

Draft Society Constitution Template

Constitution of the Sample Society

Article 1 Fáilte Refugees Galway Society

The name of the Society shall be the Fáilte Refugees Galway, National University of Ireland, Galway, hereinafter referred to as 'the Society'.

Article 2 Aims of the Society

The aims of the Society shall be:

1. To increase awareness of the global_migration/refugee crisis.
2. To empower the students of Ireland to be agents of change.
3. To motivate the people of Ireland to support the Irish Government to stand by its commitment of accepting at least 4000 refugees, and hope to exceed that number.
4. To welcome refugees into every community in Ireland and support their integration into Irish society.

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: Aidan Harte- the Auditor; Tom Wilkinson - the Vice-Auditor; Siri Rosenthal - the Treasurer; Megan O' Reilly - the Staff Treasurer; JJ Fenez1x - the Secretary; Sharon Casey - 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 Staff Treasurer

The Staff Treasurer shall be a member of academic staff of the University. He/She will oversee the financial affairs of the Society, and ensure that good practice is maintained.

4.8 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..

4.9 Public Relations Officer

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

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 two of the four 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 of July subsequent to their election until the first day of July 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 10 members of the Society.

5.2.3 No less than 7 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.

The Societies Office

The Societies Office provides a wide range of services and support for the university societies.

Riona Hughes, the Societies Officer, is available to advise on the wide range of activities available through the societies. If you are not already involved in a society there is no better way to make friends, learn new skills, go on exciting trips and have fun than joining a society or two. If you are one of the hard working society committee members or are thinking of setting up a new society you are welcome to call up to the societies office and find out what facilities we have available for you.

If you want your societies info to appear on this weekly list e-mail your info to socsbox@socs.nuigalway.ie or fill in the diary in the SocsBox. Deadline Friday lunchtime for the following week. If you would like to be included in the staff diary send in the information by noon on Thursday.

USC Representatives

Chairperson Sr. Avril O'Regan avril.oregan@mis.nuigalway.ie

Societies Chairperson: Damien Corridan su.socs@nuigalway.ie

Student Reps:

Departmental Societies: David Geary geary.david@gmail.com

Artistic and Performing Societies: Jessica Touhy jessica.touhy@nuigalway.ie

Debating and Politics Societies: Robert Rooney ror@compsoc.nuigalway.ie

Social and Gaming Societies Rory Donohue roryd_at_compsoc.nuigalway.ie

Social Action / Religious Societies: Kieran Emrich : k.emrich1@nuigalway.ie

Staff Reps

Gar Hartigan (Buildings Office) gearoid.hartigan@nuigalway.ie

Maire Aine Mannion (French dept) mary.ane.mannion@nuigalway.ie

Tim Higgins (Chemistry Dept) tim.higging@nuigalway.ie

Fionualla gallagher (Arts Officer) fionnuala.gallagher@nuigalway.ie

Secretary: Riona Hughes Societies Officer socsofficer@socs.nuigalway.ie

NUI, Galway, University Societies Committee

Terms Of Reference

1. The aim of the NUI, Galway University Societies Committee shall be to:
To assist the Societies of the University in fulfilling their aims and in doing so to develop and facilitate social and community life in the University
To consider applications and make recommendations on the recognition of new University Societies.
To regulate the continuing recognition of Societies.
To agree allocation of funds made available for Societies at NUI, Galway.
To develop and recommend policy in relation to Society activity and the provision and use of facilities for said activity.
To promote the interests of Societies and to act as their representatives within the University

2. The University Societies Committee shall be a sub-committee of the NUI, Galway Student Services Committee.

3. The University Societies Committee shall comprise 12 members appointed as follows:
1 member shall be elected by the Student Services Committee from among the members of the Student Services Committee to act as Chairperson of the committee
1 member shall be a nominee of the Buildings Office of the University
1 member shall be the Arts Officer of the University
1 member shall be the Societies Chairperson of the NUI, Galway Students' Union
3 members shall be appointed from the academic staff. The term of office shall be for three years
5 members shall be elected by the Societies' Auditors to represent the following groupings of Society activity:

Departmental Societies: one representative

Archaeology, Biochemistry, Biomedical, Biotechnology, Botany, Business, Chemistry, Classics, Engineering, French, Geology, German, History, Law, Marine, Medical, Microbiology, Philosophy, Physics, Psychology, Spanish, Zoological.

Artistic and Performing Societies: one representative

Art, Choral, Comedy, Cumann Dramaíochta, Dansoc, DJ, Dramsoc, Filmsoc, Juggling, Music, Musical, Orchestra, Photography, Quiz, Radio, Tradsoc, Writers.

Social Action / Religious Societies: one representative

Ba'hai, Christian Students, Complementary Therapy, Ecology, Gaisce (President's Award), Goal, Human Rights, Life Soc, Muslim Youth, Social Action Movement, St. Vincent de Paul, SUAS, Voluntary Services Abroad.

Social and Gaming Societies: one representative

Bridge, Chess, Chocolate, Computer, Cumann Craic, Fantasy & Science Fiction,

GIGsoc, Horse Racing (Turf Appreciation), Karting, International Students, Malaysian Society, Mature Students, Poker.

Debating and Politics Societies: one representative

Cumann de Barra (Fianna Fail), Cumann Eigse & Seanchais, Labour Youth, Literary & Debating, Political Discussion Society, Ógra Shinn Féin, Socialist Worker Student Society, Young Fine Gael, Young Greens.

As new Societies receive full recognition, the University Societies Committee has the Authority to allocate them to a grouping.

Group representatives shall be elected at the beginning of each academic year at a duly convened election. Election shall be by proportional representation. Each group will be a constituency for the purpose of conducting an election. The candidates for the position of group representative in any constituency must be a member of a society in that constituency and must be nominated by the auditors of two societies within that constituency. No candidate may run for more than one constituency group in a particular election.

The convenor of the election shall be the Societies Officer.

The term of office of group representatives will be one academic year, and no representative may serve for more three consecutive terms.

4. The Secretary to the University Societies Committee shall be the Societies Officer.

5. Members elected by Societies' Auditors will have the responsibility of maintaining close contacts with the wide diversity of Societies on campus, liaising with them and thereby keeping them abreast of important information. The role of the student representatives shall be to represent all societies on campus and Societies' Auditors may approach any members of the USC.

6. Members of the University Societies Committee who do not attend at least one meeting of the Committee in any six-month period shall forfeit membership of the Committee and shall be replaced.

7. The quorum for University Societies Committee meetings shall be 4, including the Chair or their designate.