



**Maynooth
University**
National University
of Ireland Maynooth



**Retired Staff Association,
Maynooth University and St. Patrick's College Maynooth
Cumann na mBall Foirne ar Scor,
Ollscoil Mhá Nuad agus Coláiste Phádraig Má Nuad**

PROCEDURES AND RULES OF THE ASSOCIATION

1. The purpose of the Association is to enable retired staff members from Maynooth University and St. Patrick's College Maynooth to enjoy ongoing links with former colleagues and with their institution. It aims to provide opportunities for members to participate in social, cultural and educational activities; to enable members to meet regularly; to provide general information to members on developments in the university, and to facilitate access for members to campus facilities and events.
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3. Full Membership of the Retired Staff Association is open to all retired staff of Maynooth University or St. Patrick's College, Maynooth. Membership runs from 01 January to 31 December and is subject to the member's compliance with the Rules of the Association and University and College regulations. Associate Membership is available for spouses/partners/friends of full members. **(Associate members)**. An annual fee for Full members and Associate members is decided at the Annual General Meeting of the Association to cover costs of insurance and affiliation to an appropriate representative organisation, and any other expenses that may arise in the running of the Association.
4. The Association collects and stores specific personal information provided by its members. The information collected is used for the administration of the Association and to promote events run by the Association on behalf of its members. The data can only be accessed by specified members of the Committee for conducting the business of the Association. Information is never shared with any other body or organisation.
5. Regular Monthly Meetings shall be held from September to June to allow members to participate in the general running of the association. One of these, an Annual General Meeting, will be held early in the calendar year. An Extraordinary General Meeting may be held at the written request to the Secretary of a minimum of fifteen Full Members.
6. A Committee of Officers elected at the Annual General Meeting by the members of the association will manage the activities of the Association. The Officers shall consist of:
 - Chairperson
 - Treasurer

- General/Minutes Secretary
 - Membership Secretary
 - Activities Officer
 - Communications Officer
 - Two additional members may be co-opted
7. The Committee shall formally report to members at the Annual General Meeting and also submit a report on the activities of the Association annually to the President of Maynooth University and to the President of St Patrick's College Maynooth.
8. The Rules of the Association may be amended at the Annual General Meeting following due notification to members.

Approved at AGM April 2022