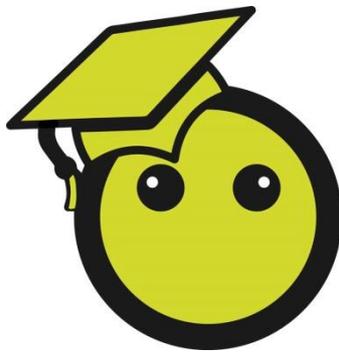




Maynooth University



Rovers Club

Constitution

Adopted on 15th October 2014

1. Name of Club:

1. The name of the club society shall be the Rovers Club (hereafter “the club”).

2. Aims and Objectives:

- 2.1 The club adopts the framework of the Scouting Ireland Rover Scout programme in carrying out its activities, and pursuant to article 9.4 below, shall be affiliated to Scouting Ireland for this purpose.
- 2.2 The club aims to encourage the physical, intellectual, character, emotional, social, and spiritual development of young people so that they may achieve their full potential and, as responsible citizens, improve society.
- 2.3 The club achieves its aim through a system of progressive self-education, known as the Scout Method, the elements of which include committing to a set of values; learning by doing; working in small groups; self governance; voluntary membership; providing attractive, constructive, challenging activities; working in the outdoors; giving opportunities for personal exploration; and recognising achievement.
- 2.4 Recognising that nature is an excellent learning tool, the club engages primarily in adventurous activities in the out of doors.
- 2.5 Further recognising that it can provide a varied, healthy and exciting social space for students, the club will ensure that it does not confine its activities to the out of doors.
- 2.6 Understanding that it can make a beneficial contribution to the community, the club endeavours to seek opportunities to actively engage in service to others.

3. Members:

- 3.1 Membership of the club shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by completing the procedure as laid down by the Executive Committee (hereafter “the executive”) at the beginning of the academic year.
- 3.3 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
- 3.4 To this end the executive of the club shall be empowered to create a class of “Associate Member” of the club.
 - i) Associate 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 executive, 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's executive.
- iv) Associate Members shall be entitled to attend all general meetings of the club. Voting rights of associate members at general meetings shall be determined by the executive and may be altered by a majority vote at a general meeting of the club.
- v) Other rights of Associate Members shall be determined by the executive 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.

3.5 All members shall be bound by this constitution.

4. The Executive Committee

4.1 The club shall have an executive.

4.2 The executive shall run the club 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 executive (where possible), executive decisions shall be decided by majority voting.

4.4 A quorum shall be 2/3s of executive members.

4.5 The executive shall consist of :

- i) Crew Leader
- ii) Events Officer
- iii) Secretary
- iv) Treasurer
- v) Equipment and Safety Officer
- vi) Public Relations Officer
- vii) 1st Year Representative

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

4.7 The term of office shall normally begin on the 1st of July ahead of the upcoming academic year.

4.8 A person shall not hold the same office for more than 2 successive or non-successive years.

4.9 The composition of the executive should seek to be, where possible, representative of all members; taking into account age, gender and diversity.

5. Election of the Executive

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

6. Duties of Governing Executive Committee

- 6.1.1 The Crew Leader shall be the chief officer of the club whose functions include chairing all meetings of the executive and officiating at meetings of the club.
- 6.1.2 The Chair of any meeting shall have an ordinary vote at executive meetings and meetings of the club. In the event of a tied vote on any matter she / he shall have the casting vote.
- 6.1.3 The Crew Leader shall represent the club to external associated or affiliated bodies.
- 6.1.4 Recognising the important contribution that first year students can make to the club, the Crew Leader shall ensure that adequate leadership and development opportunities are made available to first year students.

- 6.2.1 The Events Officer shall be the coordinator of organising all activities, that is to say all aspects regarding accommodation, transport and the booking of specific activities.
- 6.2.2 The Events Officer is responsible for all the external communication of the club when it come to the planning of events.
- 6.2.3 The Events Officer may recruit the help of the rest of the executive where necessary.

- 6.3.1 The Secretary's function shall be to deal with all the internal correspondence and records of the club.
- 6.3.2 The Secretary keeps minutes of all executive meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the club when requested by the executive.
- 6.3.3 The Secretary may keep a record of authorisation of expenditure.
- 6.3.4 The Secretary shall give notice to all members of the club's meetings, events and functions.
- 6.3.5 The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

- 6.4.1 The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.

- 6.4.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the executive in compliance with the regulations set down by the Capitation Committee.
- 6.4.3 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.
- 6.4.4 The Treasurer shall sign all cheques and withdrawals forms from the club's bank account.
- 6.4.5 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
- 6.4.6 The Treasurer shall give a monthly report of the accounts, incomings and outgoings to the executive at executive meetings.

- 6.5.1 The Equipment and Safety Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Capitation Committee.
- 6.5.2 The Equipment and Safety Officer shall maintain a record of all fixed and current assets belonging to the club and will report an inventory list to the executive at the start and end of the academic year.
- 6.5.3 The Equipment and Safety Officer shall be responsible for liaising with Scouting Ireland and it's Scout Groups in the event that the executive agree to the borrowing of equipment from Scouting Ireland or its Groups.
- 6.5.4 The Equipment and Safety Officer shall be responsible for the safe keeping, maintenance, repair and replacement of all borrowed equipment when necessary.
- 6.5.5 The Equipment and Safety Officer shall be responsible for ensuring that every event on or off campus reaches the necessary safety standards, and will liaise with the appropriate authorities. This will involve, but will not be limited to, ensuring that all member of the executive have a minimum level of first-aid training.

- 6.6.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.
- 6.6.2 Notwithstanding article 6.1.3, 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 and to give notice to all members of these contributions.
- 6.6.3 The Public Relations Officer shall be the coordinator and responsible executive member of the 'Promo Team'.
- 6.6.4 The 'Promo Team' shall consist of members of the club what are interested in assisting in the promotion of the club.

7. Dismissal and Resignation of Executive Members

- 7.1 No member of the executive 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 is received 4 working days prior to a general meeting at which time such a resolution shall be debated.
 - ii) 2/3s of the executive may also call a meeting to debate the dismissal of another executive member.
- 7.2** A resolution to dismiss an executive member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 7.3** An executive member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the executive as a whole. The responsibilities of that person shall be delegated to other executive members(s) until a by-election can be 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 executive members will be elected (where possible).
- 8.3** Elections for the offices of the executive shall take place at this meeting.
- 8.4** A quorum of the meeting shall be 3 executive members and 10% of the ordinary membership
- 8.5** The business of the AGM shall include elections of the executive as well as annual reports from the outgoing executive (which should include a Treasurer's report on the finances of the club and a report from the Equipment and Safety Officer on the treatment of the equipment of the club and any equipment borrowed).
- 8.6** 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 executive requests such a meeting in writing.
 - iii) A vacancy on the current executive occurs and there is a need to elect a replacement.
- 8.7** Elections for the offices of the executive 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 club. The resolution shall be voted on by a show of hands and a declaration of the Crew Leader 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 Crew Leader'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 executive as “tellers” to count the votes. The result will be announced by the Crew Leader or the Deputy Crew Leader (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 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 shall be in compliance with the conditions set down by the Capitation Committee
- 9.3** Each member of the club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4** The club shall endeavour to comply with all rules, policies and procedures of any external associated or affiliated bodies, recognising that the rules, regulations, policies and procedures of the Capitation Committee and Maynooth University shall take precedence.
- 9.5** 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.
- 9.6** 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 executive. Members violating these rules and regulations shall be answerable to the executive and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the executive. In the event that the executive cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and it's 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.