

Maynooth University Canoe and Kayak Club Constitution

1. Name of Club:

1. The name of the club shall be the Maynooth University Canoe and Kayak (MUCK).

2. Aims and Objectives:

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

- 2.1 Teaching new members the basics of kayaking in a safe and comprehensive manner
- 2.2 Facilitating the growth of kayakers with previous experience in all aspects of the sport.
- 2.3 Competition in the yearly Intersarsity events.

3. Members:

1. Membership of the society shall be open to all students, staff and graduates of the college.
2. Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
3. The club recognises the importance that graduates and former students of Maynooth University can play in the development of a club. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the club.
4. To this end the Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.
 - i. Graduate Membership shall be open to former members of the club who are no longer students of Maynooth University. It shall not 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 club. 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 club. 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 governing committee.
 - iv. Associate Members shall be entitled to attend all general meetings of the club and shall have full voting rights.

- 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 club.
- vi. The rights of an Associate Member shall not exceed those of an ordinary member of the club.

5. All members shall be bound by this constitution.

4. Governing Executive Committee

1. The Club shall have a Governing Executive Committee (The Committee).
2. The Committee shall run the club on behalf of its members and in accordance with the aims and objectives.

3. Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.

4. A quorum shall be 2/3s of committee members.

5. The Committee shall consist of:

- I. President
- II. Vice-president
- III. Secretary
- IV. Safety Officer
- V. Treasurer
- VI. Developments Officer
- VII. Public Relations Officer
- VIII. Equipment Officer
- IX. 1st Year Liaison Officer
- X. Competition Liaison Officer

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

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

5. Election of the Governing Executive Committee

- 1. The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).
- 2. To seek election to the committee, each candidate must have 2 nominations by current members of the club / society.

6. Duties of Governing Executive Committee

1. The **President** shall be the chief officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club.
2. The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club. In the event of a tied vote on any matter she/he shall have the casting vote.

1. The **Vice-President** shall assist the President in all their duties.
2. The Vice-President shall assume the duties of the President (unless otherwise

directed by a general meeting of the club) in the event that the President is absent or is unable to perform their duties.

3. The Vice-President shall be the chief officer of any competitions the club may be involved in

1. The **Secretary's** function shall be to deal with all correspondence and records of the club.
2. The Secretary 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.
3. The Secretary may keep a record of authorisation of expenditure.
4. The Secretary shall give notice to all members of the club meetings, events
5. and functions.
6. The Secretary shall assist the Public Relations Officer to organise fund raising
7. events and sponsorship where necessary.

1. The **Treasurer's** function shall be to administer the funds of the club and to maintain accounts and budgets.
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.
3. The Treasurer shall keep full records of income and expenditure of the club. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
4. The Treasurer shall sign all cheques and withdrawals forms from the Club bank account.

5. Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the club on consultation with the Capitation Committee

1. The **Equipment Officer** shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Capitation Committee.
2. The Equipment Officer shall maintain a record of all fixed and current assets belonging to the club and will report an inventory list to the committee at the start and end of the academic year.

1. The **Public Relations Officer** shall be responsible for the advertising of all functions of the club through the internet.
2. The Public Relations Officer shall deal with external correspondence and maintain records of the contribution outside bodies have had for the club and to give notice to all members of these contributions.
3. The external correspondence Public Relations Officer shall be responsible for the advertising of all functions of the club through all other means possible, electronic and on paper.

1. The **Safety Officer** is responsible for the safety of all members of the club during all club proceedings, including trainings, river trips, trips away, club events etc.
2. The Safety Officer must undertake a safety training course, paid for by the club, that must be completed before the end of October.
3. The Safety Officer must organise safety crews for all river trips and trips away and oversee the list of members attending the trips to make sure that all attending are up to the appropriate standards needed.

1. The **Developments Officer** must oversee the development of all skills of all club members.
2. The Developments Officer must co-ordinate all trainings and skills assessments for all club members during the college year.

1. The **1st Year Liaison Officer** must work for a smooth integration of all new members to the club.

2. They must communicate with all other members of the committee and bring up any problems that they may notice, or that have been brought to their attention by other members of the club.
3. They must work alongside the committee and give necessary help to other members of the committee when needed.

1. **The Competition Liaison Officer**

2. A person with whom the committee can commune when in the process of organizing competitions, namely varsities, as the hosting university. The head of the varsities committee, this person can keep the committee up to date on the progress of inter-varsities as it is planned

7. Dismissal and Resignation of Committee Members

3. 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 or 2/3 of the Committee of the club is received 4 working days prior to a general meeting at which such a resolution shall be debated.

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

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

5. 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

1. There shall be an Annual General Meeting (AGM) held each year.
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).
5. Elections for the offices of the Governing Executive Committee shall take place at this meeting.

6. A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership
7. 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 club).
8. An Extra-ordinary General Meeting (EGM) shall be convened if:
 - i) 10% of the ordinary membership of the club 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.
9. Elections for the offices of the Governing Executive Committee shall take place at
10. the AGM or EGM (where relevant).
11. Notice of all meetings shall be given to the membership at least 5 days prior to the
12. date of the meeting.
13. At a meeting, a member may propose a resolution relating to the business of the
14. club. 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.
15. 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).
16. No resolution may contravene Maynooth University policy or Capitation Committee policy.

9. General

1. There may be an Honorary President of the Club who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
2. The membership fee for the club shall be in compliance with the conditions set down by the Capitation Committee

3. Each member of the club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
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.
5. In joining the club, members agree to be bound by the rules and regulations of the club 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

17. 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
18. 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.
19. The Committee has the power to amend the Constitution when it deems it necessary, with the condition that it will immediately alert the membership and any 5 members may call for an EGM to discuss the amendments.