

The Constitution of the Dublin University Gender Equality Society

1. Name

a. The Society shall be known as the DU Gender Equality Society (or Dublin University Gender Equality Society, or DUGES).

2. Aim

a. The Aims of the Society shall be to raise awareness of gender related issues and to actively contribute to the intellectual, creative and activist life of the university.

b. These aims may be implemented using many methods, including, but not limited to, the following:

2.b.i. Organising film nights, possibly with speakers to enhance the meaning of the film and foster debate / produce discussion

2.b.ii. Speakers on the subject of gender equality

2.b.iii. Responding to and raising awareness of current cultural and political issues within and outside of the campus community

2.b.iv. Organizing cultural events

2.b.v. Encouraging cooperation with other departments and societies

c. The Dublin University Gender Equality Society as an organisation will under no circumstances attempt to provide or confer legal advice.

3. Membership

a. Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription of €3, or such other figure as shall be decided by the Committee or Annual General Meeting (AGM) within the limits set by the CSC.

b. Honorary members may be elected by the society from time to time on the basis of long or outstanding service to the society. These members may or may not be students or staff of Trinity. Honorary members are not entitled to vote or to run for election. The length of their membership shall not be strictly limited.

4. The Committee

a. The Committee shall consist of 6 Senior Officers and a number of Ordinary Committee Members.

b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:

4.b.i Chairperson

4.b.ii Secretary

4.b.iii Treasurer

4.b.iv Social Media P.R.O (Public Relations Officer)

4.b.v Design P.R.O (Public Relations Officer)

4.b.vi Librarian

c. The OCMs shall be elected as laid out in Article 8.

d. No individual may hold more than one position on the committee.

5. Committee Meetings

a. The Committee shall meet not less than six times during term time.

b. Notice of not less than two days must be given to committee members ahead of a committee meeting.

c. Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the secretary no later than two hours before the meeting is scheduled to begin.

- d. Failure to attend three consecutive committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out in Article 9.
- e. Quorum for committee meetings shall be six committee members, one of whom must be an Executive Officer (Chairperson, Secretary or Treasurer).
- f. Accurate minutes of the meeting shall be kept by the Secretary.
- g. All committee shall adopt the guidelines outlined in Schedule 1.

6. The Annual General Meeting, Term General Meeting and Extraordinary General Meetings

- a. Notice of no less than three days must be given to members ahead of either and Extraordinary General Meeting (EGM), Term General Meeting (TGM) or the Annual General Meeting (AGM).
 - 6.a.i. Notice must include the date, time, place and agenda for the meeting.
- b. The quorum for an AGM, TGM or an EGM shall be one tenth of the membership of the society.
- c. Any member of the college may attend an AGM, TGM or EGM but only fully-paid members of the society are entitled to vote.
- d. No persons admitted to membership less than twenty four hours prior to an AGM, TGM or an EGM shall be entitled to vote at that meeting.
- e. An EGM of the society may be called in accordance with the procedure laid out in Article 7.
- f. An AGM must be held once a year in Hilary term or Trinity term in accordance to the procedure laid out in Schedule 2.
- g. To prevent the exclusion of members of college taking one-year courses, a Term General Meeting may be held in the third week of Michaelmas term during which the election of ordinary committee members may take place.

7. Calling of an Extraordinary General Meeting

- a. The items brought before an EGM must be exceptional in nature and should refer to changes in the constitution, the removal of a person or persons from the committee or to bring about an election to fill a vacancy on the committee.
- b. An EGM of the society may be called by two thirds membership of the society submitting a signed petition stating clearly the reasons for the EGM to both the Secretary and Chairperson.
- c. The petition must be signed by two thirds full paid members of the society and should include society member number, student number and name.
- d. Upon presentation of the petition to both the Chairperson and Secretary an EGM must be held within two term weeks.
- e. Notice for the EGM must be given in accordance with Article 6a.

8. Election of Committee Members

- a. Each officer will be elected using simple plurality. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a “yes/no” option.
- b. Candidates must be fully paid members of the society in order to be considered for election to the committee.
- c. The positions of Chairperson, Secretary, Treasurer, P.R.O. Social Media, P.R.O. Design, Librarian, and the Ordinary Committee Members shall be elected at the AGM.
- d. In order for a member to be eligible for election to the position of Chairperson they must have been a member of the committee during the previous session.

- e. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.
- f. Each candidate may participate in hustings during the AGM in accordance with the procedure laid out in Schedule 2.

9. Removal of persons from the Committee

- a. Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 10.
 - 9.a.i. Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.
- b. Any committee member who, while on society business, breaks or attempts to break college regulations shall be deemed to have resigned from the committee with immediate effect and a person to replace them shall be appointed according to Article 10.
- c. Any member of the committee may step down at any point during the year by formally offering their resignation in writing to the senior officers who shall accept it and replace the committee member as laid out in Article 10.
 - 9.c.i. Notice of at least one week must be given.
- d. Upon the death of a committee member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.
- e. A committee member may be impeached for failure to fulfil their duties as outlined in Article 11 through the process outlined in Article 7.
 - 9.e.i. At the EGM to remove a committee member, a representative from the Committee and also the person being impeached may address the meeting prior to the vote taking place.
 - 9.e.ii. The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3rd's majority at a meeting which meets the quorum outlined in Article 6B.
 - 9.e.iii. Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.
 - 9.e.iv. The impeached person may appeal this process and have the decision to remove them reversed if they present the committee with a petition containing the signatures, student numbers and membership numbers of a 2/3rd's majority of the society's membership.
- f. Any member who resigns from their position or is removed from it may not be elected to the committee again during that society session.

10. Co-opting of a Committee Member

- a. Following the promotion, resignation or death of a member as outlined in Article 9 the Executive Officers shall convene and may co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM.

11. The Role of Committee Members

- a. All committee members shall:
 - 11.a.i. Be answerable to committee.
 - 11.a.ii. Attend all committee meetings.
 - 11.a.iii. Attend all society events when possible.
 - 11.a.iv. Attend all training provided by the CSC or other bodies when deemed appropriate.
 - 11.a.v. Help officers in the execution of their duties.
 - 11.a.vi. Have a responsibility to promote the society in the college.
- b. In addition to all the duties and responsibilities of a committee member, those named below shall fulfil the listed duties.

1. The Chairperson shall:

- i. Oversee the general running of the society.
- ii. Chair all committee meetings including any EGMs or AGMs.
- iii. Cast the deciding vote in all hung votes with the exception of fiscal issues in which the treasurer shall retain the right of veto.
- iv. Represent the society in all dealings with the college.
- v. Run all sub committees set up by the committee unless delegated to another member of the committee.

2. The Secretary shall:

- i. Be responsible for all correspondence of the Society.
- ii. Be responsible for liaising with other societies.
- iii. Take and record the minutes of all meetings of the Society and of the Committee.
- iv. Provide the secretary of the CSC with a written record of the Society's activities during his/her term of office not later than the date set by the CSC for submission of this report.
- v. Inform the CSC promptly of any changes to the constitution of the society.
- vi. Keep a record of membership that is up-to-date.
- vii. Send out the weekly email outlining the society's weekly events.

3. The Treasurer shall:

- i. Be responsible for all finances of the Society, and have final say on all matters of expenditure of the funds of the Society remaining conscious of the consensus of the Committee of the Society.
- ii. Be responsible for the collection of annual subscriptions from society members.
- iii. Be responsible for maintaining the society accounts.
- iv. Have the duty of conducting routine communication with the CSC on financial matters including the provision of estimates of expenditure.
- v. Prepare the grant application for submission to the CSC promptly each year.

4. The Social Media P.R.O shall:

- i. Be responsible for the society's promotion via online social media.
- ii. Maintain the society website and social media accounts, including, but not limited to, Facebook, Twitter and Instagram.

5. The Design P.R.O shall:

- i. Organise and oversee the design, printing and distribution of all of the society's printed materials, including but not limited to posters, membership cards and leaflets.
- ii. Design any graphics required for the online promotion of the society.

6. The Librarian shall:

- i. Organise the purchase of all books, DVDs and other material in the DUGES library.
- ii. Be responsible for all material in the library, including keeping a record of borrowings and returns.

iii. Run any book and/or film clubs held by the society throughout the year.

c. The ordinary members of the Committee shall be delegated any other duties by the Chairperson as are seen fit.

d. No member of committee may profit in any way from their involvement in the society.

e. Election to committee shall constitute an agreement on the part of the elected to execute their duties to the highest degree of proficiency while upholding the integrity of the Society.

12. Finances

a. The Treasurer and the Chairperson shall be jointly responsible for the financial affairs of the Society.

12.a.i. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over- rules the advice of the

Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Chairperson and the Treasurer on such a matter, then the Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question.

12.a.ii. If only one of the said officers disassociates himself or herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself or herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.

b. The Chairperson or the Treasurer or any member of the Society may be requested to appear before the CSC, or an officer or sub-committee of the CSC to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or misappropriated, the CSC may ask the Senior Dean to declare the person(s) responsible indebted to the College, in which case he/she may not be permitted to register for the following academic year or to have his/her degree conferred.

c. The Treasurer shall close his/her accounts on March 31st of each year and as soon as may be possible thereafter shall arrange for the accounts to be audited as provided by the CSC. In due course these accounts shall be presented to the Committee of the Society and the CSC for approval. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Chairperson, Treasurer and Secretary.

d. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Chairperson, Treasurer and Secretary.

13. Sub-Committees

a. The Committee may form sub-committees to organise certain aspects of the society, for example for Freshers Week.

b. These sub-committees must abide by college rules and the policies of the society and the CSC.

c. The ultimate responsibility for the actions of the sub-committees lies with the Officers of the Society.

d. All members of the committee are allowed to sit on any of the sub-committees that are formed if they so wish.

14. Amendments

a. This constitution may only be amended by a vote of a 60% majority of those present at an EGM or an AGM. Notices of such amendments must be submitted in writing not less than five days before the date of the general meeting and must be signed by a proposer and seconder, each of whom shall be fully paid-up members of the Society.

b. The Schedules of this Constitution may be changed by the Committee, only with a two-thirds majority at a quorate Committee meeting.

c. An up-to-date copy of the constitution must be available on the society website, if it operates one, at all times for members of the society to view.

d. This constitution is binding as and from the date of being approved by both the Society and the CSC.

Schedule 1

1. The Committee bears collegiate responsibility for all its actions. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings.
2. Each member has a single vote on each issue. In the case of an equality of votes cast the Chairperson has a single casting vote. The treasurer retains the right to veto any issues of financial implication.
3. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.

Schedule 2

The agenda for an AGM or EGM shall be set out as follows:

1. Reports
 - a. These reports, which should be brief, may be delivered verbally with a written copy available on request.
 - b. The reports should be presented in the following order.
 - 1.b.i. Chairperson
 - 1.b.ii. Secretary
 - 1.b.iii. Treasurer
 2. Elections for all positions on the Committee.
 - a. The elections for the Officers shall take place consecutively in the order Chairperson, Secretary, Treasurer, P.R.O.. Following the elections for the Officers there shall be a single election for the Ordinary Members.
 - b. Each candidate shall be allowed address the AGM, if he/she wishes for a maximum of two minutes prior to the election. Longer speeches shall disqualify the candidature.
 - c. Each election shall be of the form of simple plurality. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a “yes/no” option.
 - d. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
 - e. The votes for all elections shall be counted by at least one teller, who shall not have any material interest in the election.
 3. Any motions must be submitted for consideration not less than five days before the date of the AGM/EGM. Any such motions must have been circulated to all members of the Society not less than three days before the date of the AGM/EGM.

October 2016