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Rules of COMHAR CONNRADH NA BOIRNE TEORANTA

RULES FOR SOCIETIES REGISTERED UNDER THE INDUSTRIAL & PROVIDENT SOCIETIES ACTS 1893 – 2021

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Rules of COMHAR CONNRADH NA BOIRNE TEORANTA
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ACTS 1893 - 2021

1. GENERAL QUALIFICATION & INTERPRETATION

In construing these Rules, the following words and expressions shall have the meanings herein stated, provided that such meaning does not conflict with the subject matter of the Rule or the context.

- (i) Words importing the singular or plural number include the plural and singular numbers.
- (ii) Words importing the masculine gender shall include the feminine gender.
- (iii) "Member" shall mean an individual duly admitted to membership of the Society and holding the requisite number of shares.
- (iv) "The Society" shall mean the Society to which these rules refer.
- (v) The "Special Members" shall mean the signatories to the original application for registration of the Society.
- (vi) "The Committee " shall mean the Management Committee which serves as the directing committee of the Society.
- (vii) "The Acts" shall mean the Industrial and Provident Societies Acts, 1893 to 2021 and any subsequent amendments thereof.
- (viii) "A Society" shall mean a Society registered under the Acts.
- (ix) The expression "he", "him", "they" and "person" shall include a society or other Corporate Body.
- (x) The expression "contact details" shall mean the postal address, email address and telephone number(s) of a Member.
- (xi) "Registrar" shall mean the Registrar of Friendly Societies for Ireland.
- (xii) "Special Resolution" shall mean a Resolution passed in accordance with Section 51 of the Industrial and Provident Societies Act of 1893.
- (xiii) "ICOS" shall mean the Irish Co-operative Organisation Society Limited.

2. NAME

The name of the Society shall be Comhar Connradh na Boirne Teoranta.

3. REGISTERED OFFICE

- (i) The registered office of the Society shall be at Kilfenora, Co. Clare.
- (ii) The registered office may be changed by the Committee. Any such change shall be notified to the Registrar within fourteen days.

4. OBJECTS

The objects of the Society shall be to:

- (i) serve as the primary interpretative centre for the Burren area, fostering awareness and enhancing knowledge of the region's heritage and environment.
- (ii) stimulate sustainable tourism and provide a rewarding experience for visitors to the Burren region and to Kilfenora.
- (iii) serve the local community and schools by providing a platform for education and social connectivity.
- (iv) engage in the buying, processing, making and promoting of products for sale on the premises and online, with particular emphasis on local Burren connections.
- (v) provide good quality and good value hospitality including food service.
- (vi) engage in any business or transaction which may seem to the Society directly or indirectly conducive to the interests or convenience of its members.
- (vii) ensure that the Centre is operated on behalf of shareholders as an efficient business, continuously improving and adapting to meet future challenges, providing a work environment

that engages and develops employees, and strive to create sufficient profit to enable the Society to be self-sustaining over the long term.

5. MEMBERSHIP

- (i) The Society shall consist of any Individuals of sixteen years of age or more such as the Committee may admit to membership.
- (ii) Applicants for membership shall subscribe for one or more shares in the Society.
- (iii) Every Member shall have one vote at all General Meetings of the Society, however many shares he holds.
- (iv) Each application shall be considered by the Committee at its next ensuing meeting and notice of admission or otherwise shall be sent to the applicant within one week after the Committee meeting at which the application is considered.

6. EXPULSION

- (i) A Member may be expelled if found guilty of conduct detrimental to the Society, provided that:
 - a. he shall have received, in writing, one month previously, complete particulars of the charge alleged against him; and
 - b. two-thirds of the Members present and voting at a Special General Meeting vote for his expulsion.
- (ii) The full amount paid for the shares held by an expelled Member, less any money he may owe to the Society, shall be paid to him on expulsion and an entry of the cancellation of his shares shall be made in the Share Register.
- (iii) An expelled member shall only be re-admitted by the vote of two-thirds of the Members present and voting at a General Meeting and on a motion of which fourteen days' notice has been given.

7 CESSATION OF MEMBERSHIP

- (i) A person shall cease to be a Member of the Society if he:
 - a. dies
 - b. transfers all his shares to another person, in accordance with Rule 8 (v)
 - c. is expelled under Rule 6 of these Rules.
 - d. becomes bankrupt.
- (ii) A Member shall not otherwise be entitled to withdraw from the Society.

8 SHARES

- (i) The Share Capital of the Society shall consist of ordinary shares to the nominal value of ten euro (€10) each, issued to persons upon admission to Membership of the Society.
- (ii) A Share Register book shall be kept by the Secretary in which shall be recorded all details regarding the allocation, ownership, and transfer of shares.
- (iii) Each Member shall hold at least one share, and No Member other than a Society registered under the Acts shall hold an interest exceeding €1000 in the shares of the Society.
- (iv) The liability of Members shall be limited to the value of their shares.
- (v) Every application for admission for membership shall be considered by the committee at their next ensuing meeting using application forms made available by the society and notice of admissions or otherwise shall be send to the applicant as soon as possible.
- (vi) Shares shall be transferable but not withdrawable. A Member may, with the approval of the Committee, transfer his shares to any other person, provided that the consideration shall not exceed the nominal value of the shares.

- (vii) On receipt of an application to transfer shares, to be made on a form available from the Society, the Committee shall decide on the request and on agreement, the Secretary shall make an entry of the transfer in the Share Register.
- (viii) The Committee shall not be bound to assign any reason for refusing to sanction any transfer of shares.
- (ix) Members are responsible for notifying the Society of any change of any part of their contact details as defined in Clause 1.
- (x) If any member becomes bankrupt, the value of his shares in the Society shall be payable to the trustee of his property or to his assignee in bankruptcy.

9 INVESTMENT

Subject to the provisions of Rule 14:

The Committee may invest any portion of the Society's capital provided it is conducive to the objects, the interests of the Members and the continuation and development of the Society including:

- (i) In any security in which Committee are for the time being authorised by law to invest.
- (ii) In the shares of, or on the security of any other Society or Company provided such Society or Company shall be one with limited liability.
- (iii) In the shares of, and loans (secured on property) to, any other Society or Company which is a member of this Society provided such Society or Company shall be one with limited liability.

10. BORROWING

- (i) The Society shall, subject to the provisions of Section 6 of the Industrial and Provident Societies (Amendment) Act 1978, have power to borrow money for the purpose of the Society in whatsoever manner it may determine, including the issue of loan stock, to such an extent, on such conditions, against such security, for such periods and at such rates of interest as shall be authorised by a General Meeting from time to time.
- (ii) The Society may secure the repayment of any such loan and any interest thereon by a mortgage or charge on all or any of the physical assets of the Society or by the issue of Bonds, Agreements, or Promissory Notes.
- (iii) If the Society makes a loan agreement with any Member of the Society, that loan agreement shall set out the procedure to be followed if that Member becomes bankrupt or of unsound mind or if he dies.
- (iv) The Society shall not accept money on deposit from members and others within the meaning of deposit in the Acts (or otherwise defined), however the Society may accept monies in the form of down payment, instalment or security in relation to any transactions or activities incidental to its business subject to the acceptance of such monies in those circumstances being: (a) compliant with applicable legislation; and b) in such sums, at such rates of interest and on such terms as the Committee may decide.

11. COMMITTEE

- (i) The business and affairs of the Society shall be conducted by the Management Committee on behalf of the Society, who shall have the control of all business carried on by or on account of the Society.
- (ii) The Committee shall comprise 9 Members of the Society, or such other number as the Society may agree at a General Meeting.
- (iii) The Committee members shall be elected at the Annual General Meeting or at a Special General Meeting called for that purpose.
- (iv) One-third of the Committee (or as close thereto) shall retire each year, but retiring Committee Members shall be eligible for re-election without nomination, with the order of retiring decided by the Members at a General Meeting.

- (v) Nominations for election to the Committee other than retiring members shall be in writing and signed by two Members and shall contain a statement by the Member nominated, of his or her willingness to be elected. Such nominations shall be submitted directly to the Secretary using the Society's Committee member nomination form at least five working days before the meeting.
- (vi) No Committee member may serve for more than 2 consecutive terms with each term not exceeding three consecutive years, after which he cannot be eligible for re-election or co-option until the election taking place in the year after the year of his retirement. Time served in a casual vacancy shall not be deemed to be a term for the purposes of this Rule 11(vi).
- (vii) Any casual vacancy occurring in the Committee may be filled by co-option, but any person co-opted shall retain his office only until the next Annual General Meeting of the Society, when he shall retire, but shall be eligible for election.
- (viii) No person shall be entitled to act as a member of the Committee who
 - a. holds any place of profit within the Society.
 - b. has been convicted on indictment of any legal offence.
 - c. becomes legally declared of unsound mind or is certified as insane.
 - d. becomes bankrupt.
- (ix) Committee members who absent themselves from four or more Committee meetings between consecutive Annual General Meetings will be deemed to have vacated their position, unless given special leave of absence by a majority of Committee members at a committee meeting.
- (x) Any Committee Member or all of them may be removed from office by a two-thirds majority vote passed at a Special General Meeting called for the purpose.
- (xi) There shall be at least twelve Ordinary Committee Meetings each year.
 - a. Committee Meetings may take place using electronic communications technology or face-to-face as the Committee itself shall determine.
 - b. The Committee shall ensure that all Committee Meetings are conducted with appropriate verification and security measures.
 - c. No business shall be conducted at any Committee Meeting unless a quorum of over one-half of its membership is present.
 - d. Special Committee Meetings may be held at any time on giving at least three clear days' notice in writing to each member. A Special Committee Meeting shall transact no business other than that appearing on the agenda paper, which shall accompany the notice convening the meeting.
- (xii) The Committee shall appoint and have the power to remove a Chairperson who shall be the Chairperson of the Society and shall preside at all meetings of the Society. The Committee may also appoint and remove a Vice-Chairperson, who may act as the Chairperson in the latter's absence and hold office with the same provisions as apply to the Chairperson, as follows.
- (xiii) The Chairperson must be an elected member of the Committee.
 - a. The Chairperson shall hold office for one year but shall be eligible for re-election and may serve no more than three consecutive one-year terms.
 - b. The Chairperson shall sign the minutes of the last previous meeting.
 - c. The Chairperson shall be entitled to a casting vote whenever there is an equality of votes on any matter for decision.
- (xiv) The Committee shall appoint and have the power to remove a Secretary who shall be Secretary of the Society and shall have such functions, powers and remuneration as the Committee shall from time to time direct.
- (xv) The Committee shall appoint and have the power to remove a Treasurer or joint Treasurer who shall be Treasurer of the Society, and shall have such functions, powers and remuneration as the Committee shall from time to time direct.
- (xvi) The Committee may appoint and remove a General Manager and other employees who shall

have such functions powers and remuneration as the Committee shall from time to time direct.

- (xvii) The removal from office of the Chairperson, Vice-Chairperson, Secretary, Treasurer, General Manager or of any elected officer of the Society shall be done only at a Special Committee Meeting of which notice shall have been duly given as described in 11 (xi) (d) and at which two thirds of those present and voting vote for such a removal.
- (xviii) The Committee may exercise any powers that may be exercised by the Society other than those that must be exercised by a General Meeting.
- (xix) The Committee shall have power to open and operate as it may determine an account or accounts with any banking company which is regulated by the Central Bank of Ireland.

12. GENERAL MEETINGS

- (i) General Meetings of the Society shall be Ordinary or Special.
- (ii) An Ordinary General Meeting of the Society, to be called the Annual General Meeting, shall be held at least once in each calendar year. Notice of every Ordinary General Meeting shall be given at least fourteen days before the day fixed for the meeting and shall state the date, time and place at which it shall be held.
- (iii) A Special General Meeting may be convened by the Committee at any time, on their own authority or upon a requisition addressed to the Committee, Chairperson, or Secretary signed by at least half the number of Members of the Society for the time being if not more than forty, and twenty if forty or upwards. Such a requisition shall state the purpose of such meeting and the names and registered addresses of the requisitionists, on receipt of which requisition the meeting shall be called by the Secretary or other person appointed by the Committee for the purpose.
- (iv) A notice stating the date, time, place and purpose of every Special General Meeting shall be given or sent to each member not less than ten working days before the date of such meeting. The Committee may call a Special General Meeting with four days' notice in circumstances it deems to be of exceptional urgency.
- (v) No business shall be transacted at a Special General Meeting save that for the purpose for which the meeting is convened and of which full particulars shall be given in the notice convening every such meeting.
- (vi) Notice of a General Meeting shall be deemed to have been duly given if left at or posted to the registered address or place of residence of Members, or sent by electronic mail to Members' confirmed email addresses.
- (vii) No meeting of the Society shall proceed to business unless at least twelve persons entitled to vote as Members of the Society shall be present at the declared commencement time of the meeting.
- (viii) The Chairperson of the Committee for the time being shall preside as Chairperson at every meeting of the Society. In his absence, the Vice-Chairperson shall preside, and if he is also absent, each meeting shall choose a chairperson, who shall be one of the Committee, if any be present.
- (ix) An Annual General Meeting shall be held within six months of the end of each calendar year.
- (x) The following business shall be transacted at every Annual General Meeting.
 - a. The adoption of the Minutes of the previous Annual General Meeting and of any Special General Meeting held since the preceding Annual General Meeting.
 - b. The adoption of the Statement of Accounts and Balance Sheet as prepared by the Society's Auditor.
 - c. The appointment of an Auditor for the next financial year. If no appointment is made at the meeting, the Committee is empowered to make the appointment subsequently. The Auditor shall not hold any other office in connection with the Society.
 - d. The election of the Committee in accordance with the provisions of Rule 11.

- e. The authorisation of borrowing powers for the Society.
 - f. The Chairperson's report on the state of the Society.
 - g. Any other business relevant to the General Meeting of the Society.
- (xi) Any General Meeting may be adjourned from time to time for any period not exceeding twenty-eight clear days. No business shall be transacted at an adjourned meeting except what relates to the original agenda of such meeting. If a Special General Meeting is adjourned, not less than four clear days' notice shall be given to the members of the date fixed for the adjourned meeting.

13.VOTING

- (i) While each Member present and entitled to vote at any General Meeting of the Society shall have only one vote, the Chairperson shall have a casting vote whenever the votes are equal.
- (ii) All questions shall be decided in the first instance by a show of hands unless five Members present demand a ballot, in which case a ballot shall be taken.
- (iii) No proxy voting shall be admissible.

14.APPLICATION OF PROFITS

Any surplus or profits arising in the Society shall be applied in any or all of the following ways:

- (i) Creating and maintaining a general reserve for the continuation and development of the Society.
- (ii) Providing funding for social or charitable purposes or for relevant services among the Members and the community generally.

15.AMENDMENTS TO RULES

- (i) Rules may be made, altered, rescinded or amended by a majority of two thirds of the Members present and voting at a Special General Meeting called for the purpose.
- (ii) No new Rule shall be made nor shall any of the Rules be repealed or altered until the consent of the ICOS has been obtained in writing in accordance with the prefatory note to these Rules, nor until the text of the proposed new Rules or amendments shall have been circulated with the notice convening the Special Meeting.
- (iii) Every alteration or amendment shall be duly submitted for registration with the Registrar of Friendly Societies and on registration, issued with the rules of the Society for the time being.

16.STATUTORY OBLIGATIONS

- (i) **Name**
The registered name of the Society shall be kept displayed in a conspicuous place at the registered office of the Society and at any other place at which the business of the Society is carried on and shall be printed on the Society's correspondence and transaction documents.
- (ii) **Seal**
The Society shall have its name engraved in legible characters upon a seal, which shall be in the custody of the Secretary. It shall only be used under the authority of a resolution of the Committee and shall be attested by the signatures of two members of the Committee and the Secretary.
- (iii) **Change of name, amalgamation, conversion, dissolution**
The Society may, by Special Resolution passed in manner prescribed by the Acts and subject to such resolution being registered with the Registrar:
 - a. Change its name but no change shall affect any right or obligation of the Society or any Member thereof, by or against the Society notwithstanding its new name; or

- b. amalgamate with or transfer its engagements to another Society or Company or accept a similar transfer.
- c. convert itself into a company under the Companies Acts, or amalgamate with or transfer its engagements to any such company as provided in the Acts; or
- d. voluntarily dissolve by Resolution to wind up under the Companies Acts, or
- e. wind up by an instrument of dissolution signed by three-fourths of the members for the time being.
- f. Voting on Special Resolutions shall be on the basis of one vote per Member present and voting at a General Meeting called to discuss such Resolutions.

(iv) Audit and Accounts

The Accounts of the Society, together with a Balance Sheet showing the receipts, expenditure, funds and effects of the Society, and all necessary vouchers, shall be submitted once in every year for audit to one of the Statutory Auditors who shall be appointed subject to Section 55 of the Companies Act 2018 (as amended) and who shall be selected in accordance with Rule 12 (x). Annual accounts should be kept and made available to the Revenue Commissioners on request.

(v) Annual Return

The Committee shall once in every year send to the Registrar an Annual Return of the receipts, expenditure, funds, and effects of the Society as audited. Such Annual Return to be submitted not later than:

- 31st October, where the date of its last published balance sheet falls between 1st January and the 30th. June, and
- 30th April, where the date of its last published balance sheet falls between the 1st July and the 31st. December (of the preceding year).

(vi) Members and Annual Returns

A copy of each Annual Return shall be delivered gratuitously on application to every member or person interested in the funds of the Society.

(vii) Balance sheet

A copy of the last Annual Balance Sheet for the time being, together with the Auditor's Report, shall be kept hung up in a conspicuous place in the Society's registered office.

(viii) Rules

The Rules will be made available on the Society's website and a printed copy shall be supplied to any Member demanding and paying for it the sum of no more than €10.

(ix) Inspection of Accounts by Members

Any member or person interested in the funds of the Society may inspect his own account and the books containing the names of the Members and their holdings in the Society, whether in shares or loans during business hours at the Society's registered office.

(x) Inspection of books by non-members

- a. Any person shall be allowed to inspect the books of a registered society containing the names of the members, and their holdings in shares, at all reasonable hours at the registered office of the society, or at any place where the same are kept, subject to such regulations as to the time and manner of such inspection as may be made from time to time by the General Meeting of the Society, on payment of €10, or such lesser sum as the Society may prescribe.

- b. Any person may require a copy of the books mentioned in subsection (i) of this Rule, or any part thereof, on payment of €10, or such lesser sum as the Society may prescribe.
- c. The Society shall cause any copy so required by any person to be sent to that person within a period of ten days commencing on the day next after the day on which the requirement is received by the Society.

(xi) Inspection by Registrar

Any ten Members may, in accordance with Section 18 of the Industrial and Provident Societies Acts 1893, apply to the Registrar to appoint an accountant to inspect the books of the Society and to report thereon.

(xii) Application to Registrar

Members numbering not less than one tenth of the membership of the Society, may make application to the Registrar in accordance with Section 50 of the Industrial and Provident Societies Act, 1893:

- a. to appoint one or more inspectors to examine into and report upon the affairs of the Society; or
- b. to call a Special Meeting of the Society.

The application must be supported by evidence that the applicants have good reason for making such an application.

17. MINORS

A person under full age within the meaning of the Age of Majority Act 1985, but above the age of 16, may be a member of the Society and enjoy all the rights of a Member (except as by the Acts provided) and may execute all instruments and give all acquittances necessary to be executed or given under the Rules, but shall not be a member of the Committee, Manager or Treasurer of the Society.

18. NOMINATION

- (i) Every member of the Society may nominate one or more persons to receive some or all of his shares in the Society on his decease.
- (ii) A person so nominated shall not be an officer or employee of the Society unless that person is the spouse, parent, sibling, child, niece or nephew of the nominator.
- (iii) A nomination may be revoked or varied by a subsequent nomination but shall not be revocable or variable by the will of the nominator or by any codicil thereto.
- (iv) Each nomination along with any revocation or variation shall be recorded by the Society in the Share Register.
- (v) The Member shall pay for the recording of every nomination, revocation, or variation the sum of €1.
- (vi) The marriage of a Member of the Society shall operate as a revocation of any nomination made by the Member before such marriage.
- (vii) The shares comprised in the nomination, to an amount not exceeding the maximum value allowed under Rule 19 (i), shall be transferable or payable to the nominee on the death of the nominator.
- (viii) A notice of the right of nomination shall be sent each year to every individual Member who has not yet exercised this right.

19. DECEASED MEMBERS

- (i) On receiving satisfactory proof of the death of a Member, the Committee of the Society shall, in its sole discretion either:
 - (a) transfer the shares comprised in the Member's nomination or will as it directs, unless the shares if transferred would raise the number of shares held exceeding the number set out in Rule 8, in which case they shall make the payment of any such excess in money
 - or
 - (b) pay to every person entitled thereunder the full value of the shares given to him.
- (ii) Where a nominee who is nominated under the provisions of the Acts, or a beneficiary of a will, is under sixteen years of age at the death of the nominator, the Society may pay the value of the shares to either parent or to a guardian of the nominee, or to any other person of full age that the Society may think a fit and proper person for the purpose, and thereceipt of such parent, guardian or other person shall be sufficient discharge to the Society for all monies so paid; and a record of the action shall be made in the Share Register.
- (iii) If any Member dies intestate, without having made any nomination, the Committee may, without letters of administration, distribute the value of the Member's shares among persons as appear to them, on such evidence as they deem satisfactory to be entitled by law to receive the same.

20. MEMBERS OF UNSOUND MIND

If a Member becomes legally declared of unsound mind, and no committee of his estate or trustee of his property has been duly appointed, the Society, may, when it is proved to the satisfaction of the Committee of the Society that it is just and expedient so to do, pay the value of the shares belonging to such member to any person whom they shall judge proper to receive the same on his behalf, whose receipt shall be a good discharge to the Society for any sum so paid.

21. AFFILIATION

The Society may, at the discretion of the Committee of Directors, affiliate to the ICOS and pay such affiliation fee as may be agreed between the ICOS and the Society. In the event that the society affiliates to the ICOS, the books and accounts of the Society shall be open to the inspection of any duly accredited representative of the ICOS during business hours. On payment of the agreed affiliation fee, the Society shall be entitled to such privileges as may be available from the ICOS from time to time.

22. INCOME AND PROPERTY

The income and property of the Society shall be applied solely towards the promotion of the main objects of the Society as set forth in Rule 4. No portion of the Society'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 members of the Society. No Committee Member shall be appointed to any office of the Society paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Society. However, nothing shall prevent any payment in good faith by the Society of:

- (i) Reasonable and proper remuneration to any member, officer, or servant of the Society (not being a Committee Member) for any services rendered to the Society.
- (ii) Interest at a rate not exceeding 5% per annum on money lent by Committee Members or other members of the Society to the Society.
- (iii) Reasonable and proper rent for premises demised and let by any member of the Society (including any Committee Member) to the Society.
- (iv) Reasonable and proper out of pocket expenses incurred by any Committee Member in connection with their attendance to any matter affecting the Society.
- (v) Fees, remuneration or other benefit in money or money's worth to any society of which a Committee Member may be a member holding not more than one hundredth part of the issued capital of such Society.

23 WINDING UP

If upon the winding up or dissolution of the Society 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 Society, but shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Society 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 imposed on the Society under or by virtue of Rule 23 hereof, such institution or institutions to be determined by the members of the Society at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some charitable object.

THE FOREGOING ARE THE RULES OF THIS SOCIETY

NAME OF SOCIETY: **COMHAR CONNRADH NA BOIRNE TEORANTA**

ADDRESS OF REGISTERED OFFICE: **KILFENORA, CO CLARE**

24 SIGNATORIES:

a. MEMBER

b. MEMBER

c. MEMBER

d. SECRETARY

DATE

Burren Visitor Centre, Kilfenora, Co. Clare 0657088030

APPLICATION FOR ORDINARY SHARES BY AN INDIVIDUAL

I..... the undersigned, hereby apply for Ordinary transferable €10.00 share in the abovementioned society, in the respect of which I agree to make the payments required by the Rules of the Society and otherwise to be bound thereby.

Name of Applicant: _____

Signature of Applicant: _____

Address: _____

Email: _____

Tel. No. _____

Occupation _____

Witness Signature _____

Date: _____

Burren Visitor Centre, Kilfenora, Co. Clare 0657088030

APPLICATION FOR TRANSFER OF A DECEASED PERSON'S SHARE

I _____ of _____

The personal representative of _____ the late _____

Hereby apply for the deceased's ordinary shares in the above-mentioned Society,
be transferred to

Of _____

Signature of applicant: _____

Witnessed by: _____

Applicant's email : _____

Applicant's tel no: _____