

**Official Constitution of the Maynooth University Students for Charity:
The Galway Cycle**

NAME

Article 1

The name of the society is the Maynooth University Students for Charity: The Galway Cycle.

OBJECTS

Article 2

- 2.1 To organise a return cross-country fundraising charity cycle once per year, from Maynooth to Galway, over a weekend in March/April (hereinafter referred to as “the Galway Cycle Event”).
- 2.2 To select a charity, registered with the Charities Regulatory Authority, which will receive the proceeds raised that year. The charity must be an Irish based children’s charity and/or all proceeds must be used specifically for projects that will benefit children in Ireland, unless a decision to fund another charity is taken by ordinary resolution of the members in a General Meeting.
- 2.3 To organise several supporting fundraising events and training events in advance of the Galway Cycle Event.
- 2.4 To endeavour to promote unity and pursue good relations between the current Maynooth University students, staff, graduates, charity partners and local community.
- 2.5 To abide by the Child Protection Policy of Maynooth University, Maynooth, Co. Kildare.
- 2.6 To do all things to promote these aims and objects.

Article 3

Membership

- 3.1 Membership of the society shall be comprised of voting and non-voting members (non-voting members may also be referred to as alumni members) and shall be open to all students, staff and graduates of Maynooth University and St. Patrick’s University Maynooth and guests who wish to participate in the cycle, at a fee specified by the society for the academic year, unless a person is specifically excluded under this Constitution or by an ordinary resolution of the members sitting in General Meeting.
- 3.2 The definition of a voting member is someone who has participated in a minimum of one Galway Cycle Event over the past five years as a cyclist or volunteer (collector/support crew member).
 - 3.2.1 All voting members are entitled to nominate charities and/or vote during the charity selection process and/or vote at General Meetings.

- 3.3 The definition of a non-voting member is someone who has participated in a Galway Cycle Event more than five years ago, as a cyclist or volunteer (collector/support crew member).
- 3.3.1 All non-voting members are entitled to attend and participate at General Meetings, but not to vote on any resolutions raised therein.
- 3.4 An electronic register containing a list of all members and relevant contact details will be used to determine voting rights at all General Meetings.
- 3.5 All members registered as cyclists or support crew members must obtain a licence from Cycling Ireland to take part in the Galway Cycle Event and/or any training associated with the society.
- 3.6 All members are entitled to run for Executive Committee positions and the elections to the Executive shall be held by secret ballot at the Annual General Meeting (AGM).

Article 4

Charity selection

- 4.1 Each year the proceeds of the society will be given to a charity selected by the Galway Cycle voting members to be the beneficiary in that given year (hereinafter referred to as “the beneficiary”). The process for nominating a charity as the beneficiary will be as follows:
- 4.1.1 The President, or nominated member of the Executive, will seek charity nominations from voting members within a minimum of 7 days specified in the correspondence seeking the nomination.
- 4.1.2 One charity nomination per member will be accepted. The nomination received must be within the designated time-frame to be valid.
- 4.1.3 A list of all nominated charities will be communicated by email to the voting members’ registered email addresses and an electronic vote will take place over a 7 day period.
- 4.1.4 One vote per member will be accepted. The votes must be cast within the designated time-frame to be valid.
- 4.1.5 The four most popular charities from this vote will be contacted by the President and invited to submit a Charity Nomination Form, as per article 4.2.
- 4.1.6 In the event of three or more charities being tied for 4th place a second electronic vote between these charities will take place over a 3 day period and the President has the deciding vote.
- 4.2 All charities invited to the AGM must complete and submit a Charity Nomination Form to the President a minimum of 7 days in advance of the AGM to be deemed eligible for attendance, which includes:
- 4.2.1 a signed statement from their CEO, or most senior official, outlining that there are no ongoing and/or outstanding investigations at the charity.
- 4.2.2 a signed statement to certify that the charity is in compliance with all statutory and regulatory requirements.
- 4.2.3 details about the governance policies of the charity.

- 4.3 If two or more of the top four charities cannot fulfil article 4.2, the President will invite the next placed charities from the vote to submit a Charity Nomination Form. If these charities cannot fulfil article 4.2, the AGM may proceed.
- 4.4 To select the beneficiary, voting members will vote by proportional representation in a secret ballot at the AGM following a presentation made by each invited charity.
- 4.5 If there are any investigations, criminal or otherwise, ongoing, outstanding or initiated in the year in which the beneficiary has been selected (including those initiated after the nomination process has concluded) the Executive Committee may, by ordinary resolution at an Executive Committee meeting, opt to withdraw the charity's nomination or status as the beneficiary for funding and award the funding to the next placed charity in the selection process that is eligible.
- 4.6 Once selected as the beneficiary for a given year, a charity may not be nominated for five years, inclusive.
- 4.7 The rules regarding the AGM charity presentation will be dictated by the Executive (agenda/running order/presentation time).
- 4.8 All votes at the AGM will be recorded and held securely at the SU office for one calendar year.

Article 5

The Executive Committee

- 5.1 The society shall have an Executive Committee consisting of a minimum of the President, vice President, previous year's president, secretary, treasurer, webmaster, head of food committee, head of fundraising and PR, head of training and head of support committee.
 - 5.1.1 All Executive Committee members will be elected at the AGM in accordance with the Official Student Affairs Committee standing orders for the holding of elections by Clubs and Societies.
 - 5.1.2 Committee meetings will include additional members of the subcommittees, outlined below.
 - 5.1.3 Committee members shall hold office from the date of appointments until the next AGM unless otherwise resolved at a General Meeting.
 - 5.1.4 The committee shall be responsible for the management of all of the affairs of the society and The Galway Cycle Event.

5.2 President

- 5.2.1 The President is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.2.2 The function of the President is to co-ordinate the working of the Executive and the overall running of the society, assisted by the Executive.
- 5.2.3 The President will retain responsibility for formalising all sponsorship arrangements including main/title sponsorship.

- 5.2.4 The President will be responsible for ensuring the Constitution is adhered to during their elected term.
- 5.2.5 The President must be a registered student of Maynooth University or St Patrick's University Maynooth.

5.3 Previous Year's President

- 5.3.1 The previous year's president is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.3.2 The previous year's president will reside as a contact and aide to the elected President over the course of the year to assist with the organisation of the cycle and mentor the current President beyond what is written down.

5.4 Vice President

- 5.4.1 The Vice President is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.4.2 The Vice President will assist the President and deputise for him/her in their absence.
- 5.4.3 The Vice President or delegated person will liaise with the Head of the Training committee to ensure that:
 - 5.4.3.1 the safety statement for the Galway Cycle Event is submitted to Cycling Ireland.
 - 5.4.3.2 the Galway Cycle Event is registered with Cycling Ireland.
 - 5.4.3.3 all cyclists are registered members of Cycling Ireland before taking part in any training events and/or the Galway Cycle Event.
- 5.4.4 The Vice President will be responsible for ensuring that the training committee organise the required number of training cycles with adequate lead-in time to the main event.
- 5.4.5 The Vice President or delegated person will liaise with the internal PRO to run the bike rental scheme including advertising the scheme on campus, organising payment of the deposit, signing of contract, distribution of bikes and collections after the Galway Cycle Event.
- 5.4.6 The Vice President will liaise with the Event Safety Officer to ensure that adequate safety arrangements are put in place as per Safety Statement and the Event Management Protocol of the society.

5.5 Secretary

- 5.5.1 The secretary is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.5.2 The secretary will co-ordinate all correspondence pertaining to the society and communicate it to the President accordingly.
- 5.5.3 The secretary will ensure that at least two Executive committee meetings per term take place.
- 5.5.4 The secretary will record the minutes of all meetings, circulate the minutes of all meetings and update the Minutes Book of the society.
- 5.5.5 The secretary will ensure that a suitable venue and date for all meetings is organised. The secretary will inform the PROs of all non-Executive meetings so that the PROs can, in turn, inform the general public.
- 5.5.6 The secretary will type and send all letters/emails drafted by the committee including correspondence to prospective sponsors and “thank-you” letters to previous sponsors after all the events. The secretary will work closely with the fundraising and PR committee and may delegate some of this work as he/she sees fit.

5.6 Treasurer

- 5.6.1 The treasurer is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.6.2 The treasurer will safeguard the financial position of the society, and keep the books in accordance with the regulations outlined in The Constitution of the Maynooth Student’s Union.
- 5.6.3 The treasurer will be responsible for all lodgements and financial arrangements during the course of their term on the Galway Cycle Event.
- 5.6.4 The treasurer will be co-signatory on the society bank account with the President and the Vice President.
- 5.6.5 The treasurer will present a financial statement to the members at the AGM.
- 5.6.6 The treasurer will liaise with the fundraising and PR committee, training committee and food committee about the various events prior to the cycle itself.
- 5.6.7 Both the President and treasurer will represent their respective society when presenting the account books to the Maynooth Student’s Union Capitation Committee members.

5.7 Webmaster

- 5.7.1 The webmaster is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.7.2 The webmaster will maintain an up-to-date, relevant and effective website as requested by the PRO.
- 5.7.3 The webmaster will update the electronic register of voting members of the society which will be used to register all members attending AGM and General meetings.
- 5.7.4 The webmaster will be responsible for ensuring that the associated domain names are registered and fully paid and the registration will not lapse during their whole term.
- 5.7.5 The webmaster will inform the President of all log-in details to the relevant social media and website accounts.
- 5.7.6 The webmaster will liaise with members of the food, training and fundraising and PR committee to ensure appropriate online advertising and design of the jersey and hoody.

5.8 Food Committee

- 5.8.1 The head of the food committee is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.8.2 The food committee will consist of a group dedicated to ensuring that all meals from breakfast on Friday morning to dinner on the Sunday evening of the Galway Cycle Event weekend are provided for every member.
- 5.8.3 The food committee will obtain all food sponsorship for the weekend and communicate with the webmaster and the fundraising and PR committee to ensure all sponsors receive adequate advertising and acknowledgement.

5.9 Fundraising and Public Relations committee

- 5.9.1 The head of the fundraising and public relations (PR) committee is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.9.2 The fundraising and PR committee will consist of a group dedicated to organising additional complementary events before and/or after the main event, promoting the society and all relevant events, designing the Galway Cycle Event jersey and hoody and ensuring the website and all social media outlets are up to date.
- 5.9.3 At least two additional members of the fundraising and PR committee will be elected at the AGM.
- 5.9.4 The fundraising and PR subcommittee shall, at minimum, consist of:
 - 1. An internal PR officer (PRO) responsible for promoting the Galway Cycle Event on campus.
 - 2. An external PRO responsible for promoting the Galway Cycle Event off campus.

5.10 Training committee

- 5.10.1 The head of the training committee is elected at the AGM, is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.10.2 The training committee will consist of cyclists who will organise a minimum of eight training cycles prior to the main event, these will include mandatory cycles. These training cycles should bring the novice up to the standard where he/she can complete the entire cycle of 400 km.

5.11 Support crew committee

- 5.11.1 The head of the support committee is elected at the AGM and is a member of the Executive and will vote on matters at committee meetings, as required.
- 5.11.2 The support crew committee shall consist of a group dedicated to providing the logistical support required to facilitate the safe transfer and well-being of all cyclists and collectors to and from Galway on the event weekend.
- 5.11.3 The support crew committee will liaise with external stakeholders (emergency services and An Garda Síochána) and communicate on these matters via the head of the support crew committee to the Executive committee.
- 5.11.4 The head of support crew committee will circulate the Safety Statement to all support crew members in advance of the weekend to ensure that the appropriate procedures are adhered to.

Article 6

Committee meetings

- 6.1 Any member of the Executive committee may call a meeting of the committee.
- 6.2 All committee meetings will be communicated by the President, or his/her nominee to all committee members one week in advance via email.
- 6.3 Any Executive committee member who is absent from more than two consecutive committee meetings shall be automatically deemed to have resigned, unless absences are communicated to the secretary.
- 6.4 Executive member votes can be transferred by an Executive committee member to a nominated subcommittee member, should the Executive committee member be unable to attend a meeting.
- 6.5 The Executive committee shall have the right to co-opt members of the society to fill any vacancy arising out of the resignation of any of its officers or committee members. The number of co-options is limited to two per academic year.
- 6.6 The Committee shall hold not less than four meetings a year.
- 6.7 Decisions of the Committee meetings shall be entered into the Minutes Book of the Galway Cycle to be maintained by the Secretary.
- 6.8 Decisions at the committee meetings:
 - 6.8.1 May be taken by a simple majority vote by Executive committee members.
 - 6.8.2 Shall require a quorum of 6 of the Executive Committee members.
 - 6.8.3 Shall be decided by the President's casting vote in the event of a tied vote.

- 6.9 Once committee members are elected at the AGM, all members must read the Constitution and be familiar with their responsibilities.

Article 7

General Meetings

- 7.1 The society shall hold an AGM to:
- Approve the minutes of the previous' year AGM
 - Receive a report from the President and the Secretary
 - Receive a report from the Treasurer and approve the annual accounts
 - Hear the presentations of the nominated charities and carry out a vote
 - Elect the Executive Committee
 - Fix the subscription for the ensuing year
 - Consider changes to the Constitution
 - Review and consider Bye-Laws
 - Deal with other relevant business
- 7.2 A General Meeting may be called at the written request of:
- a. 10% of the voting membership
and/or
 - b. Majority vote of the Executive.
- 7.3 The President or in their absence a member selected by the Executive Committee, shall be the Chair of the General Meeting. No less than two weeks notice will be given by email and all available social media outlets to all society members in advance of a General Meeting together with the resolutions proposed.
- 7.4 Attendance at General Meetings shall require a quorum of 40 voting members plus the President and/or the Vice President.
- 7.5 Each voting member present shall have one vote. In the event of a tied vote the chair of the meeting shall have the casting vote.
- 7.6 Decisions at General Meetings regarding changes to the Constitution shall be taken by a two-thirds majority.
- 7.7 Decisions at General Meetings to select the beneficiary for the year shall be taken by simple majority.
- 7.8 Voting shall be by secret ballot and shall be in accordance with the official Student Affairs Committee Standing Orders on voting procedures.
- 7.9 Minutes of the meeting shall be recorded in the Book of Minutes by the Secretary.
- 7.10 Motions of no confidence in the Executive or any member(s) thereof may be passed at a General Meeting. In the event of a vote of no confidence being passed against more than two of the committee members and their having been no prior co-options in that academic year, election(s) for the vacant post(s) shall be held within three weeks of that date and in accordance with official Student Affairs Committee Standing Orders for the holding of elections by Clubs and Societies..