

Constitution of the St. Vincent de Paul Society

Article 1 Name of the Society

The name of the Society shall be the St. Vincent de Paul Society, National University of Ireland, Galway, hereinafter referred to as 'the Society'.

Article 2 Aims of the Society

The aims of the Society shall be:

- to promote community involvement within the university through the establishment of community based activities
- To engage in fundraising activities which shall aim to be enjoyable, fun and worthwhile for those who organize them, and those who take part.
- To establish a sense of belonging and camaraderie amongst members
- To promote the name and work of St. Vincent de Paul, so that members may consider becoming part of their local St. Vincent de Paul conference after they graduate.

Article 3 Membership

3.1 All students and members of staff of the University shall be eligible to become members of the Society.

3.2 Any eligible person shall become a member of the Society on signing their name to the official membership list of the Society.

Article 4 The Committee

4.1 A committee shall conduct the business of the Society.

4.2 The committee of the Society shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.

4.3 The committee shall consist of the following members:- the Auditor; the Vice-Auditor; the Treasurer; the Staff Treasurer; the Secretary; the Public Relations Officer; [etc.] All members of the committee shall be required to be members of the

Society.

4.4 Auditor

The Auditor shall have overall responsibility for the affairs of the Society. He/She shall chair all meetings of the Society, save where decided otherwise by the committee or where otherwise provided for in this constitution.

4.5 Vice-Auditor

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

4.6 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor and the Staff Treasurer. He/She will maintain the financial records of the Society. He/She will prepare and present to the Society and the University the end of year accounts and treasurers report for the Society.

4.7 Secretary

The Secretary shall keep the non-financial records of the Society, including the official membership list, and manage the correspondence of the Society and submitting the end of year report..

4.8 Public Relations Officer

The Public Relations Officer shall be responsible for advertising the meetings and events of the Society.

4.9 Ordinary Committee Members

[2] OCM tasks shall be allocated as required by the committee.

4.10 Committee Meetings

4.10.1 Meetings of the committee shall be held at least weekly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.10.2 The quorum for a meeting of the committee shall be three committee members.

4.10.3 Meetings of the committee shall be convened by the Auditor or Secretary. At least two days notice of a committee meeting shall be given by the Auditor or Secretary to the members of the committee.

4.11 Term of Office of the Committee

The committee shall hold office from the first day subsequent to their election until the final meeting of the semester of the following year.

Article 5 General Meetings

5.1 Annual General Meeting

5.1.1 The Annual General Meeting of the Society shall take place in the second semester of the academic year, at a time to be determined by the committee of the Society.

5.1.2 No less than seven days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be notified to the University and advertised by public notice within the University.

5.2 Extraordinary General Meetings

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

(i) Hold an election to fill a vacancy on the committee, should one arise;

(ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;

(iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

(i) By majority decision of the committee; or

(ii) On foot of a submission to the committee of the Society of a petition signed by not less than ten members of the Society.

5.2.3 No less than seven days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to the University and advertised by public notice within the University.

Article 6 Election of the Committee

6.1 The committee of the Society shall be elected at the Annual General Meeting.

6.2 The Auditor shall act as returning officer for the elections. Where the Auditor intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the committee.

6.3 All members of the Society shall be eligible for election to the committee.

6.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the Society at the A.G.M.

6.5 All members of the Society shall be entitled to vote in the election of the committee.

6.6 The election of members of the committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate

exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

Article 7 Resignations from the Committee

7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

Article 8 Management of Finance

8.1 The finances of the Society shall be managed by the Auditor, Treasurer and Staff Treasurer of the Society.

8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.

Article 9 Amendments to the Constitution

9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society.

9.2 Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the Society shall require the formal approval of the University before taking effect.

Article 10 Dissolution of the Society

10.1 The Society may be dissolved by a [two-thirds] majority vote of its membership at a General Meeting. The Society may also be dissolved by decision of the USC. The Society shall fall into abeyance should it fail to validly elect a committee for [two] successive years.

10.2 On dissolution of the Society, its assets shall become the property of the University.