



# Maynooth University

## Islamic Society Constitution



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## **In the Name of Allah, the Most Beneficent, the Most Merciful**

We, the members of the Islamic Society of Maynooth University, adopt the present written constitution.

### **Article 1: The society - Name and definition**

1.1 The name of the Society shall be “Maynooth University Islamic Society”, hereafter referred to as the MU ISOC.

1.2 Definition of the Islamic Society: The Islamic Society exists to uphold Islamic teachings in accordance with Al-Quran and Sunnah of the last and final Prophet, Muhammad (SAW).

1.3 Definition of a Muslim:

- i. A Muslim is one who submits his will to Allah.
- ii. A Muslim is a person who believes in the Oneness of Allah, the Prophethood of Muhammad (SAW) as the last of the prophets and that there can be no Messenger and / or ‘Nabi’ after him, the Day of Judgement and the teachings of the Quran and Sunnah.
- iii. Practising Islam as a way of life.

### **Article 2: Aims and objectives**

2.1 The ISOC commits itself to all members of the university and strives to:

- Act as the Muslim voice on campus in order to encompass, recognise and represent all Muslim students in the university.
- Facilitate the basic needs of the university's Muslim students and the practice of the Muslim faith such as encouraging and providing the right atmosphere and facilities for Muslims to worship (ibadah) and fulfil their obligations to Allah (SWT) (may include resources and space to pray and congregate).
- Be a source of Islamic knowledge and provide basic Islamic teachings for Muslims and non-Muslims.
- Help in the involvement and integration of Muslim students into the wider college life, with the hope of establishing relationships and working with the student union and with other societies in the university.

- Raise the awareness, demystify misconceptions of, and improve understanding of Islam through regular talks and events.
- To combat Islamophobia on campus, through improving knowledge and engaging in dialogue.
- To regularly host tajweed (scriptural literacy) classes and halaqahs (religious discussion) for members while also organising events on campus to participate and engage in college life in a meaningful way.
- To promote friendly, constructive relations and trust among the university and its Muslim students.
- The society would aspire to create a fair and balanced understanding of Muslims and Islam, being open to dialogue and educational discourse with others as in accordance with Islamic tradition.
- Participate positively in voluntary work on campus and social conducts.

2.2 The society exists to uphold Islamic teachings in accordance with Al-Qur'an and Sunnah of the last and final Prophet, Muhammad (SAWS).

### **Article 3: Membership**

3.1 Membership of the society shall be open to all students, staff and graduates of the college.

3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

3.3 The Society recognises the importance that graduates and former students of MU can play in the development 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.

- i. Graduate Membership shall be open to former members of the society who are no longer students of Maynooth University. It shall be a requirement of associate membership that such members should hold a degree or any other academic award given by Maynooth University.

- ii. Associate Members shall pay an annual membership fee to the society. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- iii. Associate Members shall be ineligible for election to the club society's governing committee.
- iv. 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.
- v. 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.
- vi. The rights of an Associate Member shall not exceed those of an ordinary member of the society.

3.5 All members shall be bound by this constitution.

#### **Article 4: The Committee**

4.1 The Society shall have a Governing Executive Committee (The Committee).

4.2 The Committee shall run 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 The Committee shall consist of:

- i) President
- ii) Up to two Vice-Presidents (Vice brother and vice sister).
- iii) General Secretary (assistant secretary if needed).
- iv) Treasurer
- v) Public Relations Officer

- vi) Up to two OCMs (OCM brother and OCM sister).
- vii) First Year Representative.

4.5 The Term of Office of these elected officers shall be one academic year.

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

4.7 Once there is a sufficient number of members, a Vice President Sister and Brother will be introduced with both having the same duties.

## **Article 5: The Duties and Responsibilities of the Committee Members**

5.1 The Committee collectively, and its members individually, shall have the responsibility to ensure that:

- All affairs are being conducted in accordance with Islamic principles and the aims of the ISOC.
- Suitable and effective policies and programmes are being adopted and implemented for the achievement of the aims.
- The Constitution is being followed to the best of its ability.

5.2 The Committee is the sole body to accept and approve application for membership, acceptance being based on satisfying membership conditions.

5.3 The Committee shall be responsible for implementing the recommendations raised by committee members and to run efficiently the affairs of the ISOC.

5.4 The Committee must act as a single body, each member taking all decisions in consultation with the President and other members of the Executive Committee.

5.5 Duties and Responsibilities:

### **5.5.1 The President**

- 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.

- 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.
- Overseeing the smooth running of and setting directions for the society.
- Assisting the recruitment of new members.
- Enforce discipline amongst the committee and monitoring best practise.
- Ensuring the committee is working together and functioning professionally
- Being the primary point of contact for the society.
- Setting the aims and objectives of the ISOC.
- Overseeing committee communication with members and other Islamic societies in Ireland.
- Inviting external speakers when required after obtaining the University's approval. This can be delegated to the secretary if required.

#### 5.5.2 The Male Vice-President (Vice Brother)

- Providing support and assistance to the president in all issues relating to the running of ISOC.
- Conducting day to day activities and be aware of any problem facing the society and reporting them to the chair.
- Establish sub-committees and lead projects on behalf of the society. Holds regular meetings with the sub-committees and check the work progress.
- Taking executive decisions and serving as the first point of contact for the society in the event of the chair being absent.
- Keeping the chair informed with any society updates.

#### 5.5.3 The Female Vice-President (Vice sister)

- Representing the female members of the Islamic society, this representation is within the University. If she is to represent the ISOC female members outside the University it has to be done in coordination with the President.
- Voicing the needs/problems of the female members to the committee and suggesting the best way to fulfil/overcome them.
- Participating with the committee in deciding which events would the female members be interested in having and obtain a feedback on them.

- Holds regular meetings with the sub-committees that organise events for female members and check the work progress.
- Keeping the chair informed with any society updates.

#### 5.5.4 General Secretary

- To deal with all correspondence and records of the society. Perform general administrative tasks as well as administering the membership of the ISOC.
- To 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 club / society when requested by the committee.
- Preparing the agenda of each committee meeting before hand and inform all committee members of it.
- Keeping and updating the annual plan of activities.
- Participate in committee decisions
- Keeping an updated data base of all society members contact details, and be responsible for contacting members in all events.
- Booking venues for committee meetings and for all events. This can be delegated to the chair of the sub-committee of that event once there is an agreement and an understanding between the society and the University.
- Contacting the external speakers after obtaining the University's approval if delegated by the chair.
- Responsible for obtaining leaflets and posters of various kinds and representing them to the University for approval to be spread in campus as appropriate.
- Keeping the chair informed with any society updates.

#### 5.5.5 Treasurer

- To administer the funds of the society and to maintain accounts and budgets.
- 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.
- The Treasurer shall keep full records of income and expenditure of the club / society.



- The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
- The Treasurer shall sign all cheques and withdrawals forms from the Club / Society's bank account.
- Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the club / society on consultation with the Capitation Committee.
- Report the account statement to the committee on regular bases.
- Keeping financial records of all events during the year and report them to the University.
- Monitoring and carrying out day-to-day financial duties of the society.
- Submitting forms for financial transactions related to ISOC activities.
- Forecasting and budgeting for each activity mentioned in the annual plan after consulting the committee.
- Preparing the annual financial report for the AGM by the end of the year.
- Producing the annual budget proposal before the University.
- Keeping the chair informed with any society updates.

#### 5.5.6 Public Relations Officer

- The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club / society through all means possible, including designing posters.
- 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 club / society and to give notice to all members of these contributions.

5.6 All executive committee members shall ensure that all activities are in accordance with the Quran and Sunnah.

5.7 In the absence of any member of the Executive Committee, their duties may be delegated to another Executive member. Alternatively a full member may be co-opted to fulfil such duties, subject to the approval of the remainder of the Committee.

5.8 The Committee shall be elected at the Annual General Meeting (AGM).

5.9 Failure of the Committee to carry out the duties conferred on them by this constitution or by resolutions of society meetings, without reasonable excuse, will be grounds for suspension or motion of no confidence of the officer concerned. Any Committee member who fails to attend three consecutive general meetings, without acceptable apology, shall be deemed to have resigned and a by-election shall be held.

## **Article 6: Dismissal and Resignation of Committee Members**

6.1 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. 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

6.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

6.3 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. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President.

6.4 On the premature resignation of the President, a temporary President must be appointed to act in his office until such time as the General Assembly elects a new President. The entire Committee shall not resign on the resignation of the President.

6.5 If one, two or three members of the Committee resign at any one time and then replacement shall be elected by the General Assembly with any reshuffling that may be necessary.

6.6 In case of any resignation, the Committee shall not leave the office vacant for more than three weeks, assuming the resignation does not take place within two months of the end of the elected term of office.

6.7 On the resignation of three of the Committee members, the Committee members that remain must call for an emergency general meeting, dissolve the Committee and call for new election

## **Article 7: Meetings**

7.1 Meetings must be held at least once a month, unless events are being organised.

7.2 Additional meetings can be held if the Committee deem them necessary.

7.3 The Committee must send out emails to all members at least a one day before the meeting specifying the date and the purpose of the meeting, while sending out general notice of the meeting three days in advance.

7.4 An emergency meeting can be called only if the Committee deem it necessary. Emergency meetings shall only discuss the matter for which the meeting was called. It shall not be able to transact any financial business or amend the constitution.

7.5 General meetings may be considered acceptable if one-third ( $1/3$ ) of all committee members are present, except at meetings intended for elections or amendments to the constitutions, where two third ( $2/3$ ) is required.

7.6 If a meeting is not acceptable, the Committee shall establish a date for another meeting within seven working days of the first.

7.7 Minutes should be taken for every meeting and be kept in record.

7.8 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant). The date and time of both shall be notified to the University and advertised by public notice within the University.

7.9 Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.

7.10 At a meeting, a member may propose a resolution relating to the business of the club / 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.

**7.11** 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).

**7.12** No resolution may contravene Maynooth University policy or Capitation Committee policy.

**7.13** Annual General Meeting (AGM):

- It is a meeting exclusively for the current members of the ISOC; it is the highest authority in it, which is responsible for defining policies, aims and strategies of the society under the supervision of the University.
- It is held once a year, during the spring no later than in the final month of the Academic year where the main committee members will be elected (where possible) at this meeting.
- It marks the end of the current committee's time.
- All members should be notified by the time and venue of the AGM at least 3 working days before it takes place.
- Only Maynooth University students/staff allowed to attend the ISOC AGM.
- The AGM involves the following:
  - Review the committee's annual report from the outgoing Governing Executive Committee and the financial report for the past year (which should include a Treasurer's report on the finances of the club / society).
  - Review and amend the constitution after consulting the University.
  - Set a date for the elections to be conducted and represent the candidates.
  - A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership.

**7.14** An Extra-ordinary General Meeting (EGM) shall be convened if:

- 10% of the ordinary membership of the club / society request such a meeting in writing or a petition submitted to the Committee.
- A quorum of the Governing Executive Committee requests such a meeting in writing.
- A vacancy on the current committee occurs and there is a need to elect a replacement.
- There is a need to consider a proposal to amend this constitution or any other governing instrument of the Society;
- There is a need to address any other circumstance not provided for in this constitution.

## **Article 8: Elections**

8.1 The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).

8.2 The President shall act as returning officer for the elections. Where the President intends to be a candidate in any election, a returning officer who is not a candidate in any election shall be appointed by the committee.

8.3 All members of the Society shall be eligible for election to the committee.

8.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the Society at the A.G.M.

8.5 All members of the Society shall be entitled to vote in the election of the committee.

8.6 The election of members of the committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

## **Article 9: General/Miscellaneous Provisions**

9.1 Anyone who desires to talk on the Friday prayers shall seek prior approval from the President or Vice Brother in relation to timing, content and approval as early as possible.

9.2 The Committee shall have the right to make announcements at all times without prior notice, ensuring the permission of the President.

9.3 The Society is registered and affiliated with the Maynooth University.

9.4 The ISOC shall affiliate to The Federation of Student Islamic Societies (FOSIS) and participate in the activities that it holds.

9.4.1 The ISOC recognises that FOSIS acts to link the Islamic Societies and thus should not be seen as a separate entity.

9.4.2 The ISOC should always work to help improve FOSIS.

9.5 The ISOC shall remain independent of any school of thought, sect or party, political or religious, but may work closely with any other organisation that promote the well-being of Muslim students and share its aims.

9.6 The Society shall not affiliate with any other organisation without the approval of the Committee.

9.7 The society may partner with a charity every year.

9.8 The Committee may accept contributions from any source, consistent with the mission and aims of the Society.

9.9 There shall be an Honorary President of the Club / Society who shall be a staff member in compliance with the regulations set down by the Capitation committee.

9.10 The membership fee for the club / society shall be in compliance with the conditions set down by the Capitation Committee.

9.11 Each member of the club / society shall be entitled to receive a copy of this Constitution, on demand, free of charge.

9.12 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.

## **Article 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. The committee must also obtain the University's approval on the changes.

10.3 The University reserves the right to implement changes to the constitution. Those changes will come into enforce immediately.

10.4 The committee can implement changes to the constitution only once for each elected committee. Those changes will come into enforce in the next society cycle.

## **Article 11: Discipline**

11.1 In joining the club / 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.

11.2 The Committee may propose and take disciplinary procedure against any member who acts in contravention to the aims of the society, in particular the constitution. Written warnings will be given beforehand. If the issue is not resolved then this may result in expulsion from the society.

11.3 Disciplinary procedure against any Committee member may result in compulsory resignation from the Committee and expulsion from the society and re-designation of the role.

11.4 Disciplinary actions may not be taken unless the charges are adequately proven, and the accused has the right of a fair hearing and appeal before the Committee.

11.5 Disciplinary actions would be taken as seen appropriate by the University in the following cases:

- Members found to be affiliated to political organisations.
- Those causing disruption to the smooth running of the affairs of the society.
- Those found to be propagating ideas or notions that are deemed offensive to the Islamic mainstream.
- Those found to be propagating ideas or notions that are deemed offensive to other religions or party.

## **Article 12: Finance**

12.1 The finances of the Society shall be managed by the President and Treasurer of the Society.

12.2 Acceptance of any donations and other contributions must have the approval of the Executive Committee, and the society shall not enter into political dealings whatsoever in this respect.

12.3 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.