CORK CENTRE FOR ARCHITECTURAL EDUCATION

UCC / MTU

CCAE ALUMNI ASSOCIATION

CCAE @TWENTY

2006
2026

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Constitution

CCAE Alumni Association
Cork Centre for Architectural Education [UCC/MTU]
Douglas Street, Cork, T12 AD7R

Drafted 21.10.2026
Revised 24.10.2026

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CONTENTS

The CCAE Alumni Association, referred to in this document as the "Association".

01	PURPOSE	03
02	DUTIES	04
03	MEMBERSHIP	04
04	OFFICERS OF THE ASSOCIATION	07
4A	ELECTION PROCEDURE	11
05	COMMITTEE	13
06	GENERAL MEETINGS	14
07	FINANCES	15
08	AMENDMENTS	15
09	INSURANCE	16
10	DATA PROTECTION	16
11	DISSOLUTION	17
12	GOVERNANCE OF THE COMMITTEE	18
13	TRANSITIONAL PROVISIONS	20
—	SIGN-OFF	20

01 PURPOSE

1.1 The main purpose of the Association shall be to act as a social association for graduates of Cork Centre for Architectural Education, jointly operated by University College Cork and Munster Technological University.

IN FURTHERANCE OF ITS MAIN PURPOSE, THE ASSOCIATION SHALL HAVE THE FOLLOWING SUBSIDIARY AIMS —

1.2
To advance the education and career development of CCAE students past and present.

1.3
To foster relationships between present and former students and others associated with CCAE.

1.4
To provide an opportunity for former students to continue their association with CCAE and UCC.

1.5
To help recruit future students of UCC.

1.6
To engage in fundraising activities as may be promoted by the Association and/or UCC's Advancement Office.

02 DUTIES

2.1 The Association may provide social activities on a self-financing basis in furtherance of the main purpose and subsidiary aims.

2.2 The Association shall maintain an up-to-date register of members of the Association and collect the agreed subscriptions from members.

2.3 The Association shall open a bank account in the name of the Association. All monies received shall be paid into the Association bank account.

2.4 The Association shall prepare an annual report of the activities of the Association, including a statement of accounts. A copy of the statement of accounts shall, if requested, be submitted to UCC's Advancement Office.

2.5 The Association shall support CCAE and UCC staff in arranging events at which staff can meet with Association members.

03 MEMBERSHIP

3.1 Membership of the Association is open to all former students (undergraduate and graduate) and staff of CCAE.

3.2 Membership is also extended to current graduate students of CCAE.

3.3 All members of the Association shall pay an annual subscription, the amount of which shall be determined at the Association Annual General Meeting.

3.4 A person wishing to join the Association shall submit their name and the appropriate annual subscription to the Association's Secretary.

3.5 The Secretary may request proof of eligibility and identity.

3.6 All members shall have the right to attend any events organised by the Association and vote at the Annual General Meeting.

3.7 All members shall have the right to hold office in the Association if paid up and elected.

MEMBERSHIP — CONTINUED

3.8 Membership shall lapse automatically where a member has not paid their annual subscription within three months of the date on which it falls due, provided that the Secretary has issued at least one written reminder to the member at their last known contact address. A member whose membership has lapsed may rejoin at any time on payment of the subscription for the current year. No refund of any prior subscription shall be payable.

3.9 A member may resign from the Association at any time by written notice to the Secretary. The resignation shall take effect from the date of receipt by the Secretary, or from such later date as may be specified in the notice. A member who resigns shall remain liable for any subscription or other sum due at the date of resignation. Resignation shall not entitle a member to a refund of any subscription paid.

3.10 REMOVAL OF A MEMBER FOR MISCONDUCT

01	02	03	04	05
Notice	**14 days**	**Hearing**	**⅔ vote**	**28 days**
In writing, with the grounds	To respond in writing	In person or online, with one companion	Of Committee members present and voting	To appeal to the next AGM

3.10.1 The Committee may resolve to remove a member from the Association where, in the reasonable opinion of the Committee, the member has:

(a) acted in a manner that is seriously detrimental to the interests, reputation, or functioning of the Association;

(b) persistently failed to comply with this Constitution or with the reasonable directions of the Committee; or

(c) engaged in conduct that is unlawful, harassing, or otherwise inappropriate in the context of Association activities.

3.10.2 Before any resolution to remove a member is put to a vote, the following procedure shall apply:

(a) The Secretary shall notify the member in writing of the nature of the complaint and the grounds on which removal is proposed.

(b) The member shall be given at least 14 days from the date of the notice to provide a written response to the Committee.

(c) The member shall be offered the opportunity to attend a meeting of the Committee, in person or by electronic means, to address the complaint.

(d) The member may be accompanied at that meeting by one other member of the Association, who may speak on their behalf but shall not vote.

MEMBERSHIP — CONTINUED

3.10.3 Following consideration of the member's response, the Committee may resolve to remove the member. Such a resolution shall require the approval of at least two-thirds of the Committee members present and voting at a meeting at which a quorum is present. The member concerned shall not be present during the deliberation or the vote.

3.10.4 The Secretary shall notify the member in writing of the decision, together with a brief statement of the reasons, within 14 days of the resolution.

3.10.5 A member removed under this clause may appeal the decision to the next Annual General Meeting by written notice to the Secretary within 28 days of receiving the notification. The decision of the Annual General Meeting on any such appeal shall be final.

3.10.6 Removal under this clause shall not entitle the member to a refund of any subscription paid, and the member shall remain liable for any subscription or other sum due at the date of removal.

3.11 A person whose membership has lapsed, who has resigned, or who has been removed under this Section shall cease to be a member of the Association and shall forfeit all rights of membership, including the right to attend events, to vote at General Meetings, and to hold office. The Secretary shall update the membership register accordingly.

WHO CAN JOIN

All former students and staff of CCAE, and current CCAE graduate students.

3.1 · 3.2 ANNUAL SUBSCRIPTION SET AT THE AGM · 3.3

04 OFFICERS OF THE ASSOCIATION

4.1 The Officers of the Association shall consist of the Chair, the Secretary, the Treasurer, the Events Coordinator and three Ordinary Committee Members (OCMs), who shall be elected at the Annual General Meeting from amongst the members, and the CCAE Liaison (a non-voting representative from the current staff of CCAE who is appointed by the staff of CCAE following an internal selection process).

Chair	Secretary	Treasurer	Events Coordinator
Max 2 yrs · no immediate re-election	Annual · max 3 consecutive	Annual · max 3 consecutive	Annual · max 2 consecutive
OCM	**OCM**	**OCM**	**CCAE Liaison**
Annual · max 3 consecutive	Annual · max 3 consecutive	Annual · max 3 consecutive	Appointed by CCAE · non-voting

4.2 CHAIR

4.2.1 The Chair shall represent the Association in its dealings with other organisations or persons.

4.2.2 The Chair shall call meetings as required and decide upon the agenda for all meetings in consultation with the Secretary.

4.2.3 The Chair shall preside at all General Meetings and at Committee Meetings.

4.2.4 The Chair shall be responsible for preparing a report of the Committee's activities to the Annual General Meeting and UCC's Advancement Office.

4.2.5 The Chair shall be elected for a maximum of two years, and at expiry of the term of office shall not be eligible for immediate re-election.

4.2.6 The Chair shall be responsible for upholding the Constitution at all Association meetings, including General Meetings and Committee Meetings, and shall ensure that the procedures set out in this Constitution are followed. The Chair shall be familiar with the content and rules of the Constitution and shall seek advice from the Secretary on procedural matters arising from it.

04

OFFICERS OF THE ASSOCIATION — CONTINUED

4.3 SECRETARY

4.3.1 The Secretary shall be responsible for conducting correspondence and keeping records, as appropriate.

4.3.2 The Secretary shall attend Association meetings and record the proceedings.

4.3.3 The Secretary shall prepare agendas for meetings in consultation with the Chair and ensure that notices of meetings are sent to members as required.

4.3.4 The Secretary shall be responsible for sending copies of reports to the CCAE Liaison and UCC's Advancement Office, and liaising with UCC's Advancement Office.

4.3.5 The Secretary shall maintain an up-to-date membership register with members' contact details, dates of attendance at CCAE and dates of annual subscription payments.

4.3.6 The Secretary shall be responsible for collecting due subscriptions and passing them to the Treasurer, and issuing subscription reminders, as necessary.

4.3.7 The Secretary shall submit a copy of the names and contact details of members who have given consent, to UCC's Advancement Office at least once a year.

4.3.8 The Secretary shall be elected annually and may be re-elected immediately for further terms, up to a maximum of three consecutive years.

4.3.9 The Secretary shall be responsible for upholding the Constitution at all Association meetings, including General Meetings and Committee Meetings, and shall ensure that the procedures set out in this Constitution are followed. The Secretary shall be familiar with the content and rules of the Constitution and shall advise the Chair and the Committee on procedural matters arising from it.

4.4 TREASURER

4.4.1 The Treasurer shall be responsible for the finances of the Association, for maintaining accurate records and for preparing an annual statement of the Association accounts. The Treasurer shall, if required, present the annual accounts to any auditors appointed by either the committee, AGM motion, or CCAE / UCC.

4.4.2 The Treasurer shall present to the Annual General Meeting of the Association a statement of the Association accounts.

4.4.3 The Treasurer shall be elected annually and may be re-elected immediately for further terms, up to a maximum of three consecutive years.

OFFICERS OF THE ASSOCIATION — CONTINUED

4.5 EVENTS COORDINATOR

4.5.1 The Events Coordinator shall suggest activities and events to the Committee, shall investigate costs, insurance requirements and venues with the Treasurer, and shall be responsible for the organisation of activities for Association members as agreed by the Committee, with the assistance of the OCMs.

4.5.2 The Events Coordinator shall also be responsible for publicising the activities of the Association and, acting with the Secretary, for sending details of activities to all members and, if requested, to UCC's Advancement Office.

4.5.3 The Events Coordinator shall be elected annually and may be re-elected immediately for further terms, up to a maximum of two consecutive years.

4.6 ORDINARY COMMITTEE MEMBERS (OCMS)

4.6.1 The OCMs shall assist the other Officers in the general administration and organisation of the Association's activities, including providing support to the Events Coordinator in the planning and delivery of events.

4.6.2 The OCMs shall attend Committee meetings and contribute to the discussion and decision-making on Association matters.

4.6.3 The OCMs may be assigned specific tasks or portfolios by the Committee (e.g., social media, communications, or specific event sub-committees) as required.

4.6.4 The OCMs shall be elected annually and may be re-elected immediately for further terms, up to a maximum of three consecutive years.

4.6.5 To ensure a regular rotation of Committee Members and to bring new perspectives to the Association, at least one of the three OCM positions shall become vacant at each Annual General Meeting. The outgoing OCM shall step down and shall not be eligible for re-election to the same position for a period of one year, though they may be elected to a different committee role. This rotation shall be managed by the Committee and communicated to the membership in advance of the Annual General Meeting.



At least 1 of 3 OCMs must vacate their seat at every AGM

OFFICERS OF THE ASSOCIATION — CONTINUED

4.7 CCAE LIAISON

4.7.1 The CCAE Liaison shall act as a direct connection between the Association and the staff and current students of CCAE.

4.7.2 The CCAE Liaison shall provide updates to the Committee on CCAE news, developments, and relevant academic events, and shall communicate the Association's activities and initiatives back to the CCAE community.

4.7.3 The CCAE Liaison shall assist the Association in its subsidiary aim to advance the education and career development of CCAE students, for example, by facilitating mentorship programmes or guest lectures.

4.7.4 As a non-voting representative, the CCAE Liaison shall attend Committee meetings in an advisory capacity but shall not vote on Association decisions.

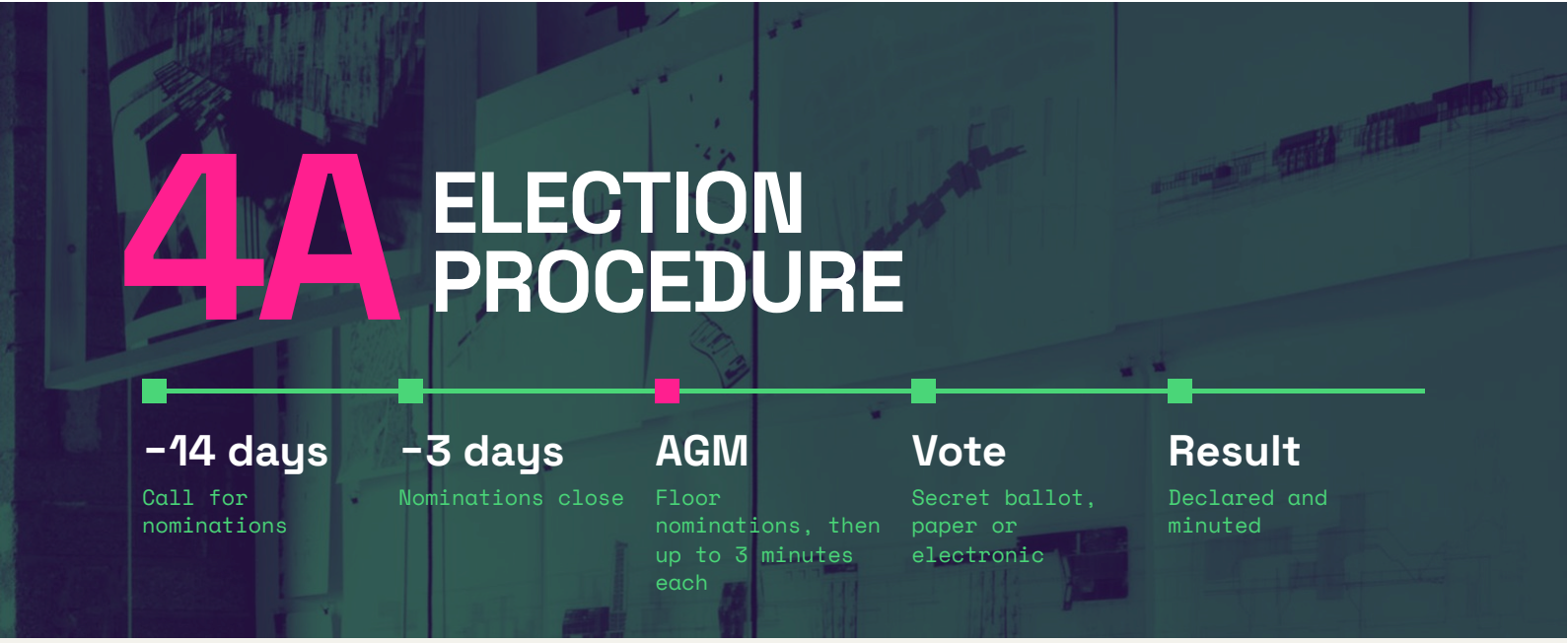
4.7.5 The CCAE Liaison shall be appointed by the staff of CCAE following an internal selection process and shall serve in this role for a term to be agreed between CCAE and the Association, not to exceed two consecutive years.

4.8 ROTATION

■ YEAR THE POSITION MUST BECOME VACANT, FILLED BY A NEW PERSON AT THAT YEAR'S AGM

ROLE	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Chair			VACATE	
Secretary				VACATE
Treasurer				VACATE
Events Coordinator			VACATE	
OCM		VACATE		
OCM			VACATE	
OCM				VACATE
CCAE Liaison			VACATE	

4A ELECTION PROCEDURE



4A.1 CALL FOR NOMINATIONS

4A.1.1 The Secretary shall issue a call for nominations to all paid-up members at least 14 days before the Annual General Meeting.

4A.1.2 The call for nominations shall list the positions to be filled and shall specify the closing date for nominations, which shall be at least 3 days before the Annual General Meeting.

4A.2 NOMINATION PROCESS

4A.2.1 Any paid-up member may nominate themselves for a position. A self-nomination shall be submitted in writing to the Secretary before the closing date.

4A.2.2 A member may not stand for more than one position at the same election.

4A.3 NOMINATIONS FROM THE FLOOR

4A.3.1 Where a position remains unfilled, or where a member wishes to stand for a position for which they did not submit a self-nomination in advance, the Chair may accept nominations from the floor at the Annual General Meeting.

4A.3.2 A nomination from the floor shall consist of the member proposing themselves, and a seconder, both of whom shall be paid-up members present at the meeting. The Chair shall confirm the nomination by a show of hands before it is accepted.

4A.4 VOTING AT THE ANNUAL GENERAL MEETING

4A.4.1 At the Annual General Meeting, the Chair shall announce the names of candidates for each position, including any nominations accepted from the floor.

4A.4.2 Where a position has only one candidate, that candidate shall be deemed elected unopposed.

ELECTION PROCEDURE — CONTINUED

4A.4.3 Where a position has more than one candidate, a vote shall be taken by secret ballot, either by paper or by electronic poll as appropriate. The Chair shall facilitate the ballot and may appoint two scrutineers to distribute, collect, and count the ballot papers or to oversee the electronic poll.

4A.4.4 Each candidate shall be invited to address the meeting for a period not exceeding three minutes. Where a candidate is not present, a written statement may be read on their behalf by the Secretary.

4A.4.5 The candidate receiving the highest number of votes shall be elected.

4A.4.6 In the event of a tie, a second ballot shall be held between the tied candidates. If the tie persists, the result shall be decided by lot.

4A.4.7 Where the Chair is a candidate, a member of the Committee who is not standing shall preside over that election in place of the Chair.

4A.5 DECLARATION OF RESULT

4A.5.1 The Chair shall declare the result of each election at the Annual General Meeting.

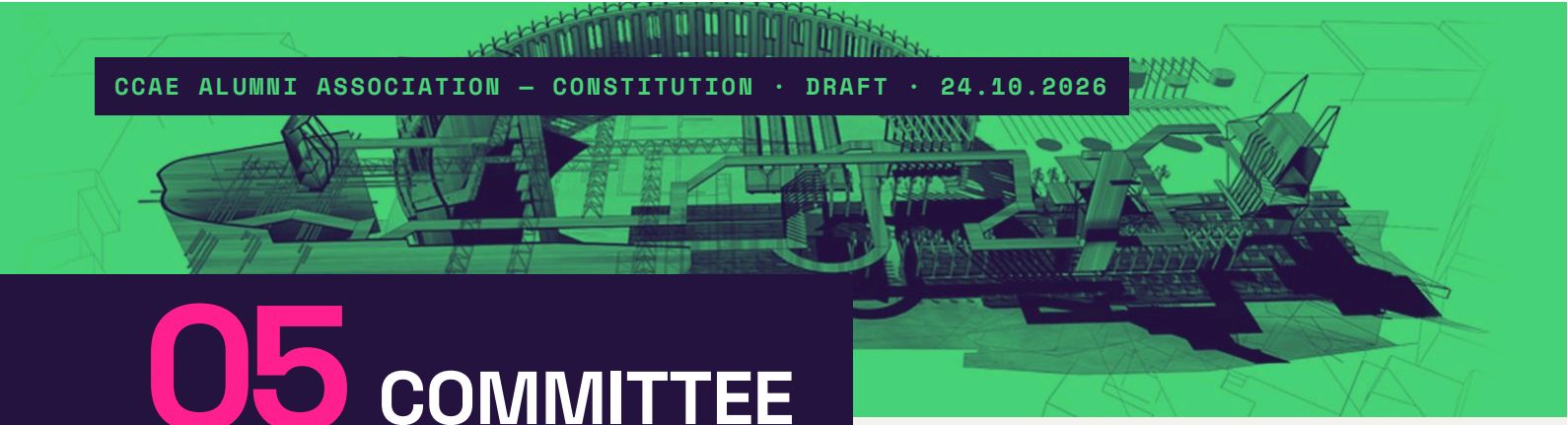
4A.5.2 The result shall be recorded in the minutes by the Secretary.

4A.6 CASUAL VACANCIES

4A.6.1 Where a position becomes vacant between Annual General Meetings, the Committee may co-opt a member in accordance with Clause 5.2.

4A.6.2 A member co-opted to a position under this Clause shall hold that position until the next Annual General Meeting, at which point the position shall be filled by election in the normal way.

1	3 min	Secret	Tie
POSITION PER CANDIDATE AT EACH ELECTION	TO ADDRESS THE MEETING, PER CANDIDATE	BALLOT, ON PAPER OR BY ELECTRONIC POLL	SECOND BALLOT, THEN DECIDED BY LOT



05 COMMITTEE

5.1 The Committee shall consist of the Officers of the Association.

5.2 The Committee may co-opt up to two members for a period of office not exceeding one year. Co-option may be used to fill a vacancy arising from the resignation or unavailability of an elected officer, or to bring additional expertise to the Committee for a specific purpose. Co-opted members shall have the same rights and duties as elected Committee members for the duration of their co-option. Co-opted members must step down at the next Annual General Meeting and may then stand for election in the normal way.

5.3 The Committee shall meet at least twice every year, and two weeks' notice of each meeting shall be given to members of the Committee, or such shorter notice as all Committee members agree.

5.4 At least four members must be present in person or online, including at least one of the Chair/Secretary/Treasurer, for the proceedings of the Committee to be valid. The CCAE Liaison shall not count towards this quorum.

5.5 The function of the Committee is to organise the activities of the Association and to make decisions in the interest of Association members, in accordance with general policy laid down by the Annual General Meeting and guidance from UCC's Advancement Office.

5.6 The Committee shall report on its activities during the previous year to the Annual General Meeting, and a copy of its report shall be sent to UCC's Advancement Office.

5.7 Committee meetings may be held in person, online, or in a hybrid format, as decided by the Committee. Committee members attending online shall be deemed present for all purposes, including the establishment of a quorum and voting.

5.8 Save where otherwise provided in this Constitution, decisions of the Committee shall be made by a simple majority of the Committee members present and voting. In the event of a tie, the Chair shall have a casting vote.

2×	2 wk	4	≤ 2
MEETINGS A YEAR, MINIMUM	NOTICE OF EACH MEETING	FOR A QUORUM, INCL. CHAIR, SECRETARY OR TREASURER	CO-OPTED MEMBERS, UP TO ONE YEAR

06 GENERAL MEETINGS

6.1 The Annual General Meeting of the Association shall be held in September of each year at a time and place decided by the Committee. Ordinary General Meetings of the Association may be held at such times as the Association may determine.

6.2 At least two weeks' notice of an Annual General Meeting shall be given to all members with an agenda.

6.3 An Extraordinary General Meeting may be called by the Chair, by a resolution of the Committee, or on the written request to the Secretary of at least 10% of the paid-up membership, stating the business to be discussed. The meeting shall be held within 28 days of the request.

6.4 Only the business for which such an Extraordinary General Meeting has been called shall be discussed at the meeting.

6.5 At least 7 days' notice shall be given to all members of the time and place of all General Meetings other than Annual General Meetings. A quorum for any General Meeting, including the Annual General Meeting and any Extraordinary General Meeting, shall require the presence of at least 10 paid-up members or 20% of the paid-up membership, whichever is the lower.

6.6 Business not mentioned on the agenda shall not be taken by the General Meeting without the agreement of at least two-thirds of the members present.

6.7 General Meetings, including the Annual General Meeting and any Extraordinary General Meeting, may be held in person, online, or in a hybrid format combining both, as decided by the Committee. Members attending online shall be deemed present for all purposes, including the establishment of a quorum and the right to vote.

6.8 Save where otherwise provided in this Constitution, decisions of the General Meeting shall be made by a simple majority of the members present and voting. In the event of a tie, the Chair shall have a casting vote.

SEPT	2 wk	7 d	10/20%
ANNUAL GENERAL MEETING, EVERY YEAR	NOTICE OF THE AGM, WITH AGENDA	NOTICE OF ANY OTHER GENERAL MEETING	QUORUM: 10 PAID-UP MEMBERS OR 20%, WHICHEVER IS LOWER

07 FINANCES

7.1 The funds of the Association may only be expended for the purposes of conducting its main purpose and subsidiary aims, including the expenses of administration.

7.2 A bank account shall be opened in the name of the Association at a bank approved by the Committee. The Chair, the Secretary and the Treasurer shall have authority to sign any bank documents on behalf of the Association. All cheques and bank transfers shall require the signatures of at least two of the three authorised signatories.

CH SEC TR **Any 2 of 3 signatures on every payment**

7.3 The accounts shall be submitted for the approval of the next Annual General Meeting and shall be available for all members to inspect 7 days before the meeting.

7.4 A copy of the accounts shall be sent to the CCAE Liaison and UCC's Advancement Office in advance of the Annual General Meeting approving the accounts.

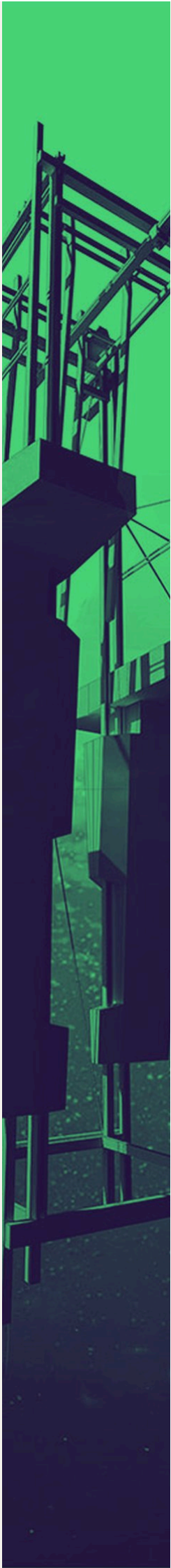
7.5 The financial year of the Association shall run from 1 September to 31 August in each year. The annual statement of accounts presented to the Annual General Meeting in accordance with Clause 4.4.2 shall relate to the financial year most recently ended.

08 AMENDMENTS

8.1 No alterations or additions to this Constitution shall be made except at a General Meeting with the approval of a minimum of two-thirds of all members attending a quorate General Meeting.

8.2 UCC's Advancement Office shall be consulted on any proposed changes to this Constitution.

8.3 Any amendment adopted shall be recorded, with the result of the vote, in the minutes of the General Meeting, which shall be signed by the Chair and the Secretary.



AMENDMENTS — CONTINUED

8.4 Any proposed alteration or addition to this Constitution shall be submitted to the Secretary in writing at least 21 days before the General Meeting at which it is to be considered. The Secretary shall circulate the full text of any proposed amendment to all members with the notice of the meeting in accordance with Clause 6.2. Amendments not circulated in accordance with this Clause may only be considered with the unanimous consent of the members present.

09 INSURANCE

9.1 The Committee shall ensure that the Association has its own insurance policies in place, as appropriate, including public liability insurance.

10 DATA PROTECTION

10.1 Data must be kept for Association purposes and used only for the effective management of the Association, subject to the Data Protection Acts 1988–2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) and all applicable legislation.

10.2 PHOTOGRAPHY AT EVENTS

10.2.1 The Association may arrange for photographs or video recordings to be taken at its events for the purposes of promoting the Association, reporting on its activities, and maintaining a record of its history.

10.2.2 Members shall be informed in advance, through the event notice or registration process, that photography or recording may take place and the purposes for which the images may be used.

10.2.3 Members who do not wish to be photographed or recorded shall inform the event organiser in advance or at the event, and the Association shall take reasonable steps to respect that preference. Where a member has opted out, their image shall not be used in any published material without their explicit consent.

10.2.4 Images shall be stored securely, retained only for as long as necessary for the purposes for which they were taken, and shall not be shared with third parties without consent.

DATA PROTECTION — CONTINUED

10.2.5 Where images of identifiable individuals are to be published on the Association's website or social media, the Association shall obtain consent from those individuals where practicable, or shall ensure that a clear opt-out is available.

10.3 The Committee may adopt a written Data Protection Policy consistent with this Constitution and with the Data Protection Acts 1988–2018 and the General Data Protection Regulation (EU) 2016/679, setting out the Association's procedures for the collection, storage, use, and disposal of personal data.

Rather not be photographed?
Tell the organiser before or at the event.

11 DISSOLUTION

11.1 The Association may be voluntarily dissolved by a resolution passed by not less than two-thirds of the members present and voting at a General Meeting for which a quorum is present. Prior notification of a proposal to dissolve the Association shall be given to the CCAE Liaison and UCC's Advancement Office at least 28 days before the meeting at which the resolution is to be considered.

11.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged. Thereafter, the remaining funds shall be applied as follows:

(a) each paid-up member shall be entitled to a refund of the subscription paid for the current financial year.

(b) if the remaining funds are insufficient to provide this refund in full to each paid-up member, or if the Committee determines that distribution to individual members is not practicable, the remaining funds shall be donated to the UCC Architecture Student Society or, where that Society no longer exists, to a similar architectural education charity nominated by the Committee.



12 GOVERNANCE OF THE COMMITTEE

12.1 NO REMUNERATION

12.1.1 The Officers and Committee Members of the Association shall serve in a voluntary capacity. No Officer or Committee Member shall receive any salary, fee, or other remuneration for their service to the Association, save for the reimbursement of reasonable expenses in accordance with Clause 12.2.

12.1.2 No Officer or Committee Member shall receive any payment or benefit from the funds of the Association, directly or indirectly, other than the reimbursement of reasonable expenses properly incurred in the discharge of their duties.

12.2 EXPENSES

12.2.1 The Association may reimburse an Officer or Committee Member for reasonable expenses properly incurred on behalf of the Association in the discharge of their duties, including, but not limited to, travel, accommodation, venue hire, and the purchase of materials or supplies.

12.2.2 All expenses shall be approved in advance by the Committee, or by the Chair and Treasurer jointly where the expense is urgent or the Committee is not due to meet before the expense is incurred. Approval may be given for a category of recurring expenses (for example, travel to Committee meetings) by standing resolution of the Committee.

12.2.3 Claims for expenses shall be submitted to the Treasurer with original receipts or other documentary evidence. The Treasurer shall maintain a record of all expenses reimbursed.

12.2.4 Expenses shall be reimbursed only where they are reasonable, properly incurred, and supported by receipts. The Committee may decline to reimburse any expense that does not meet these criteria.

12.2.5 The total amount of expenses reimbursed in any financial year shall not exceed such limit as the Committee may set from time to time. Any expense exceeding the limit shall require the approval of the Annual General Meeting.

GOVERNANCE OF THE COMMITTEE — CONTINUED

12.3 CONFLICT OF INTEREST

12.3.1 An Officer or Committee Member shall disclose to the Committee any actual or potential conflict of interest arising from their personal, financial, or professional interests, or the interests of any person connected with them, which may affect their ability to act in the best interests of the Association.

12.3.2 A conflict of interest shall be disclosed at the earliest opportunity, and in any event before the matter giving rise to the conflict is discussed or decided by the Committee.

12.3.3 Where a conflict of interest is disclosed, the Officer or Committee Member concerned shall:

(a) withdraw from any discussion of the matter;

(b) not vote on the matter; and

(c) not be counted in the quorum for that item of business.

12.3.4 The disclosure and the action taken shall be recorded in the minutes of the meeting.

12.3.5 A register of interests shall be maintained by the Secretary, recording any interests disclosed by Officers and Committee Members. The register shall be available for inspection by members on request.

12.3.6 No Officer or Committee Member shall use their position, or any information obtained in the course of their duties, for personal gain or for the benefit of any person connected with them.

12.3.7 Any contract or arrangement between the Association and an Officer or Committee Member, or a person connected with them, shall require the prior approval of the Committee, with the interested party excluded from the discussion and the vote.

12.4 FURTHER PROVISION

12.4.1 The Committee may adopt additional policies and procedures for the management of expenses and conflicts of interest, provided they are consistent with this Constitution and are recorded in the minutes of the Committee.

13 TRANSITIONAL PROVISIONS

13.1 The General Meeting held on 25 November 2026, at which this Constitution is adopted, shall be the first Annual General Meeting of the Association.

13.2 Every eligible person who registers for that meeting shall be treated as a paid-up member for the purposes of attending, voting and standing for election at it.

13.3 Until the annual subscription is first determined under Clause 3.3, no subscription shall be payable, and every eligible person who registers with the Secretary shall be treated as a paid-up member.

13.4 The first Committee shall hold office until the Annual General Meeting in September 2027. That period shall not count towards any Officer's maximum term.

INITIAL DRAFT

21 October 2026
Kieran Cremin + Peter Luddy

ADOPTED / AMENDED

[DD MM YYYY]
by Chair and Secretary

CHAIR

SIGNATURE

NAME (PRINT)

DATE

SECRETARY

SIGNATURE

NAME (PRINT)

DATE



CCAE
ALUMNI

Cork Centre for Architectural Education [UCC/MTU]
Douglas Street, Cork, T12 AD7R

ucc.ie/en/advancement
Instagram @ccaealumni
2006 – 2026