

# **National University of Ireland, Maynooth Club Constitution**

## **1. Name of Society/Club:**

**1.The name of the club shall be MSU Trampoline Club.**

### **Aims and Objectives**

**To promote and improve the sport of trampolining both within the University and the EU.**

**To provide a welcoming environment for students in which they can use the sport as an outlet for any stresses or strains of college life.**

**To provide a safe environment in which the sport of trampolining can be practiced.**

**To provide a welcoming space for students to socialise in.**

### **1. Members**

1.1 Membership of the club shall be open to all students, staff and graduates of the college.

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

1.3 The Club recognises the importance that graduates and former students of NUIM can play in the development of a club. It shall therefore endeavour to maintain contact with such former members who wish to retain their connection with the club.

1.4 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 members of MSU (and its associate colleges). It shall not be a requirement of associate membership that such members should hold a degree or any other academic award given by an

associate college of MSU.

- ii) Non-MSU members must take full responsibility for all insurance and/or any injury that may occur.
- iii) The Committee may award Associate Membership to anyone they see fit regardless of their relationship to MSU.
- iv) 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 member fee shall not be less than the ordinary membership fee.
- v) Associate Members shall be ineligible for election to the club's governing committee.
- vi) Associate Members shall be entitled to attend all general meetings of the Club and have a vote.
- vii) 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.
- viii) The rights of an Associate Member shall not exceed those of an ordinary member of the club.

1.5 All members shall be bound by this constitution.

## 2. **Governing Executive Committee**

2.1 The Club shall have a Governing Executive Committee (The Committee).

2.2 The Committee shall run the club on behalf of its members and in accordance with the aims and objectives stated above.

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

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

2.5 The committee shall consist of:

- i) Captain
- ii) Secretary
- iii) Treasurer
- iv) Public Relations Officer
- v) 1<sup>st</sup> Year Representative
- vi) Entertainments Officer
- vii) Health and Safety Officer
- viii) Ordinary Committee Member (Optional)

2.6 The Term of Office of these elected officers shall be one academic year beginning on July 1<sup>st</sup> unless other agreements have been made due to a particular committee member being unable to fulfil their position at that time.

2.7 A person shall not hold the same office more than two successive years.

### **3. Election of Governing Executive Committee**

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

3.2 To seek election to the committee, each candidate must have two nominations by current members of the club.

3.3 If the majority of the members present at the AGM/EGM are in agreement, members may run for a (insert word here) Ex Committee in abstention, provided they plead their case.

### **4. Duties of Governing Executive Committee**

4.1.1 The Captain shall be chief officer of the club whose functions include chairing the meetings of the committee and officiating at meetings of the club.

4.1.2 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.

4.1.3 The Captain will be in charge of all coaches in the club and will have final say in any coaching queries.

4.1.4 The Captain will be in charge of checking and maintaining equipment to keep it in working order

4.2.1 The Secretary shall assist the Captain on all their duties.

4.2.2 The Secretary shall assume the duties of the Captain (unless otherwise directed by a general meeting of the club) in the event the President is absent or is unable to perform their duties.

4.3.1 The Secretary's function shall be to deal with all correspondence and records of the club.

4.3.2 The Secretary shall keep minutes of all committee meetings, of all general meetings of all Annual General Meetings or any other meetings relating to the business of the club when requested by the committee.

4.3.3 The Secretary may keep a record of authorisation of expenditure.

4.3.4 The Secretary shall assist the Public Relations Officer to organise fundraising events and sponsorship where necessary.

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

4.4.2 The Treasurer shall be responsible for maintenance of accounts, subject to the decisions of the committee, compliant with the regulations set down by the Capitation Committee.

4.4.3 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

4.4.4 The Treasurer shall sign all cheques and withdrawals from the Club's bank account.

4.4.5 Where the Treasurer is decreed as unavailable, another designated

person may sign cheques and withdrawal from for the club on consultation with the Capitation Committee.

4.5.1 The Public Relations Officer along with the Secretary shall be responsible for the advertising of all functions of the club through all means possible.

4.5.2 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.

4.6.1 The Health and Safety Officer will be responsible for overseeing and dealing with any minor and serious injuries and safety issues encountered while practicing the sport.

4.6.2 The Health and Safety Officer will deem whether or not a member is fit to train or compete.

4.7.1 The Entertainments Office will be responsible for organising and planning any social and/or celebratory events held for the members of the club throughout the year.

4.8.1 The First Year Representative will be responsible for listening to any concerns or queries of the first year club members, and bringing them to the Committee's attention.

4.9.1 The Ordinary Committee Member shall be an extra set of hands, that if the work load is too heavy for one committee member, will be asked to help by taking some of their work.

## **5. Dismissal and Resignation of Committee**

5.1 No member of the committee shall be dismissed from the office unless:

- i) Written notice of resolution to seek such a dismissal, signed by 10% of the members of the club is received four 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.

5.2 A resolution of a committee member shall be passed by a simple majority voting at the relevant Governing Executive Committee meeting.

5.3 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 member shall be delegated to other committee members(s) until a by-election can be held to re-elect a new person to the position.

## **6. Meetings**

6.1 There shall be an Annual General Meeting (AGM) held each year.

6.2 The meeting shall be held no later than in the final month of the Academic year where the main committee members shall be elected (where possible).

6.3 Elections for the offices of the Governing Executive Committee shall take place at this meeting.

6.4 The quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership.

6.5 The business of the AGM shall include the elections of relevant Governing Executive Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report of the club.)

6.6 An Extra-Ordinary General Meeting (EGM) shall be convened if:

- i) 10% of the ordinary membership of the club requests 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 need to elect a replacement.

6.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant.)

6.8 Notice of all meetings shall be given to the membership at least five working

days prior to the date of the meeting.

6.9 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 Captain that the resolution is carried (unless a secret ballot is demanded by any five members) shall be conclusive evidence that the resolution has passed or failed.

6.10 In the event that the Captain'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 the 'tellers' to count the votes. The result will be announced by the Captain or the Secretary (where requested in the general meeting.)

6.11 No resolution may contravene Maynooth Student's Union policy or Capitation Committee policy.

## **7. General**

7.1 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.

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

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

7.4 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.

7.5 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 money 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 it's decision be final.

## **8. Amendments to the Constitution**

8.1 Notice of a proposal to seek an amendment to this Constitution shall be given to members at least three working days prior to the meeting at which such a proposal shall be considered.

8.2 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.