



Societies

Passed on the 04/03/2016 by the University
Societies' Co-ordination Group

Adopted on the 11/03/2016

Cumann Caoimhín de Barra
NUI Galway

Article 1 Name of the Cumann

- 1.1 The name of the Society shall be Cumann Caoimhín de Barra, NUI Galway, hereinafter referred to as ‘**the Cumann**’.
- 1.2 The Cumann may be commonly known as: Cumann de Barra.
- 1.3 The Cumann 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 Cumann is aligned and/or affiliated with Ógra Fianna Fáil hereinafter referred to as ‘the Body’.
 - 2.1.1 All trademarked and copyrighted materials/property including the name of the Body shall remain property of the Body; and the use of such trademarked and copyrighted materials/property is subject to the consent of the Body.
- 2.2 The Cumann is a constituent part of the University and where there are alliances and affiliations with external bodies the Cumann is subject to the USCG Society policy on external affiliation as may be updated from time to time.

Article 3 Aims of the Cumann

The aims of the Cumann shall be

1. To promote Fianna Fáil and particularly Ógra Fianna Fáil in the NUIG campus.
2. To put forward legislation ideas and changes relevant to issues of importance to the members of the Society.
3. To increase political activity and debate throughout campus.
4. To make better known the views of NUIG students at National Fianna Fáil meetings.
5. To organise and help run Fianna Fáil and Ógra events in Galway and on the NUIG campus; to bring National events to the students of NUIG.

Article 4 Membership

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

- 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 Cumann upon registering with the Cumann on any Societies' Day, or using the official societies registration, and payment of appropriate fee if applicable.
- 4.2.1 Should the Cumann 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 Cumann's bank account.
- 4.2.2 Should the Cumann 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.
- 4.3 The Cumann may, subject to approval of the USCG, elect any member or alumni who they deem to have made an extraordinary contribution to the Cumann to be an Honorary Life Member (HLM) in perpetuity of the Cumann.
- 4.3.1 An HLM is entitled to entry to 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 he/she shall have the same privileges as a full member.

Article 5 The Committee

- 5.1 A Committee shall conduct the business of the Cumann.
- 5.2 All members of the Committee shall be required to be full members of the Cumann.
- 5.3 All full members of the Cumann 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.
- 5.4 The Committee shall consist of the following core members, additional specified Committee members and ordinary Committee members
- 5.4.1 The Committee must consist of at least four members.
- 5.5 **Core Positions**
The core positions are Auditor, Vice-Auditor, Treasurer and Secretary.

The Committee must consist of at least 4 members: Auditor, Vice-Auditor, Secretary and Treasurer. (See Article 16 Dissolution of a Society)

5.5.1 Auditor

The Auditor shall have overall responsibility for the affairs of the Cumann. The Auditor shall chair all meetings of the Cumann save where otherwise provided for in this Constitution. The Auditor has ultimate responsibility of ensuring that all Society requirements are fulfilled.

5.5.1.1 The Auditor in the cases of all votes shall be eligible to vote. In the case of a tie, the Auditor may use his/her casting vote thereafter to decide the tie. This may or may not be in accordance with his/her original vote.

5.5.2 Vice-Auditor

The Vice Auditor must assist the Auditor in the general running of the Cumann. The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfil his/her duties. The Vice-Auditor may fulfil any general role as defined by the Committee.

5.5.3 Treasurer

The Cumann will elect two treasurers. The Treasurers will manage the financial affairs of the Cumann, in consultation with the Auditor & the Committee. The Treasurers will maintain the financial records of the Cumann. He/She will prepare and present a Treasurer's Report to the Cumann at the AGM. The Treasurers 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.

5.5.4 Secretary

The Secretary shall keep the non-financial records of the Cumann, and shall submit the end of year report. The Secretary is responsible for ensuring that all events are posted to the Societies Calendar. The Secretary shall manage the correspondence of the Cumann. 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

The Cumann may create additional specified Committee positions (ASCMS). Where the Cumann amends the Constitution to create, modify or remove a position this must be detailed in Article 10 Voting at General Meetings in accordance with the procedures as contained in Article 7 Annual General Meetings.

5.6.1 Post Graduate Representative

The Post Grad Representative (PGR) represents the interests of Post Graduate students in the Cumann.

5.6.2 International Officer

The Erasmus Representative represents the interests of the history students from abroad taking part in an exchange programme in NUI Galway on the Coiste. One of the duties of the Erasmus Representative. Is to act as the official liaison between the Coiste and the equivalent organisations to the CS in universities abroad.

5.6.3 Public Relations Officer

The Public Relations Officer (PRO) shall be responsible for publicising the meetings and events of the Cumann. In cases where the Committee is only the mandatory 4 core members, then the Secretary may assume this position in conjunction with his/her role as Secretary.

5.6.4 Events and Safety Officer

The Safety Officer (SO) will have responsibility for ensuring compliance with Societies' Safety Procedures and Policies. In cases where the Committee is only the mandatory 4 core members, the Vice-Auditor may assume this position in conjunction with his/her role as Vice-Auditor. And will also, organise and co-ordinate, along with the chairperson and secretary, events and trips planned by the Cumann. To assist the Membership Officer in the planning of the Societies' Recruitment Day.

5.6.5 Irish Officer

The Irish Officer (IO) will be responsible for the promotion of the Irish Language within the Cumann. This is to include organising at least one debate/discussion or guest speaker to be conducted through Irish.

5.6.6 Membership Officer

The Membership Officer will be responsible for developing a recruitment strategy for the Cumann at the beginning of the academic year.

5.6.7 First Year Representative

The First Year Representative represents the interests of the First Year students in the Committee. The First Year Rep is to be elected at the second meeting after Semester 1's societies day.

5.7 Ordinary Committee Members

Ordinary Committee Members (OCMs) shall be elected to a maximum of 4, at an AGM/EGM. They shall be full Committee members, and will contribute to the quorum and will have a vote on the Committee. OCM tasks may be allocated as required by the Committee

5.8 Committee Meetings

- 5.8.1 Meetings of the Committee shall be held at least 3 times per semester. All members of the Committee shall be entitled to attend and vote at such meetings.
- 5.8.2 The quorum for a meeting of the Committee shall be a simple majority of Committee members.
- 5.8.3 Meetings of the Committee shall be convened (called) by the Auditor or by the Secretary; at least 72 hours notice of a Committee meeting shall be given by the Auditor or Secretary to the members of the Committee.
- 5.8.4 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 5.8.3. 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.
- 5.8.5 All Committee members must be notified by their chosen email and by other means as agreed.
- 5.8.6 Committee members that fail to attend 3 consecutive Committee meetings, without apologies accepted by the Committee, shall be deemed to have resigned.

5.9 Term of Office of the Committee

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

Article 6 Standing Orders of the Cumann.

- 6.1 The Cumann does have Standing Orders.
- 6.2 This Constitution supersedes any and all provisions in the Standing Orders and takes precedence, if there is conflict.
- 6.3 The Cumann shall furnish a copy of its proposed Standing Orders, and must continue to do so for any amendments or new articles, to the USCG for approval.
- 6.4 The Cumann shall make available their Standing Orders along with its Constitution on its official Society profile, viewable to all.

Article 7 Annual General Meetings

- 7.1.1 The Annual General Meeting of the Cumann shall take place in the second semester of the academic year.
- 7.1.2 No less than six days' notice of the Annual General Meeting shall be given to the Cumann's members. The date and time of the AGM shall be notified to the Cumann'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 8 Extraordinary General Meetings

- 8.1 An Extraordinary General Meeting of the Cumann 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 Cumann;
 - (iii) Address any other circumstance not provided for in this Constitution.
- 8.2 An Extraordinary General Meeting shall be convened:
- (i) By the Auditor
 - (ii) By majority (50% +1) decision of the Committee; or
 - (iii) On foot of a submission to the Societies Office of a petition signed by not less than 75 members of the Cumann or 33% of the membership, whichever is smaller.
- 8.3 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 Cumann to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed. This must be convened within 4 teaching term weeks from the resignation.
- 8.4 No less than six days' notice of the Extraordinary General Meeting shall be given to the Cumann'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 9 Election of the Committee

- 9.1 The Committee of the Cumann shall be elected at the Annual General Meeting, except where otherwise provided for in this Constitution.
- 9.2 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 he/she is the returning

officer) receives a casting vote; in the event where he/she is not the returning officer, he/she receives no casting vote.

- 9.3 All full members of the Cumann shall be eligible for election to the Committee, except as provided for in Article 5.3.
- 9.4 Candidates for each position on the Committee of the Cumann must be proposed and seconded by members of the Cumann at the AGM. The candidates may not propose themselves.
- 9.5 All members of at least 30 days standing of the Cumann and who satisfy the criteria as per 9.6, shall be entitled to vote in the election of the Committee. The Secretary must present the membership list of those eligible to vote at the election.
- 9.6 Society members must also have attended a minimum of **2 meetings and a minimum of 1 National Ógra event to vote at an AGM**, or 2 meetings to vote at an EGM in semester 1, an EGM in Semester 2 requires members to have attended a minimum of **2 meetings and a minimum of 1 Ógra event**.
- 9.7 The election of members of the Committee shall take place by secret ballot at the AGM. This, at the discretion the Returning Officer with the agreement of two-thirds of the membership attending the AGM, may be changed to 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.
- 9.8 All votes will be in line with Electoral Act 1992.

Article 10 Voting at General Meetings

- 10.1 Voting shall be by show of hands, unless otherwise determined in a vote at any specific meeting.
- 10.2 Each Full Member shall have one vote at any general meeting.
- 10.3 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.

Article 11 Resignations from the Committee

- 11.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Cumann.
 - 11.1.1 In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.
- 11.2 In the case of resignation during term time, the resigning Committee member must handover all Society property, passwords and handover documents as per Article 12.1

to the committee, and where practical, assist with the induction of his/her replacement.

Article 12 Handover Documents

- 12.1 Each outgoing officer of the Committee must present Handover Documents at the end of his/her term detailing the specific roles and responsibilities of their office, and the person(s) with whom he/she conducted the business of the Cumann, in order to assist the incoming officer with his/her development of the Cumann.

Article 13 Instigation of Disciplinary Action

- 13.1 The Committee and all members of the Cumann 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.

13.1.1 Committee members that bring the Cumann 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.

13.1.2 Society members that bring the Cumann 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 Cumann into disrepute.
- (iii) Acting against the aims and/or objectives of the Cumann.
- (iv) Misappropriation of any funding relating to the Cumann.
- (v) Discrimination or Harassment.
- (vi) Gross misconduct as interpreted by USCG.
- (vii) Breaches of any USCG or University policies or procedures.

Article 14 Management of Finance

- 14.1 The finances of the Cumann shall be managed by the Auditor and Treasurer of the Cumann.

14.1.1 This Constitution also provides for the possibility of a second Treasurer if the Cumann feels it is necessary.

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

- 14.3 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 15 Amendments to the Constitution

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

15.1.1 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 majority of full members present at the AGM/EGM.

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

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

Article 16 Dissolution of the Cumann

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

16.2 The Cumann 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.

16.3 The Cumann shall also fall into abeyance if general activity ceases.

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

16.5 On dissolution of the Cumann, all the Societies assets, including intellectual property and virtual rights, shall become the property of the University.

Article 17

17.1 That a list of HLM's will kept and updated by the outgoing Secretary after every AGM.