



Maynooth University Rugby Club Constitution

Academic year 2026 2027

Adopted 14 September 2026

This constitution governs the student rugby club recognised by Maynooth University Clubs and Societies. It should be read with current University policies, MU Life guidance and the rules of the relevant rugby governing bodies.

Constitution overview

This constitution defines the Club's purpose, membership, governance, financial controls, conduct standards and decision-making procedures. The Club exists to provide safe, inclusive and development-focused rugby for Maynooth University students while supporting competitive performance, student leadership and a positive university experience.

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1 Name status and authority

- 1.1** The name of the Club shall be Maynooth University Rugby Club, referred to in this constitution as the Club.
- 1.2** The Club is a student club recognised by Maynooth University through the Clubs and Societies Committee. Recognition is subject to annual registration and compliance with University requirements.
- 1.3** The Club is student-led. Its committee acts on behalf of its members and remains accountable to the membership and the Clubs and Societies Committee.
- 1.4** If this constitution conflicts with Maynooth University policy, MU Life guidance or a binding decision of the Clubs and Societies Committee, the University requirement shall take precedence.
- 1.5** The Club may cooperate with external rugby clubs, educational partners and governing bodies. No partnership may remove the Club's student governance, University identity or accountability.

2 Aims and objectives

- 2.1** The Club shall increase participation in rugby and provide meaningful opportunities for beginners, social players and performance-focused players.
- 2.2** The Club shall provide an inclusive programme for women and men and shall work to remove barriers to participation, selection, volunteering and leadership.
- 2.3** The Club shall deliver rugby in a safe, welcoming and appropriately supervised environment, with player welfare taking priority over results.
- 2.4** The Club shall support the sporting, academic and personal development of student-athletes and recognise the demands of balancing study, training, employment and wellbeing.
- 2.5** The Club shall develop coaches, referees, analysts, team managers, volunteers and student leaders, and provide practical opportunities to learn through rugby.
- 2.6** The Club shall represent Maynooth University positively in competition and seek sustainable competitive excellence at university, provincial and national level.
- 2.7** The Club shall build constructive relationships across the University, the wider rugby community and approved partner organisations.
- 2.8** The Club shall promote enjoyment, connection and belonging while maintaining clear standards of preparation, effort and respect.

3 Values and standards

- 3.1** The Club's work shall be guided by inclusion, respect, integrity, teamwork, determination, enjoyment and the pursuit of excellence.
- 3.2** Members and officers shall treat teammates, opponents, officials, coaches, staff, volunteers and supporters with dignity. Discrimination, harassment, bullying, hazing, intimidation and retaliation are not acceptable.

- 3.3 Selection and participation decisions shall be made fairly, based on relevant rugby, welfare, attendance and conduct considerations. The Club does not guarantee selection, playing time, funding or representative honours to any member.
- 3.4 The committee shall communicate expectations clearly, listen to member views and record material decisions. Confidential information shall be handled appropriately.

4 Membership

- 4.1 Full membership shall be open to all registered students of Maynooth University and any other student groups recognised as eligible under current Clubs and Societies Committee rules, on payment of the approved membership fee where applicable.
- 4.2 Full members may attend and speak at general meetings, vote, seek election to the committee and participate in Club activities subject to eligibility, safety, capacity and selection requirements.
- 4.3 Staff, alumni and other supporters may be recognised as associate members where permitted by the Clubs and Societies Committee. Associate members may attend and speak at general meetings but may not vote or hold elected student office unless University rules expressly permit it.
- 4.4 Membership does not override competition eligibility rules. Eligibility to represent the University shall be determined by the relevant competition organiser or national governing body.
- 4.5 Every member is bound by this constitution, the Club code of conduct, Maynooth University policies, MU Life guidance and the applicable rules of rugby.
- 4.6 A member may resign by notifying the Secretary. Fees already paid are refundable only where required by University policy or approved by the committee on fair and consistent grounds.

5 Affiliation eligibility and competition

- 5.1 The Club may affiliate to Student Sport Ireland, the Irish Universities Rugby Union, the Irish Rugby Football Union, relevant provincial bodies and other approved organisations where this supports the Club's objectives.
- 5.2 Teams shall compete under the laws, regulations, eligibility rules and disciplinary procedures applicable to each competition.
- 5.3 The committee shall ensure that player registrations, transfers, insurance requirements and competition entries are completed accurately and on time.
- 5.4 The use of the Maynooth University name, crest, kit and other brand assets shall comply with University brand and approval requirements.

6 Governing Executive Committee

- 6.1 The Governing Executive Committee, referred to as the committee, shall be elected annually by the full membership and shall direct the Club between general meetings.

- 6.2** The committee shall normally include the Chairperson, Vice Chairperson, Secretary, Treasurer and Public Relations Officer. It should also appoint or elect roles appropriate to the programme, which may include Club Captain, Women's Captain, Men's Captain, Welfare Officer, Equipment Officer, Events Officer and ordinary committee members.
- 6.3** Only roles required by current Clubs and Societies Committee rules are mandatory. The committee may combine or create additional roles where responsibilities remain clear and conflicts are managed.
- 6.4** The committee shall approve an annual plan covering participation, team activity, welfare, finance, events, communications and handover. It shall monitor delivery and report to members at the AGM.
- 6.5** Committee decisions should be reached by informed discussion and consensus where possible. Where a vote is required, a simple majority shall decide, subject to any higher threshold in this constitution.
- 6.6** A committee meeting quorum shall be two-thirds of filled committee positions. The Chairperson has an ordinary vote and a casting vote where votes are tied.
- 6.7** The term of office runs from 1 July to 30 June. An officer may not hold the same elected office for more than two successive terms unless the Clubs and Societies Committee permits an exception.
- 6.8** The committee may establish subcommittees or working groups. Each must have a defined purpose, a named committee lead and clear reporting arrangements; delegated work remains accountable to the committee.
- 6.9** The Rugby Development Officer and other approved University or programme staff may attend committee meetings in an advisory, non-voting capacity unless they are independently eligible and elected under University rules.

7 Officer responsibilities

Role	Core responsibility
Chairperson	Leads the committee, chairs meetings, supports collective accountability and acts as the principal student representative of the Club.
Vice Chairperson	Supports the Chairperson, coordinates agreed projects and assumes the Chairperson's duties when required.
Secretary	Maintains notices, agendas, minutes, membership and governance records; manages official correspondence and annual registration requirements.

Role	Core responsibility
Treasurer	Prepares budgets, maintains complete income and expenditure records, supports authorised payments and reports the Club's financial position.
Public Relations Officer	Coordinates approved communications, promotion and media; protects member privacy and the University's reputation and brand.
Captains and team representatives	Represent player views, support standards and communication, and contribute to a positive and inclusive team environment.
Welfare Officer	Promotes welfare awareness, signposts support and helps the committee follow reporting and safeguarding procedures without acting beyond their competence.
Equipment Officer	Maintains an inventory, controls issue and return, reports loss or damage and supports safe storage and replacement planning.

- 7.1 Every officer shall act in the Club's interests, disclose actual or potential conflicts of interest, protect records entrusted to them and complete a timely handover at the end of office.
- 7.2 No single officer may commit the Club to material expenditure, contracts, external statements or partnerships without the authority required by the committee and University procedures.

8 Elections vacancies and removal

- 8.1 Committee members shall be elected at the AGM or, where necessary, an EGM. Elections should take place before the end of semester two and in accordance with current Clubs and Societies Committee rules.
- 8.2 A candidate must be a full member and receive two nominations from current full members. Nominations, candidate consent and any election statement shall be received by the Secretary before the published deadline.
- 8.3 Where more than one candidate contests a position, voting shall be by secret ballot. The candidate receiving the greatest number of valid votes is elected. A tie shall be resolved by a fresh ballot between tied candidates.
- 8.4 The committee may temporarily co-opt an eligible full member to fill a vacancy until an election is held. A by-election shall be arranged at the next suitable general meeting where the vacancy materially affects governance.
- 8.5 An officer may resign by written notice to the Secretary or Chairperson. Responsibilities shall be reassigned promptly and Club records, funds, access credentials and property returned.

- 8.6 A proposal to remove an officer requires written notice signed by at least 10% of full members, or a request supported by two-thirds of the committee, received at least four working days before a quorate general meeting.
- 8.7 The officer concerned must receive the allegations and meeting details, have a fair opportunity to respond and may be accompanied in accordance with University procedures. Removal requires a simple majority of full members voting at the meeting, unless University rules require otherwise.

9 Meetings and voting

- 9.1 The Club shall hold an AGM each academic year, normally no later than the final month of the academic year.
- 9.2 The AGM shall receive the Chairperson's report, Treasurer's report, team and activity reports, elect the incoming committee, consider properly notified motions and confirm handover actions.
- 9.3 The quorum for a general meeting shall be three committee members and 10% of full membership. Only full members may vote.
- 9.4 An EGM shall be convened when requested in writing by 10% of full members, by a quorate committee, or when an election is required to fill a material vacancy.
- 9.5 Members shall receive at least five working days' notice of a general meeting, including the date, time, location or access details, purpose and motions to be considered.
- 9.6 Except where a secret ballot is required or demanded by five full members, voting may be by show of hands or an approved secure electronic method. Proxy voting is not permitted unless University rules expressly allow it.
- 9.7 Minutes shall record attendance, declarations of interest, decisions, vote outcomes and actions. Approved minutes shall be retained as Club records and made available to members subject to privacy requirements.
- 9.8 No meeting may pass a resolution that conflicts with Maynooth University policy or Clubs and Societies Committee requirements.

10 Finance property and sponsorship

- 10.1 All money received for the Club shall be handled through University-approved accounts and processes. No officer or member may operate an unauthorised account in the Club's name.
- 10.2 The Treasurer shall prepare an annual budget for committee approval, maintain accurate records and provide reports requested by the committee, members or the University.
- 10.3 Expenditure must further the Club's aims, remain within available funds and receive the approvals required by University procedure. Officers shall not authorise payments to themselves without independent approval.
- 10.4 The Club shall retain receipts, invoices, approvals and funding records for the period required by University policy. Restricted grants and sponsorship shall be used only for their approved purpose.

- 10.5** Fundraising and sponsorship must receive appropriate approval. Agreements shall protect the University's name and values and shall not give a sponsor control over team selection, member discipline or constitutional decisions.
- 10.6** Equipment and other assets bought or received for Club use belong to the Club or University as determined by the relevant funding and ownership rules, not to individual members. An inventory shall be reviewed at least annually.
- 10.7** Members may be held responsible for deliberate or reckless loss or damage in accordance with fair procedure and University policy.

11 Safety safeguarding and welfare

- 11.1** The Club shall plan and deliver activities with appropriate risk assessment, supervision, facilities, equipment, emergency arrangements and competent coaching.
- 11.2** Training and match participation shall follow the laws of rugby, governing-body safety guidance and relevant medical protocols, including current concussion recognition and return-to-play requirements.
- 11.3** A player must disclose relevant information necessary for safe participation to the appropriate qualified person and must not train or play when medically restricted. Health information shall be handled confidentially.
- 11.4** The Club shall follow Maynooth University safeguarding, dignity, equality, anti-bullying, alcohol and substance-use policies and any applicable governing-body requirements.
- 11.5** Where activity involves persons under 18 or adults at risk, the committee shall ensure that required safeguarding appointments, vetting, consent, supervision and reporting arrangements are in place before participation.
- 11.6** Concerns about immediate safety shall be escalated without delay to emergency services or the appropriate University or governing-body contact. Club officers shall not investigate matters reserved for qualified or authorised bodies.
- 11.7** Travel and social events shall be planned responsibly. Members must follow transport, accommodation, alcohol, conduct and supervision requirements communicated for the activity.

12 Conduct discipline and complaints

- 12.1** Members represent the Club and University when participating in Club activity, travelling, wearing Club kit or using official communication channels. They must behave lawfully, safely and respectfully.
- 12.2** A concern or complaint should normally be submitted to the Secretary, Chairperson or Welfare Officer. If any of those persons is involved, it shall be directed to an uninvolved officer or the Clubs and Societies Committee.
- 12.3** The Club may take proportionate interim action where necessary to protect safety, welfare, evidence or the integrity of an event. Interim action is precautionary and is not a disciplinary finding.

- 12.4** Minor concerns may be resolved informally where appropriate and agreed. Serious or repeated alleged breaches shall be handled under the applicable University or governing-body procedure, with notice, an opportunity to respond, impartial decision-making and a written outcome.
- 12.5** Possible Club measures include advice, apology, conditions on participation, temporary suspension from specified Club activity or recommendation that membership be revoked. The committee shall refer matters outside its authority to the proper University or governing body.
- 12.6** Competition misconduct remains subject to the disciplinary jurisdiction of the relevant organiser or governing body and may also be considered under University procedures.
- 12.7** No person shall suffer retaliation for raising a genuine concern, supporting another person or participating in a fair process.

13 Data communications and representation

- 13.1** The Club shall collect only the personal information reasonably required for membership, safety, eligibility, communication and administration, and shall use approved systems wherever available.
- 13.2** Access to membership lists, medical information, photographs, video and contact details shall be limited and handled in line with University data-protection requirements and valid consent or another lawful basis.
- 13.3** Official accounts, mailing lists, shared drives and passwords are Club assets. Access shall be role-based, reviewed at handover and removed promptly when no longer required.
- 13.4** Only authorised persons may make statements on behalf of the Club. Members expressing personal views must not imply that they speak for the Club or University.
- 13.5** Photography, match footage and performance analysis shall be captured, stored and shared only for legitimate Club purposes and in accordance with consent, competition and University requirements.

14 Amendments interpretation and dissolution

- 14.1** A proposed amendment must be submitted to the Clubs and Societies Committee for approval before notice is issued to members.
- 14.2** Members shall receive at least four working days' notice of the approved proposal and the meeting at which it will be considered. Adoption requires a two-thirds majority of full members present and entitled to vote at a quorate meeting.
- 14.3** The committee may correct typographical errors or update references to renamed University offices with the approval of the Clubs and Societies Committee, provided the substance of members' rights and responsibilities does not change.
- 14.4** Questions of interpretation shall be decided initially by the Chairperson in consultation with the Secretary and committee. A member may refer the matter to the Clubs and Societies Committee, whose decision is final within University club governance.

- 14.5** The Club may be dissolved only by a two-thirds majority at a quorate general meeting convened for that purpose and with the approval of the Clubs and Societies Committee.
- 14.6** On dissolution, outstanding liabilities shall be settled through approved University processes. Remaining money, records and property shall transfer to Maynooth University or be otherwise dealt with as directed by the Clubs and Societies Committee; they shall not be distributed to members.

15 Adoption and signatures

- 15.1** This constitution was adopted for the 2026 2027 academic year on 14 September 2026 and takes effect subject to approval by the Maynooth University Clubs and Societies Committee.
- 15.2** The committee shall make the approved constitution available to members and review it annually during handover.

Club official Tom McKeown

Role Rugby Development Officer

Signature _____

Date 14 September 2026