



INTERNATIONAL STUDENT SOCIETY

NUI Galway OÉ Gaillimh

The Constitution of the International Student Society at NUI Galway

Ratified on <RATIFICATION DATE | MMMM DD, YYYY>
by the
University Societies' Co-ordination Group (USCG)

Adopted on the <AGM DATE | MMMM DD, YYYY>

Auditors Signature

Date

Vice-Auditor

Date

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Article 1: Name of the Society

1.1 The name of the Society shall be International Student Society, hereinafter referred to as 'the Society'.

1.2 The Society may be commonly known as: ISS.

1.3 The Society exists as a constituent part of the University and is therefore subject to all relevant University and University Societies Coordination Group (USCG) policies and rules.

Article 2: Alliances/Affiliations with external bodies

2.1 The Society is not aligned and/or affiliated with any external bodies.

2.2 The Society is a constituent part of the University and where there are alliances and affiliations with external bodies the Society is subject to the USCG Society policy on external affiliation as may be updated from time to time.

Article 3: Aims of the Society

3.1 The aims of the Society shall be:

3.1.1 To welcome and engage international visiting, and full time students,

3.1.2 To help international students integrate and understand Irish culture, customs and history,

3.1.3 To bring about cultural awareness of others,

3.1.4 To provide a space where all are welcome to learn and make friendships and memories,

3.1.5 To host social events encouraging involvement in the university campus and charity to give back to the local and global community

Article 4: Membership

4.1 All current students and current staff of the University shall be eligible to become full members of the Society.

4.1.1 Students and Staff may be prohibited from being a member where they have been subject to a USCG or University sanction prohibiting them from such.

4.2 Any eligible person shall become a member of the Society upon registering with the Society on any Societies' Day, or using the official society's registration procedures as outlined in 4.2.3, and payment of appropriate fee if applicable.

4.2.1 Should the Society charge a membership fee, full membership shall be granted upon payment of said fee. The fee shall be determined by the Committee annually, subject to the approval of the Societies Office. All such monies thus received must be lodged in full to the Society's bank account.

4.2.2 Should the Society be affiliated with a body that charges a membership fee, members are not obliged to join the external body and therefore not obliged to pay the membership fee.

4.2.2.1 Should the Society be affiliated with an external body, membership fees are prohibited from covering the costs incurred for the Society to be a member of said body, the Society must pay for external body membership through its own self raised and/or granted funds.

4.2.3 A member may join the Society only via the official Societies Day(s) organised by the USCG, or by emailing the Society at their official Societies email address.

4.3 The Society may, subject to approval of the USCG, elect any member or alumni who they deem to have done great service for the Society to be an Honorary Life Member (HLM) in perpetuity of the Society.

4.3.1 An HLM is entitled to entry to all Society events and speaking rights at regular meetings, but is not entitled to a vote at regular meetings or Annual General Meeting (AGM) / Extraordinary General Meeting (EGM), and is also not entitled to stand for a committee position or any other privileges open to full members.

4.3.2 If an HLM becomes eligible for full membership as per article 4.1 they shall have the same privileges as a full member.

Article 5: Committee Positions

5.1 A Committee shall conduct all business of the Society relating to:

5.1.1 Financial allocation of resources,

5.1.2 Organisation of Society events, trips, meetings, AGMs/EGMs, or other related items,

5.1.3 Achieving the goals as stated in Article 3 of the Constitution,

5.1.4 To look after any other issues that arise to the Societies attention throughout the year.

5.2 All members of the Committee shall be required to be full members of the Society during the full span of their tenure on the committee.

5.3 All full members of the Society are eligible to be elected to the Committee except those explicitly disallowed hereinafter.

5.3.1 Full members are ineligible to stand for election and/or act as a member of the Committee where they have been subject to a USCG or University sanction prohibiting them from doing so.

5.3.2 Full members are ineligible to stand for election if they will not be returning to NUI Galway for the upcoming academic year.

5.4 The Committee shall consist of the Core Positions (CP) as specified in Article 5.5, Additional Specified Committee Members (ASCM) as specified in Article 5.6.2, and Ordinary Committee Members (OCM) as specified in Article 5.7, and Society Advisor (SA) as specified in Article 5.8.

5.5 Core Positions

The Core Positions are Auditor, Vice-Auditor, Treasurer, and Secretary. The Committee must consist of at least these four (4) positions.

Article 5: Committee Positions

5.5.1 Auditor

5.5.1.1 The Auditor shall have overall responsibility for the affairs of the Society

5.5.1.2 The Auditor shall chair all meetings of the Society save where otherwise provided for this Constitution.

5.5.1.3 The Auditor has ultimate responsibility of ensuring that all Society requirements are fulfilled.

5.5.1.4 The Auditor in the cases of all votes shall be eligible to vote. In the case of a tie, the Auditor may use their casting vote thereafter to decide the tie, except as provided for in Article 6.4. This may or may not be in accordance with their original vote.

5.5.2 Vice-Auditor

5.5.2.1 The Vice Auditor must assist the Auditor in the general running of the Society.

5.5.2.2 The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfil his/her duties.

5.5.2.3 The Vice-Auditor may fulfil any general role as defined by the Committee.

5.5.3 Treasurer

5.5.3.1 The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor & the Committee.

5.5.3.2 The Treasurer will maintain the financial records of the Society. He/she will prepare and present a Treasurer's Report to the Society at any AGMs/EGMs.

5.5.3.3 The Treasurer must prepare and present the end of year financial report, and all accounts as required by the Societies Office, in accordance with the deadline stated by the Societies Office.

5.5.3.4 Each Committee meeting and EGM, the Treasurer shall be required to present a financial report.

Article 5: Committee Positions

5.5.4 Secretary

5.5.4.1 The Secretary shall keep the non-financial records of the Society, and shall submit the end of year report.

5.5.4.2 The Secretary is responsible for ensuring that all events are posted to the Societies Calendar.

5.5.4.3 The Secretary shall manage the correspondence of the Society to external bodies.

5.5.4.4 The Secretary is also tasked with taking minutes of all Committee meetings, general meetings, AGM(s) & EGM(s) during his/her term of office.

5.6 Additional Specified Committee Members (ASCM)

The Society may create Additional Specified Committee Members. ASCMs of the Society are listed and described in article 5.6.2 and its sub-articles respectively.

Where the Society wishes to create, modify or remove an ASCM, it will be done by means of an Amendment to Article 5.6.2 which shall also create, modify or remove a sub-article respectively to effect this change.

5.6.1 In cases hereinafter where it is explicitly stated that an ASCM may be co-opted, the Society may vote to allow the duties and title of an ASCM position may be co-opted by the Committee to a member of the Committee.

5.6.2 The following ASCMs will be elected/appointed to the Committee; Public Relations Officer, Safety Officer, and an Events Manager.

5.6.2.1 Public Relations Officer (PRO)

5.6.2.1.1 The PRO shall be responsible for publicising the meetings and events of the Society.

5.6.2.1.2 The PRO shall be also be responsible for managing online social-media content and graphical design needs of the Society.

5.6.2.1 Health & Safety Officer (HSO)

5.6.2.2.1 The HSO will have responsibility for ensuring compliance with Societies' Safety Procedures and Policies.

5.6.2.2.2 The Society may, decide to co-opt this position as per article 5.6.1.

Article 5: Committee Positions

5.6.2.1 International Students Officer (ISO)

5.6.2.3.1 The International Student Officer shall be co-opted onto the committee and must hold the position of the Students' Union role as International Student Officer.

5.6.2.3.2 Their role is to work with ISS to help lobby for policy changes that would improve life on campus for international visiting and full time students.

5.7 Ordinary Committee Members (OCM)

5.7.1 There shall be a maximum of 4 OCMs at any given time on the society committee.

5.7.2 OCMs count as full committee members and shall contribute towards quorum of a meeting. OCMs are entitled to a vote.

5.7.3 OCM tasks may be allocated as required by the committee.

5.8 Society Advisor

5.8.1 The Society Advisor is responsible for offering guidance and support to the Core Positions of the Committee in times of need. The following rules apply to the Society Advisor:

5.8.1.1 The SA may not vote in any AGMs/EGMs or meetings of any sort, but they may be chosen as the Returning Officer for elections. They do not count to quorum.

5.8.1.2 The SA must not handle or be involved with any financial statements, property, or negotiations.

5.8.1.3 Society Advisors can not exceed a maximum of one at any given time, and must be approved in an AGM/EGM.

5.8.1.4 A term limit maximum of one year will be placed on an elected Society Advisor.

Article 5: Committee Positions

5.9 Committee Meetings

5.9.1 Meetings of the Committee shall be held at least 6 times or fortnightly during each academic term. All members of the Committee shall be entitled to attend and vote at such meetings.

5.9.2 The quorum for a meeting of the Committee shall be 50% + 1 Committee members. The ISO does not count towards quorum.

5.9.3 Meetings of the Committee shall be convened (called) by the Auditor or by the Secretary; at least 3 days' notice of a Committee meeting shall be given by the Auditor or Secretary to the members of the Committee.

5.9.4 Meetings may also be convened at the request of 3 or 50% of the Committee, whichever is the larger number, with at least the minimum notice period as per 5.9.3. Failure of the Auditor or Secretary to issue this notice within 5 days of receipt of the request by these members in writing shall entitle these members to issue said notice to the Committee. The ISO can request that the Auditor or Secretary convene a meeting; however the request does not need to be followed through with.

5.9.5 All Committee members must be notified by their chosen email and by other means as agreed.

5.9.6 Committee members that fail to attend 3 consecutive Committee meetings, without apologies accepted by the Committee, shall be deemed to have resigned. The only exception to this is the ISO, whom must attend an agreed upon number of meetings per semester as determined by the ISO, Auditor and Vice-Auditor.

5.10 Term of Office of the Committee

5.10.1 The Committee shall hold office for a specific one year term to decided and published by USCG annually (Currently July 1st – June 30th of the following year).

Article 6: Election of the Committee

6.1 The Election of the committee members shall be done henceforth the ratification of the constitution date via a single transferable ballot with Society approved markings and date of AGM/EGM clearly displayed on the ballot. All elections of committee members must be handled via an AGM/EGM with all applicable rules outlined in Article 8 and Article 9.

6.2 Each full member of the Society and its Committee members are eligible to vote in the Election in the committee provided the vote and the full member meet the criterion outlined in 6.3.

6.3 For a vote to be valid it must meet the criterion as described in Article 11.2.

6.4 The Auditor shall appoint a Returning Officer for elections. The Auditor may appoint himself/herself as returning officer. The Returning Officer may not be a candidate in any of the elections. The Returning Officer must not vote, bar to cast a casting vote in the event of a tie. In the event of a tie, the Auditor, where they are the returning officer, receives a casting vote; in the event where the Auditor is not the returning officer, they receive no casting vote.

6.5 All Members who are eligible to a vote at General Meetings on the date of an election, as per Article 11.2, shall be eligible for election to the Committee, except as provided for in Article 5.3.

Article 7: Standing Orders of the Society

7.1 The Society will hold at least one (1) event a week that is free from alcohol.

7.2 The Society shall use the date format of MMM DD, YYYY to ensure it can be understood by its members.

7.3 Should the Society have Standing Orders, this Constitution supersedes any and all provisions in the Standing Orders and takes precedence, if there is conflict.

7.4 Should the Society have Standing Orders, the Committee shall furnish a copy of the Standings Orders, and must continue to do so for any amendments or new articles, to the USCG for approval.

7.5 Should the Society have Standing Orders, the Committee shall make available the Standing Orders along with its Constitution on its official Society profile, viewable to all.

Article 8: Annual General Meetings (AGMs)

8.1 The Annual General Meeting of the Society shall take place in the second (2nd) semester of the academic year, at a time to be determined by the Committee of the Society. The Annual General Meeting must be held before the second semester teaching term ends.

8.2 No less than seven days' notice of the Annual General Meeting shall be given to the Society's members. The date and time of the AGM shall be notified to the Society's Members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members, and by other means as agreed.

Article 9: Extraordinary General Meetings (EGMs)

9.1 An Extraordinary General Meeting of the Society may be convened to:

9.1.1 Hold and election to fill a vacancy on the Committee, should one arise

9.1.2 Consider a proposal to amend this Constitution or any other governing instrument of the Society

9.1.3 Address any other circumstances not provided for in this Constitution

9.2 An Extraordinary General Meeting shall be convened:

9.2.1 By the Auditor or Secretary

9.2.2 By majority (50% + 1) decision of the Committee; or

9.2.3 On foot of a submission to the Societies Office of a petition signed by not less than 75 Members of the Society or 33% of the membership, whichever is smaller. Only the signatures of Members who are eligible to a vote at General Meetings on the date of submission of the petition, as per Article 11.2, may be counted towards the quota of signatures.

9.3 In the case of a resignation or dismissal, or removal as a result of a USCG or University sanction, from the Committee of a Committee member, the Committee shall have the power to co-opt any full member of the Society to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed. This GM must be convened within 4 teaching term weeks from the resignation.

9.4 No less than seven days' notice of the Extraordinary General Meeting shall be given to the Society's members. The date and time of the EGM shall be notified to the

Society's Members. This is done by, at a minimum, uploading the date to the

Societies Calendar, emailing all members, and by other means as agreed.

Article 10: Election of the Committee

10.1 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the AGM. The candidates may propose themselves.

10.2 The election of members of the Committee shall take place by the procedure(s) defined in Article 6. This, at the discretion of the Returning Officer with the agreement of two-thirds of the membership attending the AGM/EGM, may be changed to simple majority via a show of hands. Should this be implemented, it is considered to be a change confined to that specific AGM/EGM and not be deemed a change to the Constitution.

Article 11: Voting at General Meetings

11.1 Full Members of at least 30 days standing of the Society shall be entitled to vote in motions at General Meetings. The Secretary must present the membership list of those eligible to vote at the election. Members who sign-up to the society on Societies Day 1 are entitled to vote in the first EGM of the year without being members for 30 days.

11.2 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting, except where otherwise stipulated in this Constitution.

11.3 The International Student Officer (ISO), must be approved by the members as a co-opted member of the committee. The committee can however over-rule this should they deem necessary.

Article 12: Resignations from the Committee

12.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Society.

12.1.1 In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

12.2 In the case of resignation during term time, the resigning Committee member must handover all Society property including but not limited to: passwords, handover documents and updates of their previous and current work to the committee as per Article 12.1 in writing and, where practical, assist with the induction of his/her replacement.

12.2.1 To retain integrity, security and to upkeep all data protection laws of Society property, all passwords and previously accesses resources of resigning committee member must be audited to ensure it is viewable to only those with necessary access to.

Article 13: Handover Documents

13.1 Each outgoing Committee Member officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities of their office, and the person(s) with whom they conducted the business of the Society with in order to assist the incoming officer with their development of the Society.

Article 14: Instigation of Disciplinary Action

14.1 The Committee and all members of the Society shall comply with the disciplinary, grievance, bullying and harassment procedures, and all other procedures of the University and the USCG, as may be added to or amended from time to time, with reference to the Societies Complaints Procedure.

14.1.1 Committee members that bring the Society into disrepute may be removed by the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from the USCG before taking effect.

14.1.2 Society members that bring the Society into disrepute may be removed from the membership list by a vote of the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from USCG before taking effect.

The following constitute some examples of breaches of discipline (but breaches are not limited to the following):

- (i) Serious or persistent breach of Health and Safety,
- (ii) Bringing the name of the Society into disrepute,
- (iii) Acting against the aims and/or objectives of the Society,
- (iv) Misappropriation of any funding relating to the Society,
- (v) Discrimination or Harassment,
- (vi) Gross misconduct as interpreted by USCG,
- (vii) Breaches of any USCG or University policies or procedures.

Article 15: Management of Finances

14.1 The Committee and all members of the Society shall comply with the disciplinary, grievance, bullying and harassment procedures, and all other procedures of the University and the USCG, as may be added to or amended from time to time, with reference to the Societies Complaints Procedure.

15.1.1 This Constitution also provides for the possibility of an Assistant Treasurer if the Society feels it is necessary.

15.2 It is the responsibility of the Treasurer to ensure that all monies received from the University and sponsors are receipted through the Societies Office.

15.3 No Society Member may use their membership for personal financial gain. Failure to adhere to this article shall result in NUI Galway disciplinary action.

Article 16: Amendments to the Constitution

16.1 Amendments to this Constitution may be passed at an Annual General Meeting or an Extraordinary General Meeting of the Society.

16.1.1 The change to the Constitution must be proposed and seconded and put to the Vote of the members. A proposed amendment is deemed to be passed by a two-thirds ($\frac{2}{3}$) majority of full members present at the AGM/EGM.

16.2 Such amendments to this Constitution shall require the formal ratification of the University Societies Coordination Group before taking effect.

16.3 The Society must upload their current ratified Constitution to its official Society profile.

Article 17: Interpretation of the Constitution

17.1 The Auditor shall rule on the interpretation of the Constitution in the instance of a dispute occurs. This may be overruled by a simple majority vote.

Article 18: Dissolution of the Society

18.1 The Society may be dissolved by a two-thirds majority vote of its membership present at an AGM or EGM.

18.2 The Society may fall into abeyance or be dissolved by decision of the USCG. The following constitute a non-exhaustive list of grounds for abeyance or dissolution.

- (i) Failure to submit a Treasurer's Report, submit receipts for all University grants and provide information for all transactions at the end of the Societies year.
- (ii) Failure to submit a Secretary's Report at the end of Societies year.
- (iii) Failure to have a table at Societies Day the following September.
- (iv) Failure to elect four core committee members by Society Training Weekend.
- (v) Failure of at least 2 committee members to attend Society Training without prior acceptance of apologies to the USCG.

18.3 The Society shall fall into abeyance if general activity ceases.

18.4 If the Society remains in abeyance for two consecutive years it will be deemed to be dissolved.

18.5 On dissolution of the Society, all the Society's assets, including intellectual property and virtual rights, shall become the property of the University.