



1. Name:

The name of the body shall be the Irish Deaf Youth Association, hereinafter named the IDYA. The name of the association can be changed only at the Annual General Meeting.

2. Main Objects:

The main objects for which the body is established is:-

To ensure all young Deaf people within Ireland are treated equal and are given the same opportunities in society as their hearing youth peers.

3. Subsidiary aims and objectives:

In furtherance exclusively of the foregoing main objects, the body shall have the following subsidiary objects.

- i) to support young Irish Deaf people in all forms of youth activity
- ii) to provide information on any aspect for young Deaf people
- iii) to promote access to information through the use of Irish Sign Language and captioned subtitles
- iv) raise funds to support the activities of the IDYA
- v) to include the above objectives in all IDYA activities
- vi) to support and develop an Under 18's organisation (13-17) known as Irish Deaf Teens.

4. Powers:

To the extent that the same are essential or ancillary to the promotion of the main objects of the body as heretofore set out, the body may exercise the following powers:-

- i) To raise funds
- ii) To apply for grants;
 - a. should the IDYA successfully receive funding for staff, an advisory committee hereinafter known as a steering committee, shall be formed consisting of IDYA committee members and members from outside the committee. The steering committee is to refer decisions to the IDYA committee for approval
- iii) Receive money and make payments on behalf of the group
- iv) Engage staff on a voluntary basis
- v) To do all such things as may be necessary for, or ancillary to the furtherance of the main objects
- vi) To promote access to information in the written word, subtitles and through Irish Sign Language whenever it is feasibly possible.
- vii) To provide information and support members who feel they have been discriminated against.
- viii) Rent premises as may be needed in the future

5. Rules of membership:

- i) The age limit for elected committee members is 18-35 years old.
- ii) The registration fee for membership is €10 annually
- iii) membership form must be filled out and accepted by the secretary of the IDYA.
- iv) Members of the IDYA must not resort to any form of discrimination to another member of the IDYA.



6. Annual General Meeting:

- i) The Annual General Meeting (AGM) shall be held in a location decided by the IDYA each year at which the Annual Report and Verified Accounts for the preceding year shall be presented and agreed.
- ii) A special General Meeting (EGM) may be called at any time at the request of the committee or one quarter of the members.
- iii) The secretary shall send a note to each member of the date, time and place of any General Meeting, with an agenda at least two weeks before the date of the meeting. The chairperson will be responsible for convening the meeting.
- iv) The Annual General Meeting shall consist of IDYA members, each IDYA member shall be entitled to one (1) vote.
- v) Consider and vote on all submitted recommendations, proposals and motions.
- vi) Amending the constitution if needed.
- vii) Accept and terminate the membership of any board member
- viii) Appoint and dismiss board members
- ix) No decisions may be taken at any General Meeting if few than 20 members attend. Due to extenuating circumstances, if fewer than 20 members attend, the IDYA will have the capacity to vote on decisions provided a full majority of the board agrees.
- x) The quorum for meetings shall be 51% of members attended. The chairperson shall have a second or casting vote.
- xi) Voting may be by roll call, by show of hands, or if requested by at least one full member, by secret ballot.
- xii) Nominations for the board must be from the floor at the AGM. In cases where a nominated member is not available to attend the AGM, they must record a video in ISL (preferred) or write a letter stating the position and reasons why they think they should be elected for the position.
- xiii) After each report, the chairperson will note which members wish to ask a question related to the report in discussion. A list will be taken. Once the questions start, no other members may be allowed to join the question list unless the chairperson permits so.
- xiv) Meetings will be followed via an Agenda. Minutes of every AGM are drawn up by the secretary or the board member indicated by the chairperson at the start of the meeting and is signed by such minute taker and chairperson.
- xv) Review upcoming events and programmes and allow members to give new suggestions for extra aims and objectives
- xvi) Observers may attend the AGM and with the permission of the chairperson, may address the AGM. The observer will have no vote.

7. Ordinary Meetings of the IDYA:

- i) The Ordinary Meeting of the IDYA will start with an agenda, the agenda will be designed by a suitable board member with input from the board members.
- ii) Meetings will be followed via an Agenda. Minutes of every meeting are drawn up by the secretary or the board member indicated by the chairperson at the start of the meeting and is signed by such minute taker and chairperson.
- iii) Minutes must be emailed to the committee one week prior to the next meeting.
- iv) Agenda & Treasurer Report must be emailed to the committee 24 hours prior to the next meeting.
- v) Keeping minutes in separate binder (put in AGM too)
- vi) Extraordinary meetings may be called by the executive committee.
- vii) IDYA meetings will take no longer than 3 hours max; however, if a meeting is running behind schedule, a majority decision by the board must approve the decision to continue as long as needed.
- viii) If a committee member fails to attend three meetings without good reason, the board reserve the right to reconsider the committee member's position.



8. The Committee:

- i) The committee shall consist of a chairperson, vice-chairperson, secretary, treasurer, vice-treasurer and the rest being board directors. The committee must not have not less than six nor more than eight members.
- ii) each member of the committee must provide photographic identification which proves they are aged between 18 and 35 at the time of the election at the AGM.
- iii) If IDYA successfully attains funding for paid employees, these person(s) are not allowed to vote or sit on the committee. They may attend in an advisory capacity
- iv) The committee is responsible for the running of the IDYA and should meet ten times per year
- v) The committee shall retire every two years at the AGM but a member may be elected again unless he/she does not fit the criteria or attains enough votes at the AGM.
- vi) A committee meeting cannot take place if there are less than five people present.
- vii) Should a full board member retire before the AGM, the IDYA may see fit to elect a co-op member. This member will have no voting rights but is encouraged to be an active member of the group.
- viii) A committee member is not allowed to work for profit with the organisation, if an opportunity arises, the committee member must step down from the board.

9. Executive Committee:

- i) The Executive Committee will be made up of the chairperson, the vice-chairperson, secretary and treasurer as elected by the annual general meeting.
- ii) The Executive Committee will be responsible for deciding who will be named signatories on cheques. There must be at least three signatories from the Executive Committee.
- iii) The Executive Committee can at any time review accounts
- iv) In the case of any budgetary matters, the executive committee will have authority to reach emergency funding decisions.
- v) The executive committee will after each AGM meet to discuss roles for various board members and appoint them to fulfil their roles.
- vi) The executive committee will have authority to meet exclusively to discuss issues and reach decisions which will prevent and ensure no harm comes to the IDYA.
- vii) The executive committee has authority to be considered foremost for attendance at any events or conferences which concern the IDYA. The rest of the committee will be considered once they show goodwill and commitment.

10. Child Protection:

- i) As the IDYA will oversee Irish Deaf Teens (13-17), the committee members and volunteers must undergo Child Protection and Garda Vetting with the IDYA at least once every 2 years on the behalf of the IDYA
- ii) designated child protection officer will be in place in the IDYA. This person is responsible for ensuring child protection training and Garda vetting is carried out.
- iii) 3 leaders (2:1 male or female ratio) will be required at all times when working with groups of children under the age of 18.
- iv) the committee will be required to familiarise themselves with the IDYA Child Protection Policy which has been passed by the National Youth Council of Ireland in 2010.

11. Finance:

- i) The treasurer shall keep accounts of all income and expenditure and shall prepare accounts for the IDYA meetings and AGM.
- ii) All accounts shall be verified by an Auditor (or other independent approved person) to be appointed by the committee and such accounts will be made available to the revenue



commissioner on request. In the case of income in excess of €50,000, accounts must be audited.

- iii) The treasurer shall open a bank account in the name of the group. All cheques shall be signed by two of the four named people authorised to sign cheques on behalf of the group. The chairperson shall be sent a duplicate bank statement.
 - a. If a signatory is to be removed, a letter should be written to the treasurer.

12. Budgetary/Ownership of the IDYA:

- i) The IDYA has the use of an office within the Irish Deaf Society, which IDYA may claim ownership along with the chair, desk, whereas the IDS has ownership of the filing cabinet and shelves which they have graciously given to the IDYA.
- ii) IDYA has full ownership of the IDYA computer, scanner, printer along with files and office administrative which were all purchased by IDYA funds.
- iii) IDYA bank accounts are only accessible by the IDYA Executive Committee and signatories.

13. Income and Property:

The income and property of the body shall be applied solely towards the promotion of its main objects(s) as set forth in this constitution. No portion of the body'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 the members of the association. No officer shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However nothing shall prevent any payment in good faith by the body of:-

- i) Reasonable and proper remuneration to any member of the body (not being a board member) for any services rendered to the body;
- ii) Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the body;

14. Communication:

- i) Irish Sign Language and English are the official languages of the IDYA.
- ii) International and other sign languages may be used if necessary for international events.
- iii) the committee should use ISL when they are representing the IDYA.

15. Winding-up:

If upon the winding up or dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the body. Instead, such property shall be given or transferred to some other charitable institutions or institutions having main objects similar to the main objects of the body. The institution or institutions to which the property is to be given or transferred 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 body under or by virtue of clause 12 hereof. Members of the body shall select the relevant 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 other charitable objects.

16. Additions, alterations or amendments:

No additions, alterations or amendment shall be made to or in the provisions of this constitution for the time being in force unless the same shall have been previously approved in writing by the revenue commissioners.



17. Keeping of records

- i) Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.
- ii) IDYA records must be kept for a minimum period of 6 years in a professional manner. This includes all treasurer files, all research files on exchanges which includes budgets, receipts, itineraries, timetables etc....
- iii) When organising a new event, a new folder must be created in the files with all copies of documents included i.e. emails, invoices, planning meetings etc...
- iv) should the secretary or treasurer retire from the board, she/he must hand over all IDYA files with all updates.

Signed: _____
Chairperson

Date: _____

Signed: _____
Vice-Chairperson

Date: _____

Signed: _____
Secretary

Date: _____

Signed: _____
Treasurer

Date: _____