

Draft Society Constitution Template

Constitution of the Sample Society

Article 1 Name of the Society

The name of the Society shall be the Occupational Therapy Soc. National University of Ireland, Galway, hereinafter referred to as 'the Society'.

Article 2 Aims of the Society

The aims of the Society include raising money for organizations and individuals that benefit from occupational therapy. This includes organizations which promote wellbeing in an area that occupational therapy deals with. Another aspect of the society is to offer support to occupational therapy students who are finding any difficulty with particular modules by more advanced students. Building rapport amongst the 1st, 2nd, 3rd and 4th year Occupational Therapy students is also an aim and which can be achieved through participation within the society. Finally, training courses that focus on the health sector will be researched and organized for any interested members.

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**

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 monthly 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 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 4th of October subsequent to their election until the 4th of October 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 first meeting of the society at the beginning of the academic calendar.

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 first meeting of the society at the beginning of the academic calendar.

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 first meeting of the society at the beginning of the academic calendar. 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.