessary quorum of the members of the Governing Body the continuing members of the Governing Body may act for the purpose of summoning a General Meeting of the Company but for no other purpose.
40. All acts done by any meeting of the Governing Body or by any person acting as a member of the Governing Body or any Sub-Committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such person acting as aforesaid, or that he or any of the Governing Body was disqualified, be as valid as if every such person had been duly appointed.
41. The Governing Body may from time to time and at any time by power of attorney appoint any Company, firm or person or body of persons, whether nominated directly or indirectly by the Directors to be the attorney or attorneys of the Company for such purposes and with powers, authorities and discretion (not exceeding those vested in or exercisable by the Directors under these Articles) and for such period and subject to conditions as they may think fit, and any such powers of attorney may contain such provisions for the protection and convenience of persons dealing with such attorney as the Directors may think fit, and may also authorise any such attorney to delegate all or any of the powers, authorises and discretion vested in him.
42. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be, by such person or persons and in such manner as the Governing Body shall from time to time by resolution determine.
43. The Governing Body may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking, property or any part thereof and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company or of any third party.
44. The Governing Body shall cause proper Minutes to be kept of all appointments of officers made by the Governing Body and of the proceedings of all meetings of the company and of the Governing Body and of Committees of the Governing Body and

all business transacted at such meetings, and any such Minutes of any meetings, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting shall be sufficient evidence without further proof of the facts therein stated.

45. A resolution in writing signed by all the members for the time being of the Governing Body or any Committee of the Governing Body who are entitled to receive notice of a meeting of the Governing Body or of such Committee shall be as valid and effectual as if it had been passed at a meeting of the Governing Body or of such Committee duly convened and constituted.
46. No remuneration shall be payable under any circumstances to any member of the Governing Body in respect of his service on the Governing Body, or on any Committee of members of the Governing Body to which the Governing Body may delegate powers under Articles 37.
47. The Governing Body may at any time appoint any member of the Company to be a member of the Governing Body but only to fill a casual vacancy and provided that the prescribed maximum is not thereby exceeded. Any member so appointed shall retain his office only until the next Annual general Meeting but shall be eligible for re-election.
48. Any person, whether a member of the Company or not, shall be eligible to hold office as a member of the Governing Body or as Secretary of the Company.

DISQUALIFICATION OF MEMBERS OF GOVERNING BODY

49. The office of a member of the Governing Body shall be vacated if such member:
 - a. Holds any office or place of profit under the Company.
 - b. Is adjudged bankrupt in the state or in Northern Ireland or in Great Britain or make any arrangement or composition with his creditors generally or
 - c. becomes prohibited from being a member of the Governing Body by reason of any order made under section 184 of the Act or
 - d. becomes of unsound mind or
 - e. resigned his office, by notice in writing to the Company or
 - f. is convicted of an indictable offence unless the members of the Governing Body otherwise determine.

THE SECRETARY

50. The Secretary shall be appointed by the governing body of the Company.

THE SEAL

51. The seal of the Company shall not be affixed to any instrument except by the Authority of a resolution of the Governing Body and in the presence of at least one member of the Governing Body and of the Secretary but in the absence of the Secretary by such other person as shall be appointed for the purpose by the Governing Body and the said member and the Secretary or other person as aforesaid shall sign every instrument to which the seal shall be so affixed in their presence, and in favour of the purchaser or person bona fide dealing with the Company. Such signatures shall be conclusive evidence of the fact the Seal has been properly affixed.

ACCOUNTS

52. The Governing Body shall cause proper books of account to be kept relating to:

- a. All sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place;
- b. All sales and purchase of goods by the Company;
- c. The assets and liabilities of the Company.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Company's affairs and to explain its transactions. The book of account shall be kept at the office, or subject to Section 147 of the Act, at such other place as the Governing Body think fit, and shall at all reasonable times be open to the inspection of any member of the Governing Body.

53. The Governing Body shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations, the accounts and books of the company or any of them should be opened to the inspection of members, not being members of the Governing Body and no member (not being a Member of the Governing Body) shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorised by the members of the Governing Body or by the Company in General Meeting.

54. At the Annual General Meeting in every year the Governing Body shall lay before the Company a proper Income and Expenditure Account for the period since the last preceding account (or in the case of the first account, since the incorporation of the Company) made up to a date not more than four months before such meeting together with a proper Balance Sheet made up to the same date. Every such Balance Sheet shall be accompanied by proper Reports of the Governing Body and the Auditors, and copies of such Account, Balance Sheet and Reports (all of which shall be framed in accordance with the Statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereon or to accompany

the same shall not less than 21 clear days before the date of the meeting, be sent to the Auditors and to all persons entitled to receive notice of General Meetings in the manner in which Notices are hereinafter directed to be served. Such report shall be open to inspection and to be read before the meeting.

AUDIT

55. Auditors shall be appointed and their duties regulated in accordance with Section 160 and 163 of the Act; members of the Governing Body being treated as the Directors mentioned in those Sections; the members of the Company being treated as the shareholders mentioned therein.

NOTICES

56. A Notice may be served by the Company upon any member either personally or by sending it through the post in a prepaid letter, addressed to such a member at his address as appearing in the Register of Members.

57. Any member described in the Register of Members by an address not within the Republic of Ireland who shall from time to time give the Company an address within the Republic of Ireland at which Notices may be served upon him, shall be entitled to have Notices served upon him at such address, but, save as aforesaid only those members who are described in the register of Members by an address within the Republic of Ireland shall be entitled to receive Notices from the Company.

58. Any Notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such services, it shall be sufficient to prove that the letter containing the Notice was properly addressed and put into the Post Office as a prepaid letter.

DISSOLUTION

59. Clause 7 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

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