



Maynooth University
Business Society

Constitution of Maynooth University Business Society

Date Passed: 3/ 5 / 18

1. Name of Club/Society:

1. The name of the Club/Society shall be the “Maynooth University Business Society”, hereafter referred as “the Society”.

2. Aims and Objectives:

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

- 2.1 To provide a link between members of the society and the business world.
- 2.2 To raise awareness of real world business issues that may affect our members.
- 2.3 To try and integrate our members with real world connections and knowhow, for career progression.
- 2.4 To provide a support system for members to voice concerns and opinions.
- 2.5 To provide social events for our members to meet and network.
- 2.6 To be ethically responsible and environmentally aware in all endeavours of this society.
- 2.7 To provide a support system for members to voice concerns and opinion
- 2.8 To foster links between the society and the School of Business, Maynooth University, Maynooth Students Union and the local community.

3. Membership:

3.1 Full membership of the Club/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 Club/Society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the Club/Society.

3.4 To this end the Governing Executive Committee of the Club/Society shall be empowered to create a class of "Associate Member" of the Club/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 Club/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 Club/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 Club/Society.

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

3.10 All members shall be bound by this constitution.

4. Governing Executive Committee

4.1 The Club/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 Club/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/Secretary
- iii) Treasurer
- iv) Public Relations Officer
- v) Events Officer
- vi) Networking and Integration Officer

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

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

4.8 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 Club/Society.
- 5.2** Club/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 Club/Society.
- 5.4** All elections shall be held by secret ballot with each member having a single non-transferable vote.
- 5.5** Only fully registered student members and full members of the Society shall be entitled to vote and be eligible for election to the committee
- 5.6** All candidates standing for the position of President must have served at least one term on the NUIM Business Society committee, not necessary in the previous year.
- 5.7** In order to be eligible to run for the position of President of the Society, candidates need to be undertaking study in Business, during the term of office of the presidency

6. Duties of Governing Executive Committee

President

- 6.1.1** The President shall be elected at the AGM of the Society. Their duties shall be to coordinate the working of the Executive and to look after the general functioning of the Society.
- 6.1.2** The President shall be Chairperson and Chief Officer of the Committee and all subcommittees of the Society.
- 6.1.3** The President shall chair at all meetings of the Committee and officiate at all meetings of the Society.
- 6.1.4** The President shall have power to suspend any member of the Society from any or all their rights and privileges for such time as he deems advisable. A

suspended member of the Society shall have the right to appeal their suspension to the Governing Executive Committee and/or to a third-party mediator agreed upon by both parties.

- 6.1.5** The President shall have complete power to remove any such suspension whether it is imposed by themselves or by a previous President, and any attempt to limit this power shall be void.
- 6.1.6** In the absence of the President from any function or meeting of the Society, the Deputy President of the Society shall assume the duties of the President unless the President, in writing appoints a Deputy, who is listed on the Roll of Members of the Society.
- 6.1.7** The President shall at all meetings of the Society be the sole interpreter of the Constitution and shall have full power to rule upon it as they thinks fit. They shall decide upon all matters of order not provided for in the Constitution.
- 6.1.7.1** The power of interpretation of this Constitution by the President may be overridden by the written override authority of a 4/5th majority of the Governing Executive Committee. The Governing Executive Committee must state, in writing, why they deem the interpretation in question, offered by the President, to be ultra vires, or such an interpretation that no common sense person thinking clearly, logically, and rationally would be able to conclude and interoperate.

Vice President/Secretary:

- 6.2.1** The Vice President/Secretary shall assist the Director in all their duties.
- 6.2.2** The Vice President/Secretary shall assume the duties of the Director in the event that the Director is absent or is unable to perform their duties.
- 6.2.3** The Vice President/Secretary shall keep the minutes of meetings of the society and of the Governing Executive Committee and shall keep all current records of the society except the Financial Records.
- 6.2.4** The Vice President/Secretary shall be responsible for all communications of the society, including the administrative and efficient maintenance of the societies email and postal affairs.
- 6.2.5** The Vice President/Secretary may keep a record of authorisation of expenditure.

- 6.2.6** The Vice President/Secretary shall give notice to all members of the Society's meetings, events and functions.
- 6.2.7** The Vice President/Secretary shall assist the Events and Entertainments Officer & Public Relation Officers to organise fund raising events and sponsorship where necessary.
- 6.2.8** In the event of the absence of the Vice President/Secretary from any meeting of the society, the Director shall appoint a member of the Governing Executive Committee to fulfil their functions

Treasurer:

- 6.3.1** The Treasurer's functions shall be to administer the funds of the Society and to maintain accounts and budgets.
- 6.3.2** 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.
- 6.3.3** The Treasurer shall keep full records of income and expenditure of the Society. The Treasurer shall also keep a record of who authorised various expenditure and shall issue receipts.
- 6.3.4** The Treasurer shall also be one of two signatories of any cheque to be written (the other being the Director or another authorised signature).
- 6.3.5** The Treasurer shall present the accounts on notice of one week at any Ordinary Meeting of the Society.
- 6.3.6** The Treasurer shall write a report on the expenditure of the Capitation Grant at the end of every term to be submitted to the Governing Executive Committee not later than the end of the second week of the following term.
- 6.3.7** All decisions on the subject of finances are the exclusive responsibility of the Governing Executive Committee.
- 6.3.8** The Treasurer of the Society shall have the power of veto on any financial decision, regardless of whether it relates to income or expenditure on behalf of the Society, made by the Governing Executive Committee.

Events and Entertainment Officer:

- 6.4.1** The Events & Entertainments Officer shall with the assistance of the Committee and in accordance with the request of the members of the Society organise and run business related events and campaigns throughout the academic year.
- 6.4.2** The Events & Entertainments Officer shall ensure that the Committee is aware of other business related events and campaigns occurring on a local, national, and international level and encourage the Society's participation in such events and campaigns when possible.
- 6.4.3** The Events & Entertainments Officer shall be responsible for the organisation and execution of Society events, which are outlined in the Society Capitation form and for events tasked to them by the Director or the Committee.
- 6.4.4** The Events & Entertainments Officer shall be responsible for the organisation and execution of Society events, which aren't under the jurisdiction of another officer.

Public Relations Officer:

- 6.5.1** The Public Relations Officer shall be competent with design technology (e.g. Photoshop) by the start of the academic year.
- 6.5.2** The Public Relations Officer shall be aware of and adhere to the MSU poster policy.
- 6.5.3** The Public Relations Officer shall ensure that on-going campaign, informational, and event posters are on display when appropriate.
- 6.5.4** The Public Relations Officer shall be responsible for promoting the Society on all appropriate forms of media.
- 6.5.5** The Public Relations Officer shall create events on social networking sites.
- 6.5.6** The Public Relations Officer shall treat any online account with sensitivity and respect, and not use it for personal use.

Networking and Integration Officer:

- 6.6.1 The Networking and Integration Officer shall engage with members to ensure engagement with the society across all year groups.
- 6.6.2 The Networking and Integration Officer shall engage with other societies, the students union, the university, sponsors and other stakeholders for the betterment of the society.

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 Club/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 submit a letter in writing declaring that 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 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 Club/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 a Honorary President of the Club/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 Club/Society shall be in compliance with the conditions set down by the Capitation Committee
- 9.3** Each member of the Club/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 Club/Society, members agree to be bound by the rules and regulations of the Club/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.