

Italian Society Constitution

Article 1 Name of the Society

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

Article 2 Aims of the Society

The aims of the society shall be to organise fun and entertaining events in order to engage Italian and Irish students so that they can communicate with each other bilingually and experience each other's cultures.

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 in signing their name to the official membership list of the Society, by having their ID card scanned on Society's Day or by signing up to the society via YourSpace.

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 Secretary and the Public Relations Officer.
- 4.4 In the case of planned outings, a Travel Officer and Safety Officer shall also be appointed.
- 4.5 A Web Master shall be appointed from existing committee members if necessary.

4.6 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.

4.7 Vice-Auditor

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

4.8 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor. 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 Treasurer's report for the Society.

4.9 Secretary

The Secretary shall keep the non-financial records of the Society, including the official membership list, and manage the correspondence of the Society, take notes at the Committee Meetings, and submit an end of year report.

4.10 Public Relations Officer

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

4.11 Travel Officer

The Travel Officer shall be responsible for society travel.

4.12 Safety Officer

The Safety Officer shall collect emergency details from each member in the event of a trip and promote and care for the safety of all society members while travelling.

4.13 Committee Meetings

- I. Meetings of the committee shall be held weekly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.
- II. The quorum for a committee meeting shall be three committee members.
- III. Meetings of the committee shall be convened by the Auditor, Vice-Auditor or Secretary. At least two days notice of a committee meeting shall be given by the Auditor, Vice-Auditor or Secretary to the members of the committee. Failure to attend three committee meetings in the space of a month shall be considered grounds for dismissal from the committee.
- IV. **Term of Office of the Committee**

The committee shall hold office from the 28th September, subsequent to their election, until September 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 at the beginning of the first semester of the academic year at a time to be determined by the members 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:

- hold an election to fill a vacancy on the committee, should one arise;
- consider a proposal to amend this constitution or any other governing or any other governing instrument of the Society;
- address any circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- By majority decision of the committee; or
- 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 All members of the Society shall be eligible for election to the committee.
- 6.3 Candidates for each position on the committee of the Society must propose themselves and be accepted by members of the Society at the A.G.M.
- 6.4 All members of the society shall be entitled to vote in the election of the committee.
- 6.5 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 and 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.