



Maynooth University

Irish Red Cross Society Constitution

Authenticated by

A handwritten signature in black ink, appearing to read "Daniel C. Sheridan".

Daniel C. Sheridan

President

Maynooth University

Irish Red Cross Society

26th of April 2016

Maynooth University
Irish Red Cross Society Constitution

Article I. TITLE

- 1.1 The name of the Society shall be the ‘MU Irish Red Cross Society’, hereinafter referred to as ‘the Society’.

Article II. STATEMENT OF INTENT

- 2.1 As the Society is a constituent society of Maynooth Students Union, which represents the students of Maynooth University, St. Patricks College, Maynooth, the Pontifical University and National Seminary of Ireland and their associated campuses across Ireland, these colleges shall hereinafter be referred to as ‘the College’.
- 2.2 The constitution, management and conduct of the Society shall abide by all relevant regulations of the College.
- 2.3 The terms ‘he, him, his’ refer to both male and female members of the Society and is not meant in any defamatory, derogatory or discriminatory manner.
- 2.4 The society shall strive to fulfil the aims and objectives, set out in Article III of this Constitution, in the course of the academic year as its commitment to its membership.

Article III. AIMS & OBJECTIVES

- 3.1 The society shall hold the following as its aims and objectives:
- 3.1.1 To provide training to current members of the national society (Irish Red Cross).
- 3.1.2 To provide training to students and staff of MU.
- 3.1.3 To further the work of the Irish Red Corss.
- 3.1.4 To inform members and the student body at large of the work of the International Red Cross.

3.1.5 To conduct ourselves professionally and in accordance with Irish Red Cross procedure and ethos.

Article IV. MEMBERSHIP

- 4.1 Membership of the society is open to any current student or staff member of the College.
- 4.2 Membership of the society shall be two tiered. Full membership and Associate membership.
- 4.3 Full membership requires an individual to register with the National organisation Irish Red Cross and pay the appropriate fee.
- 4.4 Full membership is available to those willing to pay the appropriate fee and fill in the application form.
- 4.5 Training will occur only for those with full membership, however it is possible for anyone including those of associate membership to engage in any courses offered by the Society if they pay the appropriate fee.
- 4.6 Associate membership status occurs when an individual does not register with the national organisation and solely pays the fee for Society membership.
- 4.7 Associate Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 4.8 Associate membership provides access to social events run by the Society, the right to receive emails and other member correspondence and have equal voting rights as any full member in the Society.
- 4.9 Any member of the Society can retain full membership to the national organisation post graduation by continuing to register with the Irish Red Cross and paying the appropriate membership fee.
- 4.10 All Presidents of the society past and present will retain membership for life.
- 4.11 All members shall be bound by this constitution.

Article V. Governing Executive Committee

- 5.1 The Club Society shall have a Governing Executive Committee (The Committee).

- 5.2 The Committee shall run the society on behalf of its members and in accordance with the aims and objectives.
- 5.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 5.4 A quorum shall be 2/3s of committee members.
- 5.5 The Committee shall consist of:
- i) President
 - ii) Secretary & Vice President
 - iii) Treasurer
 - iv) Public Relations Officer
 - v) Events Officer
 - vi) Fundraising Officer
- 5.6 The Term of Office of these elected officers shall be one academic year.
- 5.7 A Unit Officer, Health and Social Care Officer, and/or a Youth Officer may be appointed by the relevant Irish Red Cross authorities if requested by the Committee. These officers will advise the Committee and will lead full members in volunteer work in medical, social care and/or youth fields.
- 5.8 These officers will work with the committee to achieve the society's aims. They shall have the right to attend all committee meetings but are not considered committee positions.

Article VI. ELECTION OF THE GOVERNING EXECUTIVE COMMITTEE

- 6.1 The committee members shall be elected at the Annual General Meeting (AGM), at an Extra-ordinary General Meeting (EGM) or non executive roles (PRO, Events and Fundraising) can be elected by majority committee vote.
- 6.2 To seek election to the committee, each candidate must be nominated and seconded by current members of the society.
- 6.3 AGM and EGM elections shall be held by secret ballot with each member having a single non-transferable vote.

- 6.4 Only fully registered student members and full members of the Society shall be entitled to vote and be eligible for election to the committee.

Article VII. DUTIES OF GOVERNING EXECUTIVE COMMITTEE

7.1 President

7.1.1 The President shall be the chief officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.

7.1.2 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter she / he shall have the casting vote.

7.2 Secretary & Vice President

7.2.1 The Secretary & Vice President's function shall be to deal with all correspondence and records of the society and shall assist the President in all their duties.

7.2.2 The Secretary & Vice President shall assume the duties of the President (unless otherwise directed by a general meeting of the society) in the event that the President is absent or is unable to perform their duties.

7.2.3 The Secretary & Vice President 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 society when requested by the committee.

7.2.4 The Secretary & Vice President may keep a record of authorisation of expenditure.

7.2.5 The Secretary & Vice President shall give notice to all members of the society's meetings, events and functions.

7.2.6 The Secretary & Vice President shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

7.3 Treasurer

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

7.3.2 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.

7.3.3 The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

7.3.4 The Treasurer keep records all cheques and withdrawals from the society's bank account.

7.3.5 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society on consultation with the Capitation Committee

7.4 Public Relations Officer

7.4.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.

7.4.2 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 / society and to give notice to all members of these contributions.

Article VIII. DISMISSAL AND RESIGNATION OF GOVERNING EXECUTIVE COMMITTEE MEMBERS

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

8.1.1 Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.

8.1.2 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

8.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

8.3 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.

Article IX. MEETINGS

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

9.2 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).

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

9.4 A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership

9.5 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 society).

9.6 An Extra-ordinary General Meeting (EGM) shall be convened if:

i) 10% of the ordinary membership of the society 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.

9.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant). These elections shall be held by secret ballot.

9.8 Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.

9.9 At a meeting, a member may propose a resolution relating to the business of the society. 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.

- 9.10 In the event that the President's resolution (9.9) 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).
- 9.11 No resolution may contravene Maynooth University policy, Capitation Committee policy or Irish Red Cross policy.

Article X. GENERAL

- 10.1 There shall be an Honorary President of the Society who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 10.2 The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee
- 10.3 Each member of the society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 10.4 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.
- 10.5 In joining the society, members agree to be bound by the rules and regulations of the society as laid down in this constitution, by the Governing Executive Committee and the Irish Red Cross. 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.
- 10.6 Any members engaging in instances of bullying, harassment or intimidation of any members will be eligible for immediate expulsion from the MU society and suspension from Unit activities at the discretion of the Unit Officer. The accused individual has the right to appeal this to both higher MU authorities and the Kildare Area Director of Units.

Article XI. AMENDMENTS TO THIS CONSTITUTION

- 11.1 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.
- 11.2 A proposal to amend this Constitution must receive the approval of 2/3's of the members present and entitled to vote at the relevant meeting.

END