

## IRELAND NETWORK CHICAGO – CHARTER

### I. GENERAL INFORMATION

The Ireland Network (“IN”) is a non-profit, 501 (C) (6) organization, governed by a Committee with the support of an Executive Director and Advisory Board. The IN Chicago Handbook outlines the organizational chart, governance and specific roles and responsibilities for all governing parties and should be followed for internal coordination of IN Chicago

#### A. Mission

The Ireland Network is a business and social network of Irish people living and working in the Chicago area. Members’ common frame of reference enables the network to act as a readily accessible and relevant forum for the sharing of individual resources, expertise, industry knowledge, business opportunities, contacts and connections; to share individual experiences, successes and challenges for the benefit of the membership at large; and to support newly-arrived Irish in their efforts to connect with the greater Chicago business and social community.

#### **Fulfilling its mission**

This mission is delivered through regular and varied events and activities of specific interest to members from a business and social perspective. The network also provides tools for interactive communication and direct sharing of resources between members, and collaborates with other organizations whose goals and activities complement the IN mission. The IN is non-governmental, apolitical and non-denominational.

#### B. Home Base

The Ireland Network’s primary mode of communication and promotion will be via the internet, the url for the website being <http://chicago.irishnetwork-usa.org/>

**C. Goals**

The goals of the organization are:

- i. Support coordinated activities within the IN in furtherance of the mission;
- ii. Promote, provide, develop, and support the social and professional benefits to the members;
- iii. Promote, enhance connections with, and develop symbiotic relationships with the complementary organizations in Chicago and with other IN Groups through IN-USA
- iv. Promote, enhance connections with, and develop symbiotic relationships with industry and philanthropic organizations;

**II. COUNCIL**

**A. Committee**

The IN is administered by a Committee. Refer to Annex A for current Committee members.

**B. Committee Positions**

The Committee should be composed of the following:

1. President – 2-year term
2. Secretary – 3-year term
3. Treasurer – 3-year term
4. Information Technology Officer
5. Communications and Press Officers
6. IN-USA Representative
7. Members

**C. Elections**

The members of the IN will elect the Committee at the AGM for a 1-year term. Outgoing members can be re-elected. Members will elect a general committee, without role specification, and then the committee will elect their colleagues to specified roles, including President, at the first committee meeting after the AGM. The President will hold term for a 2-year period and will not hold office for more than one consecutive term, but may seek re-election after one term out of office. All other positions will be for a maximum 3-year period. All subscribed members at the time of the AGM shall be eligible for election to the Committee. Nominations from membership should be submitted to the Committee thirty days prior to the AGM. Nominees will be contacted by the Committee and announced to members 14 days in advance of the AGM.

**D. Changes to the Charter**

Upon initial Charter approval, any change or amendment shall be presented to the members of the IN and voted upon at the AGM, except where the Committee is unanimous and for reasons that cannot await the next AGM. In those instances, the changes shall be presented at the AGM and reasons given for the decisions made.

**II. MEMBERSHIP INFORMATION**

**A. Membership Subscription**

Members are Irish or have a strong affinity with Ireland. The IN welcomes applicants who relate to its mission and are committed to contributing positively to it in return for the benefits offered by membership. Interested applicants are encouraged either to attend a scheduled event at which they may join, or to submit their contact information with a short bio via email to the main IN email address accessed via the IN website. The membership subscription amount (and any pro-ratio policy to accommodate those joining later in the calendar year) is determined at the AGM for the subsequent year, and is due on January 1 annually. Event admittance fees are determined on a case-by-

case basis dependent upon the event criteria, and are generally waived or discounted for members. All interested parties are invited and welcome to attend IN events, subject to availability.

**B. Membership Benefits**

Members in good standing shall have all the rights and privileges that are provided by the Charter, including:

1. Voting rights and ability to provide input on event planning and policy.
2. Access to events organized by the IN and partner organizations.
3. Waived or discounted event fees, ticket costs and tabs.
4. Interactive access to IN-Chicago & IN-USA member databases.

**III. ASSEMBLIES**

**A. Annual General Meeting**

An annual general meeting will be held on a yearly basis in May in a location agreed upon by the Committee.

**B. Committee Meetings**

A monthly committee meeting will be held the first week of each month and held in any suitable place at the agreement of the Committee. Minutes of the monthly meeting will be taken and filed by the Secretary.

**C. Telephone Assembly**

Members of the Committee are permitted to attend meetings via telephone conference calls. The participant will then be recorded in the minutes as present.

**IV. FINANCIAL MATTERS**

**A. Revenue**

The IN's fiscal year will be from 1 January to 31 December.

**Commented [F1]:** 2020: The Committee amended Article III(A), which required that Annual General Meetings be held in May. This change was necessary given the Covid-19 pandemic. The Committee made this change through application of a provision in the Charter that permits the Committee, by unanimous vote, to amend the Charter where an amendment is necessary and cannot wait until a vote of the membership at the Annual General Meeting.



B. **Financial statements**

The financial statements shall be in accordance with generally accepted accounting practices and meet State requirements for a 501 (C) (6) company.

C. **Signing authority**

Only the President, Treasurer and Secretary of the Committee will be authorized signatories with permission to sign on behalf of the IN. All checks to require signatures from two Authorized Signatories.

D. **Budget**

Before the last monthly meeting of the year, the Committee, under the leadership of the Treasurer and Executive Director, will prepare a budget plan for the following year.

E. **Directors'/Officers' Insurance**

The IN shall obtain and hold a Directors'/Officers' insurance policy appropriate to its objectives and activities.

V. **LIAISING INFORMATION**

A. **Database**

The operation and maintenance of a member database, along with an email distribution database of members and interested non-member parties, are crucial and vital to the operation and success of the IN.

One of the appointed Information Technology Officers will act as the Database Coordinator and will be responsible to the Committee for the content of the databases.

B. **Communication**

A monthly email will be the preferred means of disseminating information to the membership at large. Those wishing not to receive such communications can elect to be removed from the distribution by responding to one of these emails. The IN does not sell or otherwise disseminate its contact database to third parties. A member of the

Committee will be appointed as the Communications Editor and will coordinate with the Committee and member subscribers to accumulate and verify content. The Communications Editor will also have responsibility for disseminating information to the Press.

C. **Coordination of Information**

All electronic correspondence to members at large and in relation to the IN Committee Minutes should be approved by the President and the Secretary will keep a file of all correspondence. All electronic correspondence to the Committee will be filed by the Secretary at the President's direction.

D. **IN-USA**

The President of IN CHICAGO will coordinate all contact between IN-Chicago and IN-USA and will be IN-Chicago's representatives on the IN-USA Committee.