

Dublin University Modern Languages Society

CONSTITUTION

1. Name.

The society shall be known as the Dublin University Modern Languages Society.

2. Objects.

- a. To foster the learning and awareness of modern languages, literatures and cultures.
- b. To provide modern language classes for its members.
- c. To foster a spirit of union and friendship among its members.

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 (three euros), or any other such figure that is decided upon by the Committee or Annual General Meeting (AGM), within the limits set by the Central Societies Committee (CSC).

4. Committee.

- a. The committee shall consist of five officers, and two ordinary committee members (OCMs).
- b. The officers, elected as described in Article 6, shall consist of the following:
 - i. Chairperson.
 - ii. Treasurer.
 - iii. Secretary.
 - iv. Public Relations Officer (PRO).
 - v. Class Coordinator.
- c. The OCMs shall be elected as described in Article 6.
- d. No individual may occupy more than one office on the committee.

5. Committee Meetings.

- a. The committee shall meet bi-weekly during term time, and as necessary during holiday periods.
- b. Attendance at committee meetings is compulsory for all members of the committee. Failure of a committee member to attend three consecutive meetings without appropriate notice or explanation, as laid out in Section c. of Article 5, signifies that said committee member has resigned from their office, and shall be removed from office as set out in Article 9.
- c. If attendance is impossible for a committee member, they must notify the secretary at least two hours prior to the meeting's scheduled time.
- d. Quorum for committee meetings shall be four committee members, one of which must be an officer (Chairperson, Treasurer, Secretary, PRO or Learning Coordinator).
- e. Accurate minutes of the meeting shall be kept by the Secretary.
- f. All committee meetings shall be open to any member of the society.
- g. All committee and committee meetings shall adopt the guidelines set out in Schedule 1.

6. The Annual General Meeting and Extraordinary General Meetings.

- a. Notice of no less than one week must be provided to members ahead of either an EGM or the AGM.
 - i. Notice must include the date, time, location and agenda for the meeting.
- b. The quorum for the AGM or an EGM shall be ten members.
- c. Only fully-paid members of the society are eligible to vote.
- d. No member who has been admitted to the society less than 24 (twenty-four) hours prior to the AGM or an EGM shall be entitled to vote.

- e. An EGM may be called in accordance with Article 7.
- f. The AGM must be called once a year, in Hilary Term or Trinity Term.
- g. All EGMs and the AGM must be held in accordance with Schedule 2.

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 of the capitated membership of the society, who must submit a signed petition, which clearly states the reasons to call an EGM, to the Chairperson and Secretary.
- c. Each signature on the petition should include student number and name.
- d. Upon presentation of the petition to the Chairperson and Secretary, an EGM must be held within two term weeks.
- e. Notice for the EGM must be given in accordance with Section a. of Article 6.

8. Election of Committee Members.

- a. All committee members will be elected at the AGM.
- b. All committee members shall be elected by means of Single Transferrable Vote. In the case of only a single candidate being presented for a particular position, members shall be asked to ratify the candidate by means of a "yes/no" vote.
- c. Each candidate may participate in hustings at the AGM, or have someone speak on their behalf, in accordance with Schedule 2.
- d. In the case of an apparent equality of votes at the AGM, the newly-elected Chairperson shall have the casting vote.

9. Removal of persons from the Committee.

- a. As outlined in Section b. of Article 5, any committee member who fails to attend three consecutive committee meetings without appropriate notice or explanation shall be deemed to have resigned from the committee, and a person to replace them shall be appointed in accordance with Article 10.
 - i. If an individual has been absent from two consecutive committee meetings without appropriate notice or explanation, the Secretary shall communicate to the individual the consequences of being absent from 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 in accordance with 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 in accordance with Article 10.
 - i. Notice of at least one week must be given.
- d. Upon the death or incapacitation of a committee member, a replacement may be co-opted in accordance with Article 10.
- e. A committee member may be impeached, for failure to fulfil their duties as outlined in the constitution, through a committee vote at which a supermajority of two-thirds of the entire committee is attained.
 - i. At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place. The vote to remove a committee member must be carried by five members of the committee.
 - ii. A committee member may also be removed through a motion obtaining a simple majority at an EGM.

- iv. The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.
- f. Any member who resigns or is removed from their position may not be elected to the committee again during that session of the society.

10. Co-opting of a Committee Member.

Following the promotion, resignation or death of a committee member, the committee shall convene and shall co-opt an eligible member to fill the vacated role, on a temporary basis, until the next available AGM or EGM, which should take place within two weeks from the vacating of said role.

11. Duties of the Committee Members.

- a. All committee members shall:
 - i. Be answerable to the committee.
 - ii. Attend all committee meetings.
 - iii. Attend all society events where possible.
 - iv. Be responsible for promoting the society in the University of Dublin.
 - v. Attend all officer training deemed appropriate.
- b. In addition to the duties of all committee members, the Chairperson shall:
 - i. Organise, coordinate, and direct the activities of the society within the framework of the constitution.
 - ii. Chair all committee meetings, including EGMs and AGMs.
 - iii. Cast the deciding vote in all hung votes, with the exception of fiscal issues, for which the Treasurer retains the right of veto.
 - iv. Represent the society in all dealings with college.
- c. In addition to the duties of all committee members, the Secretary shall:
 - i. Conduct all correspondence with the society, and keep all records and files.
 - ii. Take and record minutes from all society and committee meetings, which shall then be sent out to relevant parties no longer than 24 (twenty four) hours after the meeting takes place.
 - iii. Provide members with written notice of all society and committee meetings.
 - iv. Keep an up-to-date record of society membership.
 - v. Submit an annual report of the society's activities to the CSC.
 - vi. Write and send a weekly email.
- d. In addition to the duties of all committee members, the Treasurer shall:
 - i. Be responsible for the finances of the society and the maintenance of accounts.
 - ii. Have the final say on all matters of expenditure of the funds of the society, while taking into account the consensus of the committee.
 - iii. Be responsible for the collection of annual subscription from members.
 - iv. Prepare the grant application for the CSC.
 - v. Be responsible for securing external sponsorship for the society.
- e. In addition to the duties of all committee members, the PRO shall:
 - i. Be responsible for the promotion of all society activities.
 - ii. Be responsible for the distribution of appropriate material regarding society activities.
 - iii. Design any and all material to be released publicly, whether this is physically or online.
- f. In addition to the duties of all committee members, the Class Coordinator shall:
 - i. Be responsible for all facets of the organisation and coordination of the society's modern language classes. This includes, but is not limited to, the hiring of and communication with language teachers, the timetabling of classes, and keeping up-to-date records of membership of each individual class.
 - ii. Promote, to the fullest possible extent, language learning within the society.

12. Finances.

- a. The Auditor 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 they may not be permitted to register for the following academic year or to have their degree conferred.
- b. The Treasurer shall close their accounts in accordance with CSC guidelines 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.
- c. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Auditor, Treasurer and Secretary.

13. Amendments.

- a. An amendment to the society's constitution must be proposed and seconded by two members of the society, and submitted in writing, not less than five working days before the AGM or an EGM, to the Secretary.
- b. An up-to-date copy of the constitution must be available on the society's website, if it operates one, for any and all members of the society to view.
- c. The constitution is binding as and from the date of being ratified by both the society and the CSC.

Schedule 1

1. All comments, considerations and discussions at a meeting of the Committee are open to all members of the Society, unless it is specifically agreed and recorded that one or more items from the meeting are to be held *in camera*.
2. If a meeting, or a part thereof, is to be held *in camera*, all persons who are not members of the committee shall leave the room for the duration of the discussion on that topic, unless one or more of them are invited to remain.
3. In the case that some person, or persons, are invited to remain, they shall be asked to leave the room, whilst the Committee discuss their invite. The Committee shall then vote on whether or not to allow those persons leave to remain, with each individual in question being voted upon sequentially.
4. 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.
5. 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.
6. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.
7. Minutes of the previous meeting must be accepted at the beginning of the meeting.

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.
 - i. Chairperson
 - ii. Secretary
 - iii. Treasurer
 - iv. Public Relations Officer (PRO)
 - v. Learning Coordinator
2. Elections for all committee officers.

- a. The elections for the Officers shall take place consecutively in the order; Chairperson, Secretary, Treasurer, Public Relations Officer, Learning Coordinator. Following the elections for the officers, there shall be a single election for the Ordinary Committee Members (OCMs).
 - b. Each candidate shall be allowed to address the AGM if they wish, for a maximum of two minutes, prior to the election.
 - c. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
3. Any motions submitted for consideration must be submitted not less than five days before the date of the AGM or 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.

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