



MAYNOOTH UNIVERSITY: CLASSICS SOCIETY CONSTITUTION



Maynooth University

Classics Society

Constitution

Date Passed: _____ / _____ / _____

1. Name of Society:

1. The name of the Club/Society shall be the “MAYNOOTH UNIVERSITY Classics Society”, hereafter referred as “the Club/ the Society/”.

2. Aims and Objectives:

The aims and objectives of the Club/Society shall be as follows:

- 2.1 To breakdown the perceptions that the general populace may have towards Classics, therefore making these barriers to make these subjects more accessible for the student body.
- 2.2 To educate members of the ancient classical worlds of Greece and Rome in a fun, interactive setting.
- 2.3 To provide Classic orientated events for the members and wider student body to attend.
- 2.4 To host multiple workshops pertaining to Classics topics for the members of the society.
- 2.5 To provide a safety net for students of Classics; by providing a range of accessible information through different means of consumption, providing a service for students we ask questions to the Department, Lecturers and Tutors on that students behalf, by providing a student journal (run by students) where students may submit their own short academic article.

3. Membership:

- 3.1** Full membership of the Society shall be open to all registered students of the National University of Ireland, Maynooth (MAYNOOTH UNIVERSITY); St.Patrick's College, Maynooth (SPCM); the Pontifical University and National Seminary of Ireland upon payment of a subscription fee as set by the Governing Executive Committee of the Club/Society and in accordance with the guidelines set out by the Capitation Committee.
- 3.2** Full members of the Club/Society shall be:
- i) Entitled to attend and speak at all general meetings of the Club/Society
 - ii) Eligible for election to the Club/Society's Governing Executive Committee
- 3.3** The Club/Society recognises the importance that staff and graduates of MAYNOOTH UNIVERSITY and SPCM can play in the development and long term success of a Society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the Society.
- 3.4** To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.
- 3.5** Associate Membership shall be open to all staff and alumni of MAYNOOTH UNIVERSITY and SPCM upon payment of a subscription fee as set by the Governing Executive Committee of the Club/Society and in accordance with the guidelines set out by the Capitation Committee. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- 3.6** Associate Members shall be entitled to attend all general meetings of the Society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the Society.
- 3.7** Associate Members shall be ineligible for election to the Club/Society's Governing Executive Committee.
- 3.8** Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Society.

3.9 The rights of an Associate Member shall not exceed those of an ordinary member of the Society.

3.10 All members shall be bound by this constitution.

4. Governing Executive Committee

4.1 The Society shall have a Governing Executive Committee (hereafter referred to as the “the committee”) which shall be elected annually by the membership.

4.2 The committee shall run and direct the ongoing activities of the Society on behalf of its members and in accordance with the aims and objectives.

4.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.

4.4 A quorum for committee meetings shall be two thirds of committee members.

4.5 The Committee shall consist of :

- i) Chairperson
- ii) Vice Chairperson
- iii) Secretary
- iv) Treasurer
- v) Public Relations Officer
- vi) Continuity Officer
- vii) Two Academic Reps
- viii) Several other Members, e.g. Assistant Secretary, Assistant Treasurer, Equipment Officer, Ordinary Committee Members, etc.

4.6 Assistant positions shall be filled by co-option by the committee as the need arises.

4.7 Sub-committees may be co-opted where the need arises and at the discretion of the committee.

4.8 The Term of Office of these elected officers shall be one year running from 1st July until the 30th June of the following year.

4.9 A person shall not hold the same office for more than 2 successive years.

5. Election of the Governing Executive Committee

- 5.1 The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM) of the Society.
- 5.2 Society AGM's and committee elections, where possible, should be held before the end of semester 2 of a given academic year in accordance with Capitation Committee rules.
- 5.3 To seek election to the committee, each candidate must have 2 nominations by current members of the Society.

6. Duties of Governing Executive Committee

- 6.1.1 The Chairperson shall be the chief officer of the Society whose functions include chairing all meetings of the committee and officiating at meetings of the Society.
- 6.1.2 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the Society. In the event of a tied vote on any matter she / he shall have the casting vote.
- 6.2.1 The Vice Chairperson shall assist the Chairperson in all their duties.
- 6.2.2 The Vice Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the Society) in the event that the Chairperson is absent or is unable to perform their duties.
- 6.3.1 The Secretary's function shall be to deal with all correspondence and records of the Society.
- 6.3.2 The Secretary keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the Society when requested by the committee.
- 6.3.3 The Secretary may keep a record of authorisation of expenditure.
- 6.3.4 The Secretary shall give notice to all members of the Society's meetings, events and functions.
- 6.3.5 The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.
- 6.4.1 The Treasurer's function shall be to administer the funds of the Society and to maintain accounts and budgets.

- 6.4.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- 6.4.3 The Treasurer shall keep full records of income and expenditure of the Society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
- 6.4.4 The Treasurer shall sign all cheques and withdrawals forms from the Society's bank account.
- 6.4.5 The Treasurer is fully responsible for the money safe used for events and must provide a spare key for said money safe to the President.
- 6.4.6 If the Treasurer may not be able to attend events/workshops where the money safe is needed, then the President is fully responsible for the money box at that time.
- 6.4.7 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the Society on consultation with the Capitation Committee.
- 6.5.1 The Equipment Officer shall be responsible for the fixed and current assets of the Society in compliance with the regulations set down by the Capitation Committee.
- 6.5.2 The Equipment Officer shall maintain a record of all fixed and current assets belonging to the Society and will report an inventory list to the committee at the start and end of the academic year.
- 6.6.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the Society through all means possible.
- 6.6.2 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the Society and to give notice to all members of these contributions.
- 6.6.3 The Continuity Officer shall organise off-campus events and one Intervarsity events between one or more Irish University/College, if it has been approved by the committee.
- 6.6.4 The Continuity Officer shall aid the Secretary in organising events with sponsorships, off campus/guest speakers, University Departments: Heads of the Department, Lecturers and Tutors.

7. Dismissal and Resignation of Committee Members

- 7.1 No member of the committee shall be dismissed from office unless:
 - i) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the Society is received 4 working days prior to a general meeting at which such a resolution shall be debated.

- ii) Two thirds of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.
- iii) They are in possession of four strikes.
- iv) They are in possession of illegal substances.
- v) They are intoxicated/high at society meetings, events, workshops, scheduled Intervarsity events and AGMs.

- 7.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 7.3 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform all the committee members. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can held to re-elect a new person to the position.
- 7.4 All issues of dismissal and resignations will be automatically investigated to make sure that there were no instances of bullying by other members of the society to ensure the safety of all members.
- 7.5 Committee members who were dismissed by any means are not eligible for references that exceed the time they were dismissed.

8. Meetings

- 8.1 There shall be an Annual General Meeting (AGM) held each year.
- 8.2 The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- 8.3 Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4 A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership.
- 8.5 There should be a weekly committee meeting, excluding study weeks, to which the Secretary should organise and make all members of the committee fully aware of the time and place of said meeting.
- 8.6 The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee.
- 8.7 An Extra-ordinary General Meeting (EGM) shall be convened if:
 - i) 10% of the ordinary membership of the Society request such a meeting in writing.
 - ii) A quorum of the Governing Executive Committee requests such a meeting in writing.

- iii) A vacancy on the current committee occurs and there is a need to elect a replacement.

- 8.8** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.9** Notice of all meetings shall be given to the membership at least 4 working days prior to the date of the meeting.
- 8.10** At a meeting, a member may propose a resolution relating to the business of the Society. The resolution shall be voted on by a show of hands and a declaration of the President that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- 8.11** In the event that the President's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the President or the Vice-President (where requested by the general meeting).
- 8.12** No resolution may contravene Maynooth University policy or Capitation Committee policy.
- 8.13** If a committee member is in possession of a fourth strike then they will be removed from the committee effective immediately but may still attend events, AGMs and workshops.
- 8.14** All of the society's committee members are to be in attendance for all meetings, events, AGMs and workshops unless; they provide they're lecture timetable, have an exceptional circumstance, or have other degree-orientated arrangement.
- 8.15** If a committee member is in attendance of any of the society's meetings, AGM, events or workshops, either intoxicated/inebriated/high or in possession or alcohol and/or illegal substances, then said member will be effective immediately removed and banned from the society with a formal complaint being submitted to the Vice President of Clubs, Societies and Student Engagement.
- 8.16** If there are any quarrels with members/committee members within the society then they should be advised to settle it outside of the society, however, if this is not done effectively there will be an arranged meeting with the parties involved as well as the Clubs & Societies Coordinators.

9. General

- 9.1** There shall be an Honorary President of the Society who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 9.2** The membership fee for the Society shall be in compliance with the conditions set down by the Capitation Committee.

- 9.3 Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4 In the event of a clash with the Capitation Committee rule and regulations, the Capitation Committee rules and regulations shall take precedence above this constitution and is subject to Capitation Committee Policy at all times.
- 9.5 In joining the Society, members agree to be bound by the rules and regulations of the Society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and it's decision shall be final.

10. Amendments to this Constitution

- 10.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered by a majority and quorum committee meeting.
- 10.2 A proposal to amend this Constitution must receive the approval of two thirds of the members present and entitled to vote at the relevant meeting.
- 10.3 After an amendment is agreed under the constitution's prerequisites, the amendment will be added to the constitution effective immediately, to which the Secretary must add into the physical constitution that day.
- 10.4 If 10% of the committee want to retract an amendment they can appeal for an effective immediate 'veto,' therefore having to hold another vote for said amendment.

11. Society Events, Collaborations, Workshops, Intersociety Events and AGMs

- 11.1 Any lost or stolen items of any society members are not under the responsibility and protection of the society and it's committee members.
- 11.2 Any and all society members are to adhere to the campus alcohol policy. Members may not drink/consume alcohol at any society events except for when the society hosts a "function," or "reception." The terms "function," and "reception," is not interchangeable with the likes of 'event,' 'collaboration,' 'workshop,' 'intersociety event,' and 'AGM.' (Although AGM is an exception to the campus alcohol policy.)

- 11.3** At all times, when the society hosts a reception and/or function, the members of the society must adhere to the “Campus Alcohol Policy,” (which can be found on the MSU Life website) and to the University’s Disciplinary Code. (which can be found on Maynooth University’s Website)