



Maynooth Engineering & Robotics Society

CONSTITUTION

2024

1 Name of Society

- 1.1 The name of the society shall be the “Engineering & Robotics Society”.

2 Aims and Objectives

- 2.1 To provide resources and a suitable environment to help students develop their knowledge of engineering.
- 2.2 To provide social study breaks for all members which allow for inter-year and inter-department integration.

3 Members

- 3.1 Membership of the society shall be open to all students, staff and graduates of MU.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing up on MSU Life’s website for the current academic year.
- 3.3 The society recognizes the importance of graduates and former students MU can play in the development of a society and shall endeavor to maintain contact with such members.
- 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.
 - 3.4.1 Graduate membership shall be open to former members of the society who are no longer students of MU and it shall not be a requirement of such members to hold a degree or any other academic award given by MU.
 - 3.4.2 Associate members shall pay an annual membership fee to the society, the amount of which will be determined by the governing executive Committee but may be altered by a majority vote at a general meeting.
 - 3.4.3 Associate members shall be ineligible for election to the society’s governing Committee.
 - 3.4.4 Associate members shall be entitled to attend all general meetings of the society. Voting rights of associate members at the general meeting shall be determined by the governing executive Committee and may be altered by a majority vote at a general meeting of the society.
 - 3.4.5 The rights of an associate member shall not exceed the rights of an ordinary member of the society.
- 3.5 All members shall be bound by this constitution.

4 Governing Executive Committee

- 4.1 The society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the society on behalf of its members in accordance with the aims and objectives.
- 4.3 Although decisions should be arrived at by consensus of the Committee where possible, Committee decisions will be decided by a majority vote.
- 4.4 A quorum shall be $\frac{3}{4}$ of Committee members.
- 4.5 The Committee shall consist of:
 - President

- Vice-President/ Secretary
 - Treasurer
 - Public Relations Officer (PRO)
 - 1st Year Representative
 - 4 Ordinary Committee Members
- 4.6 The term of office of these elected officers shall be one academic year.
- 4.7 A person shall not hold the same position in an office for more than 2 successive years.

5 Election of the Governing Executive Committee

- 5.1 Committee members shall be democratically elected at the Annual General Meeting or at an Extraordinary General Meeting.
- 5.2 To seek election, each candidate must have 2 nominations from current society members.

6 Duties of the Executive Committee

- 6.1 The President shall be the chief officer of the society whose duties include chairing all meetings of the club or society.
- 6.1.1 The chair of any meeting shall have an ordinary vote at Committee meetings and in the event of a tied vote he/she will hold the casting vote.
- 6.1.2 Propose changes and call a vote on the composition and structure of the standing orders document. Additional duties assigned by the president, which pass by a vote or agreement, will be add to the standing orders document.
- 6.2 The Vice Presidents of the Society shall assist the President in all their duties.
- 6.2.1 The Vice-Presidents shall assume the duties of the President in the event that the President is absent/unable to perform their duties.
- 6.3 The Secretary's function shall be to deal with all correspondence and records of the society.
- 6.3.1 The Secretary may keep minutes of all Committee meetings, AGMs, or any other meetings relating to the society.
- 6.3.2 The Secretary shall give notice to all members of the society's meetings, events or functions.
- 6.3.3 The Secretary shall assist the PRO to organize fundraising events and sponsorship where necessary.
- 6.3.4 Ensure the Standing orders are kept up to date and available to all committee members.
- 6.4 The Treasurer's function shall be to administer the funds of the society and maintain the accounts and budget.
- 6.4.1 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.
- 6.5 The PRO's function shall be to ensure all members are informed of events through sufficient advertising on the society's notice board and social media.
- 6.6 The 1st Year Representative's function shall be to be the point of contact between the current Committee and members in first year.
- 6.7 The OCM duties are to be outlined by the committee in a standing orders document.

7 Meetings

- 7.1 There shall be an AGM held every year.
- 7.2 The AGM shall be held no later than the second month of the academic year where the 1st Year Rep. will be elected, and members will be introduced to the Committee and other members.
- 7.3 A quorum of the meeting shall be 3 members of the Governing Executive Committee and 10% of the ordinary membership.
- 7.4 An EGM shall be held no later than the final month of the academic year.
- 7.5 Elections for the Governing Executive Committee shall take place at this EGM, and the annual report of the outgoing Committee shall be presented.
- 7.6 An EGM may also be convened if:
 1. 10% of the ordinary membership of the society request such a meeting in writing.
 2. A quorum of the Governing Executive Committee requests such a meeting in writing.
 3. A vacancy occurs on the current Committee and a replacement is required.
- 7.7 Notice for all meetings shall be given no less than 5 working days prior to the date of the meeting.
- 7.8 At a meeting, a member may propose a resolution relating to the business of the society. Such resolution shall be voted by a show of hands and a declaration by the President that the resolution is carried, this declaration shall be conclusive evidence that the resolution passed or failed.
- 7.9 In the event that the President's resolution is challenged, a recount of the votes will occur in which a number of people will be appointed by the Committee as "tellers" to count votes. The result will be announced by the President or Vice-President where requested.
- 7.10 No resolution may contravene MU policy or Capitation Committee Policy.
- 7.11 The committee will meet no less than six times per term. The specifics of this meeting will be outlined by the standing orders document. Standard quorum rule will apply at this meeting.

8 General

- 8.1 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.
- 8.2 The membership fee of the society shall be in compliance with the conditions set down by the Capitation Committee.
- 8.3 Each member of the society shall be entitled to receive a copy of this Constitution on demand free of charge.
- 8.4 In the event of a clash with the Capitation Committee rules and regulations, the Capitation Committee rules and regulations shall take precedence over this constitution and is subject to Capitation Committee Policy at all times.

- 8.5 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 serious breaches, as deemed by a majority vote of the Committee. In the event the Committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and its decision shall be final.

9 Dismissal and Resignation of Committee Members

- 9.1 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.
- 9.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 9.3 A committee member wishing to resign must submit a letter in writing declaring that the intention to resign to the Secretary, 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.

10 Amendments to the 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 $\frac{3}{4}$ s of the members present and entitled to vote at the relevant meeting.