

Maynooth University Tea Society Constitution

1. Name of Society:

1. The name of the club society shall be the MU Tea Society.

2. Aims and Objectives:

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

- 2.1 To create a social environment for members to socialise in a relaxed atmosphere.
- 2.2 To inform members on the health, cultural and social influences of tea.
- 2.3 To introduce members to a variety of hot beverages with a special emphasis on a selection of teas.

3. Members:

- 3.1 Membership of the society shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 3.3 The Society recognises the importance that graduates and former students of MU can play in the development of a society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the society.
- 3.4 To this end the Governing Executive Committee of the Society shall be empowered to create a class of “Associate Member” of the Society.
 - i) Graduate Membership shall be open to former members of the society 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 society. 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 society. 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 society’s governing committee

- iv) Associate Members shall be entitled to attend all general meetings of the society. 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 society.
- v) 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 society.
- vi) The rights of an Associate Member shall not exceed those of an ordinary member of the society.
- vii) Former presidents of the society, or any other exemplary members of the society may have their Associate membership fee waived or reduced if deemed appropriate by the Governing Executive Committee.

3.5 All members shall be bound by this constitution.

4. **Governing Executive Committee**

- 4.1 The Society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the society 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 shall be 2/3s of committee members.
- 4.5 The Committee shall consist of :
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Treasurer
 - v) Public Relations Officer
 - vi) Equipment Officer
 - vii) 1st Year Liaison Officer
 - viii) Mature Student Representative
 - ix) Webmaster (Optional)
- 4.6 The Term of Office of these elected officers shall be one academic year.
- 4.7 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).
- 5.2** To seek election to the committee, each candidate must have 2 nominations by current members of the society.
- 5.3** Any two committee positions (excluding President and Treasurer) may be merged into one position by majority vote at a general meeting, provided that there are at least six committee members after the merger. The merger can be reversed by another vote.

6. Duties of Governing Executive Committee

- 6.1.1** 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.
- 6.1.2** 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.
- 6.1.3** The President, if offered tea, cannot refuse, unless it is of a blend they do not like, or for medical reasons.

- 6.2.1** The Vice-President shall assist the President in all their duties.
- 6.2.2** The 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.

- 6.3.1** The Secretary's function shall be to deal with all correspondence and records of the society.
- 6.3.2** 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 society when requested by the committee.
- 6.3.3** The Secretary may keep a record of authorisation of expenditure.
- 6.3.4** The Secretary shall give notice to all members of the society's meetings, events and functions.
- 6.3.5** The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

- 6.4.1** The Treasurer's function shall be to administer the funds of the club / society and to maintain accounts and budgets.
- 6.4.2** 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.

- 6.4.3** 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.
 - 6.4.4** The Treasurer shall sign all cheques and withdrawal forms from the Society's bank account.
 - 6.4.5** 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.
 - 6.4.6** The Treasurer must talk like a pirate if they wear an eye-patch to society events.
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- 6.5.1** The Equipment Officer shall be responsible for the fixed and current assets of the society 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 society and will report an inventory list to the committee at the start and end of the academic year.
 - 6.5.3** The Equipment Officer shall notify the committee of any equipment that needs to be purchased. They will find a minimum of two quotes for the price of the equipment, and, if the purchase is authorised, will purchase the equipment on behalf of the society.
 - 6.5.4** The Equipment Officer will ensure the equipment is stored safely and securely, and that it is suitably maintained.
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- 6.6.1** The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.
 - 6.6.2** 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 society and to give notice to all members of these contributions.
 - 6.6.3** The Public Relations Officer must wear a moustache (real or fake) at committee meetings.
- 6.7.1** The first year liaison officer shall be elected at a general meeting at the start of the academic year from new first year members.
 - 6.7.2** The first year officer will represent the interests of first year students in the society, and will make themselves available to any first year students to discuss society matters.

- 6.8.1** The mature representative will represent the interest of mature students of the society, and will make themselves available to any mature students to discuss society matters
- 6.9.1** The webmaster will be responsible for the on-line presence of the society, including updating the website and regularly supplying information through social media outlets.
- 6.9.2** The webmaster must accept all offerings of chocolate, including biscuits.

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 society 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.
- 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 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 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 / society).
- 8.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
 - i) 10% of the ordinary membership of the society 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 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 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.
- 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 Society who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 9.2** The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee
- 9.3** Each member of the society 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 society, members agree to be bound by the rules and regulations of the society 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.