

# Group Pack

The Group Pack contains documents to assist in preparing an application for submission to St Joseph's Irish Airports & Aviation Credit Union Ltd. and to maintain the Group Account during its operational lifetime.

## 1. Contact Persons

The following Credit Union personnel will be pleased to assist you should you have an enquiry about an application for membership of the St Joseph's Irish Airports & Aviation Credit Union Ltd:

Membership Processing	Mr Philip Tyrrell	8445187
Payroll Processing	Ms Deirdre Buckley	8445187

<b>2. Group / Society Policy</b>	<b>Page 2</b>
<b>3. Application for Membership Form</b>	<b>Page 8</b>
<b>4. Confirmation of Eligibility</b>	<b>Page 10</b>
<b>5. Resolution to submit an application</b>	<b>Page 11</b>
<b>6. Notification of Trustees on the account</b>	<b>Page 12</b>
<b>7. Specimen Signatures of those appointed to transact business</b>	<b>Page 13</b>
<b>8. Checklist for submission of an application to join the Credit Union</b>	<b>Page 14</b>
<b>9. Notification of change of Trustees</b>	<b>Page 15</b>
<b>10. Notification of Closure of the Account</b>	<b>Page 16</b>

**Please read the Policy Document carefully.** It outlines relevant information and the minimum information that is required in respect of Group / Society Rules.

Note that an application for membership will not be processed unless all the supporting documentation is submitted to the Credit Union.

St Joseph's Irish Airports & Aviation Credit Union looks forward to being of service to you.

**Copy the relevant page(s) as required from time to time.**

## **Contents**

1. Objectives
2. Eligibility to admit
3. Definition
4. Name of Group or Society
5. Advertising by Group or Society
6. Application for Membership
7. Rules of Group or Society
8. Currency of Information
9. Liability
10. Loans

## **1. Objectives**

The objectives of this policy are to:

- have a formal policy for applications to membership from Groups and Societies
- outline the minimum information required to support an application from a Group or Society
- maintain current information on a Group or Society

## **2. Eligibility to admit**

Rule 18 of the Standard Rules for Credit Unions affiliated to the ILCU states that “ ... a body (whether incorporated or unincorporated), the majority of which are, and continue to be eligible for membership of the credit union may itself be admitted to, and retain membership of, the credit union, with the same rights and obligations as a natural person but, on application, made in accordance with the relevant form in the appendix (to the rule book), must submit a copy of its rules and a copy of the resolution from its governing body authorising application for membership”.

## **3. Definition**

For the purpose of this policy, and in the absence of guidelines, a Group or Society shall include an informal association of persons who have joined together with unity of purpose. It shall not include any association of persons who have joined together for any political, religious, industrial relations or illegal purpose.

## **4. Name of Group or Society**

The name of the Group or Society must related to the purpose for which it is established and shall not include the name of St. Joseph's Irish Airports & Aviation Credit Union Ltd, or any abbreviation or derivative of, or allusion to, the credit union or its name, in the name or objects of the Group/Society.

## **5. Advertising by Group or Society**

The Group or Society shall not make reference to St. Joseph's Irish Airports & Aviation Credit Union Ltd. in its advertising, promotional or recruitment literature.

## **6. Application for membership**

An application for membership of a Group or Society shall be made in accordance with the relevant Application Form and, in addition to the documents

which must be attached to the application as outlined on the reverse of the Application Form, shall also have the following information attached in support:

- 6.1 Confirmation from the Chairman and Secretary of the Group or Society that the majority of the members of the Group or Society at the date of application are eligible for membership of the credit union by virtue of their employment in a company which is in the common bond of the credit union, or otherwise (e.g. by virtue of being a member of the same household as, and being a member of the family of, another person who is a member of the credit union and who has a direct common bond with those other members).
- 6.2 In respect of each designated signatory of the Group or Society, copies of one of the following:
  - i. a Valid Passport, a Valid Driving Licence or a Valid ID (with photo) from current known employer
  - ii. an Original Recent Household Bill or Bank or Building Society Statement.
  - iii. Specimen signatures in respect of each approved signatory.

## **7. Rules of Group of Society**

The rules of the Group or Society shall include at least the following information:

- 7.1 The name of the Group or Society
- 7.2 The objects of the Group or Society i.e. the specific purpose of forming the association (what it is set up to do) – additional information may be requested
- 7.3 The composition of the Management Committee/Trustees (as appropriate) e.g. Chairman, v/Chairman, Secretary, a/Secretary, Treasurer, a/Treasurer, (as decided). In addition the beneficial owner or controller of the club will need to be identified & verified (i.e. beneficial owner is taken to mean those who own or control in excess of 25% of the shares or voting rights of the club, or otherwise exert control over the management of the club.)
- 7.4 The names, addresses, occupations and dates of birth of the first Management Committee/Trustees.
- 7.5 A statement to the effect that the Management Committee/Trustees shall inform the Credit Union should there be a change in the composition of its membership such that the majority of the members of the Group or Society are no longer eligible for membership of the credit union by virtue of their employment in a company which is not in the common bond of the credit union, or otherwise not eligible to become members of the credit union in their own right.
- 7.6 The contribution rate, frequency and term.

- 7.7 The method of contribution i.e. by way of deduction from members' wages/salaries through the Credit Union payroll deduction facility.
- 7.8 Where the source of funds lodged cannot be easily identified, proof of the source of the funds may be required.
- 7.9 The method and calculation of refund (if appropriate) where members wish to withdraw from the Group/Society.
- 7.10 The number of persons from the Management Committee/Trustees (minimum of two) who shall have the authority to conduct financial transactions (including withdrawals) on behalf of the Group or Society and their respective titles (if any) and names.
- 7.11 Whether the Group or Society shall have the authority to borrow and, if so, the authority or approval requirements to enter into such an arrangement and the number, and composition, of the signatures approved to enter into a credit agreement on behalf of the Group or Society.
- 7.12 A statement to the effect that the Management Committee/Trustees shall raise and disburse funds only for the purpose(s) set out in the objects of the Group/Society and in accordance with the authority given by the members of the Group/Society.
- 7.13 The financial year end of the Group/Society.
- 7.14 The name and office of the person who shall represent the Group/Society at General Meetings of the Credit Union and the form of proxy.
- 7.15 The winding up procedure of the Group or Society including:
  - 7.15.1 The requirement to call a special general meeting to consider a resolution to wind up the Group or Society
  - 7.15.2 The percentage required to have the resolution to wind up approved for action.
  - 7.15.3 The method of dividing the assets
  - 7.15.4 The payment of liabilities (if any)

## **8. Currency of Information**

The Management Committee of the Group or Society shall:

- 8.1 advise the Credit Union of the names and addresses of the Management Committee and their positions on the Management Committee/Trustees when changes occur.
- 8.2 submit evidence of identification and addresses as outlined under section 6.2 where changes are made to the list of signatories.

## **9. Liability**

St. Joseph's Irish Airports & Aviation Credit Union Ltd., its directors, employees, servants or agents will accept no liability for any error, omission, delay or other claim in relation to the arrangement made between the Group or Society with its

members howsoever occurring or for the consequences thereof, howsoever arising.

## **10. Loans**

Loan applications will only be considered from formal Groups or Societies affiliated to ALSAA where the application is for equipment or other asset required for the operation of a club. The normal criteria for assessment of loan applications will apply. Guarantors will be sought from suitable members of the Group, Society or Club and, a loan (if approved) will be subject to this requirement. The maximum loan shall not exceed €20,000 or 5 times the shareholding in the account whichever is the lesser.

**APPLICATION FOR MEMBERSHIP BY A GROUP OR SOCIETY**

Membership Number \_\_\_\_\_

Name of Group or Society: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I/We \_\_\_\_\_

the duly signed officer(s) on behalf of \_\_\_\_\_

by virtue of a resolution thereof dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ hereby apply on its behalf for membership and agree to abide by the rules of the above credit union.

The information given by us on this form is true and correct to the best of our knowledge and belief. We understand that any false or misleading information given by us in connection with this application for the group or society's membership with the credit union may result in termination of membership of the group or society, apart from any other legal sanctions that may apply.

**Consent to use and disclosure/Data Protection Acts, 1998 and 2003, and Section 71 of the Credit Union Act, 1997**  
We understand that under the Data Protection Acts, 1988 and 2003 (the "DPA"), the consent of the above group or society consent may be required for the credit union to disclose data it may have in its possession concerning the group or society to third parties. We also understand that under Section 71 of the Credit Union Act, 1997, the credit union, subject to exceptions listed in the Section, shall not disclose or permit to be disclosed, without the consent of the group or society, any information that concerns an account or transaction of the group or society with the credit union.

For the purpose of assessing any applications (including loan applications) which the group or society may make to you and generally for monitoring a loan account if granted and any loan account the group or society may have from time to time with you, we consent:

(i) to you seeking information concerning applications for loans and the credit history of the group or society from any credit union and from any credit reference bureau or agency and for that purpose you may disclose any information in any loan application which the group or society may make to you or which you may have concerning the group or society to any such credit union or to any such credit reference bureau or agency; and

(ii) to any credit union or any credit reference bureau or agency disclosing information to you concerning applications for loans and the credit history of the group or society with any such credit union or otherwise;

**Signed: (1) \_\_\_\_\_ Designated Signatory**

**Signed: (2) \_\_\_\_\_ Designated Signatory**

**Date: \_\_\_\_\_**

**The following must be attached to this Application of Membership:**

- 1) Certificate of Incorporation or Certificate to Trade or Certificate of Acknowledgement of Registry, if applicable;
- 2) Copy of Written Rules or Memorandum and Articles of Association, if applicable;
- 3) Properly authorised mandate seeking application for membership, conferring authority on those duly designated to sign above who will operate the account; and
- 4) Names, Addresses (residential and business), Occupations and Dates of Birth of Trustees/Directors

(THIS SECTION IS TO BE COMPLETED BY THE CREDIT UNION)

**Evidence of Identification**

(Copies must be attached)

(Complete one or more of (a), (b), (c), (d), or (e) in respect of each designated signatory)

- |     |                               |     |
|-----|-------------------------------|-----|
| (a) | Current Valid Passport        | ( ) |
| (b) | Current Valid Driving Licence | ( ) |
| (c) | Other*                        | ( ) |

\* Please specify \_\_\_\_\_

**Evidence of Address Verification**

(Copies must be attached)

(Complete one or more of (a), (b), (c), (d), or (e) in respect of each designated signatory)

- |     |   |     |
|-----|---|-----|
| (a) | Original Recent Household Bill              | ( ) |
| (b) | Electoral Register                          | ( ) |
| (c) | Telephone/Street Directory                  | ( ) |
| (d) | Original Bank or Building Society Statement | ( ) |
| (e) | Other*                                      | ( ) |

\* Please specify \_\_\_\_\_

**Application approved and details verified in accordance with the standard rules by:**

**Signed:** \_\_\_\_\_  
**(Membership Committee)**

**Date** \_\_\_\_\_



## Confirmation of Eligibility

The conditions regarding eligibility to admit a Group / Society to membership of St. Joseph's Irish Airports & Aviation Credit Union Ltd are set out in Clause 2 of the Policy Document. Accordingly, it is necessary for the applicant to confirm membership details.

Number of members of the Group / Society that are members of St. Joseph's Irish Airports & Aviation Credit Union at the time of application. \_\_\_\_\_

Number of members of the Group / Society that are eligible for membership of St Joseph's Aviation Credit Union Ltd by virtue of their employment in a company that is within the Common Bond (Field of Membership) of St. Joseph's Irish Airports & Aviation Credit Union Ltd. at the time of application but are not members \_\_\_\_\_

Number of members of the Group / Society that are NOT eligible for membership of St. Joseph's Irish Airports & Aviation Credit Union \_\_\_\_\_

Total Membership of Group / Society \_\_\_\_\_

We certify that the above information is correct.

\_\_\_\_\_

Designated Signatory

\_\_\_\_\_

Designated Signatory

\_\_\_\_\_

Date

**Resolution to submit an application for membership  
of St. Joseph's Irish Airports & Aviation Credit Union Ltd.**

At a meeting of the Committee of \_\_\_\_\_  
Name of Group or Society [Note 1]

held on \_\_\_\_\_, it was resolved that an application be  
[Date] [Note 2]

made to become a member of St. Joseph's Irish Airports & Aviation Credit Union Ltd. and to

abide by its rules.

Certified to be a true extract of the minutes of \_\_\_\_\_  
[Name of Group or Society]

\_\_\_\_\_

Designated Signatory

\_\_\_\_\_

Designated Signatory

\_\_\_\_\_

Date

Notes:

1. Attention is drawn to Clause 4 of the Policy Document.
2. A copy of the resolution from the governing body (if any) of your Group / Society authorising the application should be attached also.

## Notification of Trustees on the Group / Society Account

At a meeting of the Committee of \_\_\_\_\_  
[Name of Group or Society]

held on \_\_\_\_\_,  
[Date] it was resolved that the following persons are

appointed trustees and are authorised to transact business on behalf of the  
Group / Society with St. Joseph's Irish Airports & Aviation Credit Union Ltd.

**Trustee 1:** Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Credit Union Account No. \_\_\_\_\_ Contact No. \_\_\_\_\_

**Trustee 2:** Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Credit Union Account No. \_\_\_\_\_ Contact No. \_\_\_\_\_

**Trustee 3:** Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Credit Union Account No. \_\_\_\_\_ Contact No. \_\_\_\_\_

**The number of signatures required to carry out a transaction or to give an instruction:**

[Please tick one box]:

Any TWO of the above signatories  [ ]

ALL of the signatures must be present  [ ]

Certified to be a true extract of the minutes of \_\_\_\_\_  
[Name of Group or Society]

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Date

**Specimen Signatures of those appointed to transact business:**

[Note: Evidence of Identification and Evidence of Addresses are required. See Application Form for acceptable documents]

\_\_\_\_\_  
Name of Trustee [Block Capitals]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Trustee [Block Capitals]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Trustee [Block Capitals]

\_\_\_\_\_  
Signature

**Checklist for submission of an application to join  
St. Joseph's Irish Airports & Aviation Credit Union Ltd**

<b>Application for Membership</b>	<b>[ ]</b>
<b>Confirmation of Eligibility</b>	<b>[ ]</b>
<b>Copy of the Resolution to submit an application</b>	<b>[ ]</b>
<b>Copy of the Resolution from the governing body (if any)</b>	<b>[ ]</b>
<b>Notification of Trustees</b>	<b>[ ]</b>
<b>Evidence of Identification of Trustees</b>	<b>[ ]</b>
<b>Evidence of Addresses of Trustees</b>	<b>[ ]</b>
<b>Specimen Signatures of Trustees</b>	<b>[ ]</b>
<b>Rules of Group / Society</b>	<b>[ ]</b>
<b>Beneficial Owner Identified &amp; Verified (<i>if applicable</i>)</b>	<b>[ ]</b>

## Notification of Change of Trustees on the Group / Society Account

At a meeting of the Committee of \_\_\_\_\_  
[Name of Group or Society]  
held on \_\_\_\_\_, it was resolved that the following person(s) be  
[Date]  
**removed** as trustee(s) on the account:

Trustee 1: \_\_\_\_\_

Trustee 2: \_\_\_\_\_

Trustee 3: \_\_\_\_\_

It was further resolved that the following person(s) are **appointed** trustee(s) and  
is(are) authorised to transact business on behalf of the Group / Society with  
St. Joseph's Irish Airports & Aviation Credit Union

Trustee 1: \_\_\_\_\_

Trustee 2: \_\_\_\_\_

Trustee 3: \_\_\_\_\_

The number of signatures required to carry out a transaction or to give an instruction  
shall remain as previously advised.

Certified to be a true extract of the minutes of \_\_\_\_\_  
Name of Group or Society

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Date

### Specimen Signatures of those appointed to transact business:

[Note: Evidence of Identification and Evidence of Addresses are required. See Application Form for acceptable documents]

\_\_\_\_\_  
Name of Signatory [Block Capitals]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Signatory [Block Capitals]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Signatory [Block Capitals]

\_\_\_\_\_  
Signature

## Notification of Closure of the Account

At a meeting of the Committee of \_\_\_\_\_  
Name of Group or Society

held on \_\_\_\_\_, it was resolved that the account with St Joseph's  
[Date]

Irish Airports & Aviation Credit Union Ltd. be closed forthwith and that the balance in the account be drawn down in accordance with the following mandate:

Insert details herein
-----------------------

It was further resolved that any dividend earned on the account, but not credited at the time of closure of the account be drawn down in accordance with the following mandate:

Insert details herein
-----------------------

Certified to be a true extract of the minutes of \_\_\_\_\_  
[Name of Group or Society]

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Designated Signatory

\_\_\_\_\_  
Date