

A Guide to your Club or Society Constitution

What is a constitution and why is it necessary?

A constitution contains the fundamental principles that govern your club or society's operations – in other words what you are about and what you do. Having a constitution serves to clarify your purpose and outline your basic operating structures. It allows members and potential members to have a better understanding of what your club/society does when students are making the choice of what ones to join so the clearer your aims and objectives the more likely you are to attract new members.

Name, Aims and Objectives of your Club or Society (Articles 1 & 2)

This section should explain what the club or society hopes to do for it's members and the university community – why does the club or society exist or what is your purpose for existing. (Example –.)

Membership (Article 3)

Without members a club or society or any organisation for that matter would not exist or be able to function so it is important to let people know how you can become a member and what you can do as a member.

The membership section outlines who can become a **FULL MEMBER** of a club or society as well as the rights associated with the full membership of a club or society. There is also an **ASSOCIATE MEMBERSHIP** category which is open to all staff and alumni of Maynooth University (MU) and St. Patrick's College, Maynooth (SPCM). To be considered an Alumni within the framework of Clubs and Societies Membership, one must be a graduate of MU. The rights of an associate member are also outlined in the constitution as well as reference to a higher membership fee. Please note the MU Clubs and Societies Committee can determine on an annual basis other rights for associate members.

Governing Executive Committee (Article 4)

This section outlines the different positions/roles on the Governing Executive Committee (GEC) of a club/society. The G.E.C is responsible for organizing and running the various activities associated with the club/society (on behalf of its members).

Most committees should have at least a Chairperson, Vice Chairperson, Secretary, Treasurer and PRO. However, depending on the size of a club/society you may include additional roles/positions to the committee in consultation with the Clubs and Societies Committee, eg. Vice Treasurer, Equipment Officer, First Year Rep. It is important to note that a person cannot hold the same position for more than two years.

Whilst constitutionally the GEC can decide on matters in their meetings via simple majority vote (ie 50% plus 1) all GEC's are encouraged to arrive at decisions by consensus. In order for a committee meeting to be legitimate their needs to be two thirds of the committee present (a quorum).

Election of the Governing Executive Committee (Article 5)

This section outlines how a student can be elected to a position on the Governing Executive Committee (GEC) of a club or society.

Duties of Governing Executive Committee (Article 6)

This section gives an overview of the duties of each position as well as how it is elected and the term of office. All Clubs & Societies committee members are encouraged to attend the specific training provided by the MU Clubs & Societies Office on the various committee positions.

Dismissal and Resignation of Members (Article 7)

This section outlines what is required of a club/society to dismiss a committee member as well as what is required when a committee member wishes to resign.

Meetings (Article 8)

This section outlines the various types of meetings held by a club/society and the various rules and regulations required in running those meetings. Please note this is not an exhaustive list of how to run a club or society meeting and if any club/society requires clarification please contact the Club and Societies office.

General Section (Article 9)

This section outlines some general rules/conditions of club/society, including:

- Inclusion of an Honorary President
- Membership Fee set according to MU Clubs and Societies Committee policy
- Members entitled to a copy of their club/society's constitution
- Where there is a clash, the MU Clubs and Societies Committee Rules and Regulations take precedence over the individual club or society's constitution.
- Members agree to be bound by the rules and regulations of the club/society committee.

Amendments to the Constitution (Article 10)

This section outlines what is required to make any changes to this constitution. Please note all amendments to a constitution need to be approved by the MU Clubs and Societies Committee in advance of notifying members for a vote.