



# **Maynooth University**

## **Table Tennis**

### **Club**

### **Constitution**

**Date Passed: 09 / 10 / 2019**

**1. Name of Club:**

1. The name of the Club shall be the “Maynooth University Table Tennis Club”, hereafter referred as “the Club”.

**2. Aims and Objectives:**

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

- 2.1 **To facilitate the student body of Maynooth University with playing table tennis**
- 2.2 **To provide the means for all students to participate and develop their skills at the sport**
- 2.3 **To allow students to participate in competitions that will benefit them with intercollegiate relations and strengthen their individual skills**
- 2.4 **To encourage all students to participate in the sport by providing a safe and friendly environment that complements the sport and builds a helpful, welcoming community.**
- 2.5 **Grow relationships between other clubs and societies by running events and collaborations that interest both parties**

**3. Membership:**

- 3.1 Full membership of the Club shall be open to all registered students of the National University of Ireland, Maynooth (Maynooth University); St. Patrick’s

College, Maynooth (SPCM); the Pontifical University and National Seminary of Ireland upon payment of a subscription fee as set by the Governing Executive Committee of the Club and in accordance with the guidelines set out by the Capitation Committee.

- 3.2** Full members of the Club shall be:
- i) Entitled to attend and speak at all general meetings of the Club
  - ii) Eligible for election to the Club's Governing Executive Committee
- 3.3** The Club recognises the importance that staff and graduates of MAYNOOTH UNIVERSITY and SPCM can play in the development and long-term success 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 Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.
- 3.5** Associate Membership shall be open to all staff and alumni of MAYNOOTH UNIVERSITY and SPCM upon payment of a subscription fee as set by the Governing Executive Committee of the Club and in accordance with the guidelines set out by the Capitation Committee. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- 3.6** 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 Governing Executive Committee and may be altered by a majority vote at a general meeting of the Club.
- 3.7** Associate Members shall be ineligible for election to the Club's Governing Executive Committee.
- 3.8** 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.
- 3.9** The rights of an Associate Member shall not exceed those of an ordinary member of the Club.
- 3.10** All members shall be bound by this constitution.

#### **4. Governing Executive Committee**

- 4.1** The Club shall have a Governing Executive Committee (hereafter referred to as the “the committee”) which shall be elected annually by the membership.
- 4.2** The committee shall run and direct the ongoing activities of 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 committee (where possible), committee decisions shall be decided by majority voting.
- 4.4** A quorum for committee meetings shall be two thirds of committee members.
- 4.5** The Committee shall consist of:
- i) Chairperson
  - ii) Vice Chairperson
  - iii) Treasurer
  - iv) Public Relations Officer
  - v) Events Co-ordinator
  - vi) Equipment Manager
  - vii) First Year Representative
- 4.6** Assistant positions shall be filled by co-option by the committee as the need arises.
- 4.7** Sub-committees may be co-opted where the need arises and at the discretion of the committee.
- 4.8** The Term of Office of these elected officers shall be one year running from 1<sup>st</sup> July until the 30<sup>th</sup> June of the following year.
- 4.9** A person shall not hold the same office for more than 2 successive years.

#### **5. Election of the Governing Executive Committee**

- 5.1** The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM) of the Club.
- 5.2** Club AGM's and committee elections, where possible, should be held before the end of semester 2 of a given academic year in accordance with Capitation Committee rules.
- 5.3** To seek election to the committee, each candidate must have 2 nominations by current members of the Club.

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

- 6.1.1** The Chairperson shall be the chief officer of the Club whose functions include chairing all meetings of the committee and officiating at meetings of the Club.
- 6.1.2** 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.
- 6.2.1** The Vice Chairperson shall assist the Chairperson in all their duties.
- 6.2.2** The Vice Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the Club) if the Chairperson is absent or is unable to perform their duties.
- 6.3.1** The Vice Chairperson's function shall be to deal with all correspondence and records of the Club.
- 6.3.2** The Vice Chairperson keeps 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.
- 6.3.3** The Treasurer's function shall be to administer the funds of the Club and to maintain accounts and budgets.
- 6.4.1** 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.
- 6.4.2** 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.
- 6.4.3** The Treasurer shall sign all cheques and withdrawals forms from the Club's bank account.
- 6.4.4** 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
- 6.5.1** 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.

- 6.5.2** 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.
- 6.6.1** The Public Relations Officer shall be responsible for the advertising of all functions of the Club through all means possible.
- 6.6.2** 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.
- 6.6.3** The Public Relations Officer shall give notice to all members of the Clubs' meetings, events and functions.
- 6.6.4** The Events Manager shall be responsible for the organisation of events in relation to the club (both within Maynooth University and intercollegiate).
- 6.6.5** The Events Manager shall organize events that occur as collaborations between other clubs and societies within the university.
- 6.6.6** The First Year Representative shall help new members integrate into the club and communicate any issues these members have with the committee.

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

- 7.1** 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) Two thirds of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.
- 7.2** A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 7.3** A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Vice Chairperson, 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**

- 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 committee members will be elected (where possible).
- 8.3** Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4** A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership
- 8.5** 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).
- 8.6** 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 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.
- 8.7** Elections for the offices of the Governing Executive Committee 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 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.
- 8.10** 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).
- 8.11** No resolution may contravene Maynooth University policy or Capitation Committee policy.

## **9. General**

- 9.1** There shall be an 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 follow 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** 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.
- 9.5** 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**

- 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.