

The Constitution of the Dublin University Germanic Society

1. Name

- a. The Society shall be known as the DU Germanic Society (or Dublin University Germanic Society).

2. Aims

- a. The Aims of the Society shall be to kindle and encourage a love of German culture, and the cultures of other German-speaking European countries, to run cultural events, and to provide a meeting space for Trinity staff and students from or interested in German-speaking Europe.

3. Membership

- a. Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription as shall be decided by the Committee or Annual General Meeting (AGM) within the limits set by the CSC.
- b. Honorary membership may be given to those individuals who are neither students nor staff of Trinity College, but who have made a significant contribution to the society. Honorary members are not entitled to vote at an AGM or EGM, nor are they permitted to run for election for a position on the Committee. Their membership will last for one year only.

4. The Committee

- a. The Committee shall consist of 11 members, of whom 4 are Senior Officers and 7 are Junior Officers.
- 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. P.R.O. (Public Relations Officer)
- c. The Junior Officers shall be elected as laid out in Article 8 and shall consist of the following:
 - 4.c.i. Assistant Secretary
 - 4.c.ii. Assistant Treasurer
 - 4.c.iii. Assistant P.R.O.
 - 4.c.iv. Events Co-Ordinator
 - 4.c.v. Steward
 - 4.c.vi. German Department Liaison Officer
 - 4.c.vii. Freshers' Rep

5. Committee Meetings

- a. The Committee shall meet not less than six times during term time.
- b. All meetings of the committee shall be open for any member of the society to attend except in exceptional circumstances as outlined in Schedule 1.
- c. Notice of not less than two days must be given to committee members ahead of a committee meeting.
- d. 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.
- e. 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 10.
- f. Quorum for committee meetings shall be seven committee members, one of whom must be a Senior Officer.
- g. Accurate minutes of the meeting shall be kept and distributed as outlined in Schedule 1.
- h. All committee shall adopt the guidelines outlined in Article 1.

6. The Annual General Meeting and Extraordinary General Meetings

- a. Notice of no less than one week must be given to members ahead of either and Extraordinary General Meeting (EGM) 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 either an AGM or an EGM shall be one tenth of the membership of the society.
- c. Any member of the college may attend either an AGM 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 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 in accordance to the procedure laid out in 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 any seven members 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 seven 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 Auditor 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 election shall be of the form of the single transferable secret ballot using the proportional representation system of election. 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., Events Co-Ordinator, Steward and German Department Liaison Officer shall be elected at the AGM.
- d. The positions of Assistant Secretary, Assistant Treasurer, Assistant P.R.O. and Freshers Rep shall be elected at a TGM no later than Week 6 of Michaelmas Term.
- 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 and TGM in accordance with the procedure laid out in Schedule 2.
- g. The candidates for P.R.O. who wish to submit examples of their work must do so to the Secretary of the society no later than 24 hours prior to the AGM.

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 10 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 Senior Officers shall convene and shall 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.
 - vi. Conduct a review of the society each year with members of the committee each semester.
 - vii. Prepare a handbook to be passed on to their successor.
 2. The Secretary shall:
 - i. Be responsible for all correspondence of the Society.
 - ii. Take and record the minutes of all meetings of the Society and of the Committee.
 - iii. Promptly send out minutes from all meetings to relevant parties within 24 hours of the meeting ending.
 - 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.
 - viii. Prepare a handbook for their successor.
 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.
 - vi. Prepare a bi-annual report on the society's finances for presentation to the committee.
 - vii. Prepare a handbook for their successor.
 4. The P.R.O. shall:
 - i. Be responsible for all facets of the society's promotion.
 - ii. Maintain the society's website and social media accounts.
 - iii. Be responsible for liaising with other societies.
 - iv. Organise and oversee the design, printing and distribution of all the society's printed materials including but not limited to posters, membership cards and leaflets.
 - v. Prepare a handbook for their successor.
 5. The Assistant Secretary shall:
 - i. Assist the secretary in the successful execution of their duties to the best possible standard.
 - ii. Endeavour to improve the communications of the society in whatever manner possible, while deferring to the Secretary.
 6. The Assistant Treasurer shall:
 - i. Assist the treasurer in the successful execution of their duties to the best possible standard.
 7. The Assistant P.R.O. shall:

- i. Assist the P.R.O in the successful execution of their duties to the best possible standard.
- ii. Endeavour to improve the publicity of the society in whatever manner possible, while deferring to the P.R.O.

8. The Steward shall:

- i. Be responsible for the materials, merchandise and equipment of the society.
- ii. Be tasked with organising the design and purchase of Committee attire.
- iii. Be tasked with co-ordinating student timetables of the committee in order to organise committee meetings.

9. The Events Co-Ordinator shall:

- i. Be responsible for the organisation of events held by the society.
- ii. Book venues in which the society shall hold events.
- iii. Book stands for the organisation of events where required, and organise committee members to run these stands.
- iv. Co-ordinate with the P.R.O. and the Assistant P.R.O. to ensure tickets for ticketed events are produced and available for distribution at least one day before they are due to go on sale.
- v. Book receptions at least 7 days in advance of an event where a reception is to be held.
- vi. Be responsible for the acquisition of materials necessary for an event before the event takes place. The Events Co-Ordinator may delegate the task to another committee member if they are unable to fulfil this role themselves.

10. The German Department Liaison Officer shall:

- i. Act as a link between the society and the college's German Department.
- ii. Communicate with the college's German Department to ensure no event clashes occur, and to inform the committee of events run by the college's German Department which they have permitted the society to publicise to its members.
- iii. Communicate with the college's German Department to request their assistance in publicising the society to its students and staff.

11. The Freshers Rep shall:

- i. Assist the P.R.O. in publicising the society and its events to new students.
- ii. Act as a link between the society and new students of the college.

- c. No individual may hold more than one position on the committee.
- 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 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 he/she may not be permitted to register for the following academic year or to have his/her degree conferred.
- b. 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 Auditor, 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 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 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. 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 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 Auditor 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.

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
 - 1b.iii. Treasurer
2. Elections for seven positions on the Committee, excluding the Assistant Secretary, Assistant Treasurer, Assistant P.R.O. and Freshers Rep.
 - a. The elections for the Senior Officers shall take place consecutively in the order Chairperson, Secretary, Treasurer, P.R.O. Following the elections for the Senior Officers the elections for the Junior Officers shall take place consecutively in the order Events Co-Ordinator, Steward, German Department Liaison Officer.
 - 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 the single transferable secret ballot using the proportional representation system of election. 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 not less than two tellers, neither of whom shall 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.

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