



Code of Conduct For MU Clubs & Societies Committee Members 2024/25



Introduction

Clubs & Societies Committees play a vital role in the vibrant community of Maynooth University. As committee members, you contribute to the success and well-being of clubs and societies. This Code of Conduct outlines the rules, responsibilities, and expectations for committee members, ensuring a positive, effective and inclusive environment.

As the governing body for Maynooth University Clubs and Societies, the MU Clubs & Societies Committee is fully committed to safeguarding the wellbeing of committees and their members. It encourages 'best practice' in the running of MU Clubs & Societies through its commitment to providing an environment that demonstrates dignity and respect and understanding for members rights, safety and welfare. A key aspect in achieving best practice is the adoption of this Code of Conduct by the MU Club / Society Committee members.

Committee Roles & Responsibilities

All MU Clubs / Societies require a committee to run their club. Each committee consists of a number of committee members who are elected to a range of committee positions to perform varying roles and responsibilities.

The structure of each committee is outlined in the Club / Society's constitution. Each committee should typically include at least the following positions:

- President
- Secretary,
- Treasurer,
- PRO
- 1st Year

Committees, in consultation with the CMC or SMC, may include other roles relevant to their interest or activity.

This code sets out the standards of conduct, performance and expectations for all committee members to adhere to.

Guiding Principles for Committee Members

The following Guiding Principles outline the standards committee members are expected to adhere to:

- It is expected that all committee members will attend the relevant training sessions organised by the Clubs & Societies Office.
- Committee members are required to read, implement and comply with the policies and procedures outlined in the [MU C&S Handbook / MU Life]
- All Clubs/Societies are governed by the Clubs Management Committee (CMC) / Societies management Committee (SMC) in the first instance, and ultimately by the Clubs & Societies Committee and must adhere to its policies, procedures and decisions.
- Committee members must be conscious of the fact that as a committee member of a MU Club / Society, you are representing the respective MU Club / Society, the MU Clubs Management Committee (CMC) / Societies management Committee (SMC) and ultimately the University at all times. Consequently, committee members must consistently display high standards of behaviour and appearance.
- Committee members must ensure that the club constitution is up to date, is adhered to and reflects the MU and C&S policies and procedures and any criteria outlined by the club's / society's National Governing Body.
- Committee members must demonstrate leadership by promoting and supporting the application of the club's / society's constitution.
- All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
- Committee members must keep and store all documentation securely with respect to meetings, correspondence, minutes of committee meeting, databases and financial reports in line with GDPR.
- Committee members must communicate effectively with club / society members through e-mail, noticeboards, the club / society website or any other agreed methods.
- Committee members must ensure all complaints are dealt with appropriately.
- Committee members must always act in a financially responsible manner.
- Committee members must always act in the best interest of the club / society and the welfare of the members of the club.

- All committee members are obliged to abide by the decisions of the committee. From time to time, individual committee members may disagree with the decision of the committee, it is important that decisions are represented properly outside of the committee by its members.

Proceedings at Committee Meetings

- It is best practice for the agenda, reports of the committee and minutes of the previous meeting to be circulated in advance of a meeting.
- As outlined in the club / society constitution, to effectively conduct a committee meeting a quorum of the committee must be present. The chairperson of the committee calls a meeting to order once the quorum is present.
- Where possible meetings should start and end on time. Within this time each agenda item should be dealt with. If not, the committee must decide to hold longer or more regular meetings or defer items to sub-committees.
- The accuracy of the previous meeting minutes must be confirmed by those present at the meeting.
- On occasions, the committee may discuss confidential or sensitive items, the Chairperson of the meeting should highlight which item they consider confidential/sensitive.
- Decisions made must always be made in the best interest of the club / society and its members.
- Resolutions should be put to a vote and decided upon in accordance with the club / society constitution or where no voting procedures are outlined the chairperson will outline what methods are adopted.
- Committee members must always behave with courtesy and respect towards other committee members.
- The club / society Secretary must maintain minutes for each meeting. In the event that the Secretary is not present, then the committee shall appoint someone else to take the minutes in the event in accordance with their constitution.
- Unless it is deemed necessary by the Committee as a whole, Committee members who have not attended a meeting cannot re-open discussion at subsequent meetings. Only people who attend can discuss the minutes of a meeting.
- The Club / Society Constitution will cover when meetings (Ordinary, A.G.M and E.G.M) will take place. It will also dictate how and who can call these meetings.

Financial Responsibility

- It is the responsibility of all committee members, along with the Treasurer, to ensure all financial transactions are documented in accordance with Capitation Expenditure Policy as well as any the instructions from the Clubs & Societies Office.
- Irrespective of whether it is capitation funds or not, each committee should keep detailed records of all monies received and spent by the club / society in the course of running their group.
- Each committee should submit financial reports / upload receipts of income and expenditure on a regular basis and as required.
- Any irregularities or suspected irregularity should be reported to the Clubs & Societies Office immediately.
- All monies / finances administered by each club or society should be treated as student money.

Events & Activities

- All events should be organised efficiently and within budget. Failure to do so may result in individual students being liable for the debt incurred.
- All events should be organised run in compliance with the relevant health and safety rules and regulations including conducting the appropriate risk assessments. Failure to do so may result in individual students being liable for any negative consequences.

Dignity, Respect & Inclusion

- It is expected that committees, in the course of their activities, will promote, encourage and foster an environment that seeks to be inclusive and welcoming as well as respecting the rights of fellow committee members and general members of the club / society.
- Committee members must respect the rights, dignity and worth of each person in their right to self-determination.

Specifically, committee members must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.

- Committee members should respect one another and expect respect for their worth regardless of role within the committee.
- Committee members must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Employment Equality Act 1998-2015 and/or Equal Status Act 2000-2018 (as amended or replaced) (Protected areas covered are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).
- Committee members will also need to be cognisant of MU's policies on Bullying and Harassment Policy. In addition to these policies, information on a range of options for resolution as well as support available can be found on the MU Dignity and Respect website.

Commitment

- Committee members must become familiar with and committed to the responsibilities of the committee.
- Committee members must devote sufficient time preparing for and attending meetings. They should attend meetings in a punctual manner and stay present until they conclude.
- Committee members must endeavour to actively and constructively participate in committee meetings and projects.
- Committee members should identify and promptly explicit any actual, potential or perceived conflicts of interests affecting them.
- Where a conflict of interest arises the committee member must withdraw themselves from any discussion.

Confidentiality

- In the course of, or for the purpose of this agreement, committee members will acquire or have access to and will be entrusted with information which will be confidential to the club / society. It is the committee member's duty to observe such confidentiality. The restriction shall continue to apply after the termination of this agreement.
- Committee members must reach agreement about what is to be regarded as confidential information.

- Committee members must only apply information gained as a member of a committee to proper purposes and keep this information confidential. The Clubs & Societies Committee shall in any circumstance of doubt or dispute be the final arbiter to the confidentiality of a matter.
- Committee members must make themselves aware of the Universities Security Policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.
- Committee members must make themselves aware of the Data Protection Act (2018) and the Freedom of Information Act (2014) as may be amended or replaced.
- Committee members who have access to, or are required to process, personal data as part of their role as a committee member, shall process the personal data lawfully, fairly and in a transparent manner in compliance with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, MU's Data Protection Policy and any guidance issued by the Data Protection Commissioner or the MU Data Protection Officer from time to time.

Abuse of Privilege and Privileges

- Committee members should avoid the use of their position as a member of the committee to seek any undue advantage for themselves, family member or associates.
- Committee members will have access to contact information and must only use this to contact the player / participant with information relating to club / society activities.

Committee Cross-over

- A detailed handover from the outgoing committee to the incoming is essential for the successful running of your club / society.
- It is the responsibility of the outgoing committee members to plan how best to handover to incoming committee members in a timely manner.
- The MU Clubs & Societies Office has provided a resource to assist committees in achieving a successful handover to a new committee, this document can be found on the MU Life resources section of the website.

Breaches of the Code

- In the event that a Committee Member is found to be in breach of the Code of Conduct, the Clubs & Societies Office will endeavour to work with the respective individual(s) in order to correct the particular issue(s).

However, Committee members who consistently and flagrantly fail to abide by the Code of Conduct may be referred to the Clubs & Societies Committee for possible sanctions or corrective measures as deemed necessary by the Committee.

- It is important to note that Committee members are also subject to MU's Disciplinary Code and may be referred to the MU Disciplinary Committee for further action (link to MU Disciplinary information).
- Ignorance of the content of this document and other policies referenced will not be considered a reasonable excuse.

Acceptance of the Maynooth University Clubs & Societies Code of Conduct for Club / Society Committee Members.

I confirm that I have read the Maynooth University Clubs & Societies Code of Conduct and agree to abide by its contents.

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I confirm