



Draft Internal Rules

**These Internal Rules will be submitted for approval of the members
at the Annual General Meeting held on 21/05/2026**



1. Finances

The Association's Financial Year is from 1st January to 31st December.

The Association's current bank account signatories are the President and Treasurer.

The transfer of monies between the Association's current account and interest earning account shall be agreed by the Committee, prior to any such transfer.

Reserves policy: The Association will seek to operate with reserves (in cash and bank) equal to 12 to 18 months operating costs at any given time. The reserve policy will be a guide to action.

2. Membership

The Association's Membership year is from 1st September to 31st August.

3. Membership Subscription & Qualifications

Membership subscription fee is €15.00 per person per year.

Honorary Membership may be conferred by the ACFAA Committee to:

- a) Those members who, in the opinion of the Committee, have contributed significant service to the Association, or
- b) Those individuals who represent local Associations or municipal authorities.

Honorary membership may be granted for life, or a set period, at the discretion of the Committee.

Free membership is offered to:

- a) Those who are 17 years old, or younger, on the 1st September,
- b) Those who are 75 years old, or over on 1st September
- c) To those in full-time education from the 1st September, on production of a Student Card,
- d) The Officers of ACFAA,
- e) The members of the ACFAA Committee,
- f) The members of the ACFAA Social Committee,
- g) Group Leaders for the duration of their time as Group Leader, and
- h) Language Tutors for the duration of their teaching.

Free membership can be offered to members whom the ACFAA Committee consider are performing a valuable service to ACFAA and is valid only for the timescale in performance of such a service.



4. Recognition of service

The association may at the discretion of the committee provide gifts or vouchers to:

- Retiring Officers or Committee Members who have served their full term
- Committee Members
- Language tutors
- Group Leaders

The value of any such awards shall be decided by the Committee.

5. Officers & Committee Members

The Officer posts are:

- President
- Vice President
- Treasurer
- Secretary

The term of office for the Officers is four years and Committee Members for 2 years, at the end of their terms of office they may stand for re-election.

At the first Committee meeting of each calendar year the Officer(s) and Committee Member(s) whose position is/are due to become vacant, will indicate whether they intend standing for re-election at the forthcoming Annual General Meeting.

The positions that become vacant each year will be advertised to the ACFAA members at least 28 days prior to the issue of the AGM Agenda.

The person(s) being nominated for any Committee position must be proposed and seconded by ACFAA members and will agree to their name being put forward.

In the event of a mid-term vacancy, the Committee provisionally provides for a replacement, which must be approved at the next AGM. The term of office of a member so elected shall end at the time when the term of office of the replaced member would have been completed.

Exceptionally Committee may co-opt members to serve on Committee provided the number of Committee members does not exceed that stipulated in the Statutes. The person(s) so co-opted must be approved at the next AGM. The term of office shall be 1 year from the date of approval by AGM.

Job Descriptions for Officers and Committee members are available by contacting the Secretary.



6. Sections / Groups

ACFAA provides leisure and learning activities for members by means of taught classes and specialist groups. Details are available on the ACFAA web site (acfaa.com).