

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

1. The name of the club shall be the  
*Maynooth Univeristy Aikido Club*

### **2. Rights and Obligations**

1. Every member has the right to practice Aikido in a safe manner under the guidance of a qualified instructor.
2. Every member has the obligation to be willing to practice with any other member without regard for race, gender, creed or orientation.
3. Every member must pay due regard to the safety of their partner and people around them during the practice.
4. Every practising member has the obligation to follow any reasonable instruction given by the teacher while on the mat.
5. The instructor has the right to ask anyone to leave the mat if they are deemed to be practising in a way that is considered dangerous, aggressive or intimidating to others.

### **3. Aims and Objectives**

1. The aim of the Aikido club is to promote the practise of Aikido in a safe manner.

### **4. Members:**

1. Membership of the club 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 take part 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 Club Committee 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 Club 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's governing committee
  - 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 Club Committee 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 Club 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.

## **5. Club Committee**

- 1. The Club shall have a Committee.
- 2. The Committee shall run the club on behalf of its members and in accordance with this constitution.
- 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) Instructor
  - iii) Secretary
  - iv) Treasurer
  - v) 1<sup>st</sup> Year Liaison Officer

## **6. Election of the 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 be a practicing member of the Club.

## **7. Duties of the 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.
3. The Secretary's function shall be to deal with all correspondence and records of the club.
4. 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 when requested by the committee.
5. The Secretary may keep a record of authorisation of expenditure.
6. The Secretary shall give notice to all members of the club meetings, events and functions.
7. The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.
8. 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.
9. 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.
10. The Treasurer shall sign all cheques and withdrawals forms from the Club's bank account.
11. 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.

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

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 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.

2. A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
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 be held to re-elect a new person to the position.

## **6. 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). This meeting will in general take place on the mat after the class.
3. Elections for the offices of the Committee shall take place at this meeting.
4. A quorum of the meeting shall be 3 Club Committee members and 10% of the ordinary membership
5. The business of the AGM shall include elections of relevant Club Committee as well as annual reports from the outgoing Club Committee (which should include a Treasurer's report on the finances of the club).
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 Club Committee requests such a meeting in writing.
  - iii) A vacancy on the current committee occurs and there is a need to elect a replacement.
7. Elections for the offices of the Committee shall take place at the AGM or EGM (where relevant).
8. Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
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 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.
10. 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).
11. No resolution may contravene NUI Maynooth policy or Capitation Committee policy.

## **7. General**

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.
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 rules 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 Club 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.

## **8. Amendments to this Constitution**

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
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.