



MAYNOOTH UNIVERSITY

GERMAN SOCIETY

CONSTITUTION



Date Passed: / / 2019

1. Name of Club/Society:

1. The name of the society shall hereby be known as the “Maynooth University German Society”, hereafter referred as “the society”.
2. The title “Maynooth University German Society” will appear on all official documentation.

2. Aims and Objectives:

The aims and objectives of the society shall be as follows:

2.1 To promote and share the German language and culture across campus with students to the best of our ability.

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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 society and in accordance with the guidelines set out by the Capitation Committee.
- 3.2** Full members of the society shall be:
- i) Entitled to attend and speak at all general meetings of the society
 - ii) Eligible for election to the Society's Governing Executive Committee
- 3.3** The 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 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 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) President
 - ii) Vice- President
 - iii) Secretary
 - iv) Treasurer
 - v) Public Relations Officer
 - vi) Events Officer
 - vii) First Year Representative
 - viii) Second Year Representative
 - ix) International/ Erasmus Representative
 - x) A number of other Members, e.g. Assistant Public Relations Officer, Education Officer, Safety 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 academic 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 President 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 President shall delegate tasks to be carried out by each committee member for upcoming events and/ or meetings.
- 6.1.3 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- President shall assist the President in all their duties.
- 6.2.2 The Vice- President shall assume the duties of the President (unless otherwise directed by a general meeting of the society) in the event that the President 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 keeps 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 Where the Treasurer is decreed as unavailable, the President, Vice-President or Secretary may sign cheques and withdrawal forms for the society on consultation with the Capitation Committee
- 6.5.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.

- 6.5.2 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.
- 6.5.3 The Public Relations Officer shall collaborate with the Events Officer to create advertisement via media and social media for the society.
- 6.6.1 The Events Officer shall plan and organise a schedule of events for members.
- 6.6.2 The Events Officer shall co-ordinate with the Public Relations Officer to advertise for upcoming events.
- 6.7.1 The First Year Representative shall be elected at the Annual General Meeting.
- 6.7.2 Meeting.
- 6.7.3 Their role is to inform other First Year students of the society's events and encourage them to join. They shall also advertise the society's events to their year group.
- 6.7.4 In the case that any other committee member is unable, for whatever reason, to carry out their duties, it will be the First Year Representative's responsibility to carry out their duty and to aid the rest of the committee to the best of their ability.
- 6.8.1 The Second Year Representative's role is to inform and engage with other Second Year students and to advertise the society's events to Second Year students.
- 6.8.2 In the case that any other committee member is unable, for whatever reason, to carry out their duties, it will be the Second Year Representative's responsibility to carry out their duty and to aid the rest of the committee to the best of their ability.
- 6.9.1 The International/ Erasmus Representative shall be elected at the Annual General Meeting.
- 6.9.2 The International/ Erasmus Representative shall (preferably) be an Erasmus or Study Abroad student.
- 6.9.3 Their role is to inform other international students and engage with them to advertise the society's events and to encourage to join. They shall share their experience or customs with the rest of the committee.

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.

- 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 notify the President, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can be held to re-elect a new person to the position.

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** The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the society).
- 8.6** 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.
- 8.7** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8** Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
- 8.9** 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.
- 8.10** 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).
- 8.11** No resolution may contravene Maynooth University policy or Capitation Committee policy.

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 follow 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 its 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
- 10.2** A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.