MTU COMPUTING SOCIETY KERRY CAMPUS CONSTITUTION

This constitution was ratified at an **AGM** meeting held on **06/11/26**

The following definitions apply throughout this document:

"AGM" means Annual General Meeting.

"EGM" means Extraordinary General Meeting.

Article 1 Name of the Society

1.1 The name of the Society shall be the MTU Computing Society.

1.2 The Society exists as a constituent part of the University and is therefore subject to all relevant University policies and procedures. www.mtu.ie/policies

Article 2 Aims and Objectives

2.1 The Aims of the Society shall be to **allow an interest in Computing and Games to thrive in MTU Kerry**

2.2 The Aims of the Society shall be to **provide an environment to make new friends and groups that have similar interests**

2.3 The Aims of the Society shall be to **join activities that are enjoyable and provide Computing goals such as hackathons/social meetings**

Article 3 Membership

3.1 Membership of the Society shall be confined to current full-time students of MTU only.

3.2 All registered society members are entitled to vote at the AGM or EGM meetings. To vote a member must be present at the meeting.

Article 4 Annual General Meeting (AGM)

4.1 All committee positions shall be subject to election annually at the AGM of the society.

4.2 There must be a minimum of ten (10) people in attendance at the AGM of the society.

4.3 At least seven days' notice must be provided to all members of an AGM taking place and it must be accessible for all members to attend. The Societies Office must be notified in writing of the intent to hold an AGM.

4.4 Prominent notice of an AGM on a minimum of three different communication methods is required. The society may be asked to produce evidence of these to demonstrate transparency of elections.

Article 5 Extraordinary General Meeting (EGM)

5.1 An EGM may be convened to hold an election to fill a vacancy on the committee, consider a proposal to amend the constitution or to address unforeseen circumstances

5.2 An EGM may be requested by a majority decision of the committee or in writing by at least 10 members of the Society.

8.3 At least five working days' notice must be given for an EGM, and the Secretary must post prominent notice of an EGM on a minimum of 3 different communication methods. The notice must include the agenda and the reason why the EGM has been called and by whom. The Societies Office must be notified of the intent to hold an EGM.

Article 6 The Committee Structure

6.1 A committee shall conduct the business of the Society. The committee roles shall be agreed on at the society AGM or EGM meeting.

6.2 Elections for the committee positions shall take place at the society AGM or EGM meeting through a nomination and voting process. All committee positions are open for nomination from any society member.

6.3 The Committee must consist of the following core members filled by unique persons at an AGM or EGM society meeting. These roles must be filled through an election process at an AGM or EGM meeting. The Core Committee members are Chairperson, Secretary and Treasurer and Public Relations Officer.

6.4 If a position is not filled during the election process, the committee may run an open application process after the meeting. This must be open for nomination by any society member and selection ratified at a meeting of the committee by majority vote.

6.5 If on completion of the election process none of the committee roles were filled by a first-year student, the committee must add a First-Year Representative position and endeavour to fill the position through an open application process immediately after the meeting.

Article 7 Duties of the Committee Officers

7.1 The **Chairperson** shall have overall responsibility for the affairs of the Society. They shall be responsible to lead the Societies work, allocate work amongst the society committee and chair at all meetings of the Society. In the absence of the Chairperson, nominations will be sought from those present at the meeting to preside over that meeting.

7.2 The **Secretary** shall keep the non-financial affairs of the Society, including the official membership list. They shall be responsible for all correspondence on behalf of the Society, notifying the committee members of meetings and activities, booking rooms and venues. They must record and retain the minutes of all meetings of the Society. Prepare an annual report for submissions to the AGM and to the Societies Office.

7.3 The **Treasurer** shall manage the financials affairs of the Society, in consultation with the Chairperson. Maintain a detailed and accurate record of all financial transactions of the Society and present financial reports for budget request and review meetings as required by the Societies Office.

7.4 The **Public Relations Officer** shall manage the social media and promotional elements of the Society. They shall be responsible for the promotion of events and Society activities

on the Social Media pages of the Society. Along with the Secretary, they update the Societies Portal.

[amend or add additional roles specific to your society]

7.5 The **First-Year Representative** shall be in charge of communication to and encouraging first years to engage with the society activities. They shall play an active role in supporting the organisation of society activities and support other committee members with their role.

Article 8 Meetings

8.1 Meetings of the Committee shall take place at least 4 times per term. The members of the Core committee will determine when and where these meetings take place. At these meetings the agenda for the meeting shall be drawn up and distributed to the committee by the Chairperson prior to the meeting. The minutes shall be recorded by the Secretary and distributed to the committee within 24 hours after the meeting has taken place.

8.2 The minimum number of committee members required to be in attendance for a valid meeting shall be 50% of the committee + 1 committee member. E.g if there are 8 members on the committee, at least 5 members must attend the committee meeting for it to proceed.

8.3 At least 3 days' notice of a committee meeting shall be given by the Chairperson or Secretary to the members of the committee

8.4 Attendance at each meeting shall be recorded as part of the minutes. If a committee member fails to attend two consecutive meetings without reasonable explanation as accepted by the committee, they shall be deemed to have resigned.

8.5 Decisions of the committee require a simple majority to pass. Where there is an equality of votes, the chairperson has a second or casting vote.

Article 9 Resignation or Removal of Committee Member

9.1 The resignation of any member of the committee must be put in writing to the Secretary of the Society and to the Societies Office. Members who resign must immediately surrender any intellectual, virtual or physical property of the society they have access to or is in their possession.

9.2 A motion of no confidence may be proposed about a committee member who is deemed to not be fulfilling their role as outlined in the constitution. The motion must be proposed and seconded at a committee meeting where the majority must agree to add it to the agenda of the next committee meeting. A right of reply must be given in advance of any vote of no confidence taking place. The decision to pass a motion of no confidence is subject to approval from the Societies Office before taking effect.

9.3. In the event of a vacancy on the committee, the committee may run an open application process to fill the role until the next EGM/AGM is held. This must be open for nomination by any society member and selection ratified at a meeting of the committee by majority vote.

Article 10 Amendments to Constitution

10.1 Amendments to the Constitution may only be made at the AGM or EGM.

10.2 All amendments require a two-thirds majority of those present and entitled to vote.

Article 11 Dissolution of the Society

11.1 The Society may fall into a state of suspension or be dissolved by decision of the Societies Office. The following constitutes a non-exhaustive list of grounds for suspension or dissolution

(i) Failure to submit a Treasurers or Secretary Report at the budget, review meetings or end of year.

(ii) Failure to elect the core committee members of the society

(iii) Failure of at least 2 committee members to attend a society review meeting

11.2 On dissolution of the society, all societies assets including intellectual property and virtual rights shall become the property of the University.

Article 12 Revocation

12.1 This constitution is effective as of **06/11/26** All previous constitutions are hereby rendered null and void.

12. 2 It is every member's right to have access to or have a copy of the constitution if desired. Copies of the constitution shall be presented to the Societies Office.

The constitution must be proposed and voted on at an AGM or EGM.

A copy of the agreed Constitution must be submitted to the Societies Office