

## **The Constitution of DU Dance – the TCD Dance Society**

### **1 Name**

- A. The Society shall be known as DU Dance (or the TCD Dance Society).

### **2 Objects**

- A. The object of the Society shall be to promote interest in social dance by providing classes and information on dance to 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 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 alumni who have made a significant contribution to the society, at the discretion of the Committee. 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 but may be renewed in the following year.

#### **4 The Committee**

- A. The Committee shall consist of 11 members, of whom 3 are Senior Officers, 7 are Officers and 1 is a General Committee Member (GCM).
- B. The Senior Officers (also known as the Executive Officers or Executive) shall be elected as laid out in Article 8 and shall consist of the following:
  - i. Chairperson
  - ii. Secretary
  - iii. Treasurer
- C. The Junior Officers shall be elected as laid out in Article 8 and shall consist of the following:
  - i. Public Relations Officer (P.R.O.)
  - ii. Webmaster
  - iii. Ents Officer
  - iv. Workshop Officer
  - v. Intersivity Officer
  - vi. Social Secretary
  - vii. Treasurer's Assistant
- D. The GCM shall be elected as laid out in Article 8.
- E. No individual may hold more than one position on the committee.

## **5 Committee Meetings**

- A. The Committee shall meet at least fortnightly during term at an agreed date and 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 48 hours 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 three 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 9.
- F. Quorum for committee meetings shall be 2/3<sup>rd</sup>s of the committee. One senior officer must also be present.
- 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 Schedule 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 the Annual General Meeting (AGM), and notice of no less than 72 hours must be given to members ahead of an Extraordinary General Meeting (EGM).
  - 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 thirty people.
- 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 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 fully paid members of the society and should include name and student number.
- 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 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. All positions shall be elected at the AGM.
- D. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.
- E. Each candidate may participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure laid out in Schedule 2.

- F. The candidates for P.R.O. may submit examples of their work no later than 12 hours prior to the AGM. Candidates shall be provided with relevant files such as a society logo upon request.

## **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.
  - 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.
  - 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 a committee vote at which a supermajority of 2/3<sup>rd</sup>s 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.

- ii. The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3<sup>rd</sup>s majority at a meeting which meets the quorum.
  - iii. Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.
- F. Any member who is removed from the committee may not be elected to the committee again during that society session.

#### **10 Co-opting of a Committee Member**

- A. Following the creation of a vacancy on the committee, the committee 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:
  - i. Be answerable to the committee.
  - ii. Attend all committee meetings.
  - iii. Attend all society events where possible.
  - iv. Have a responsibility to promote the society in the college.
  - v. Attend all training provided by the CSC or other bodies when deemed appropriate.
  
- B. In addition to the duties of all committee members 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. Conduct a review of the society each year with members of the committee each semester.
  - vi. Prepare a handbook for their successor.
  
- C. In addition to the duties of all committee members 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 membership record that is up-to-date.
- vii. Send out the weekly email outlining the society's weekly events.
- viii. Prepare a handbook for their successor.

D. In addition to the duties of all committee members 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.

E. In addition to the duties of all committee members the Public Relations Officer shall:

- i. Organize 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. Be responsible for the photography and videography of society events where such are required.
- iii. Prepare a handbook for their successor.

- F. In addition to the duties of all committee members the Webmaster shall:
  - i. Be responsible for the maintenance and usage of the society's website and all social media accounts.
  - ii. Prepare a handbook for their successor.
  
- G. In addition to the duties of all committee members the Ents Officer shall:
  - i. Be responsible for the planning and organization of events and trips away, under the guidance of the executive.
  - ii. Prepare a handbook for their successor.
  
- H. In addition to the duties of all committee members the Intervarsity Officer shall:
  - i. Be responsible for the coordination of all crews or teams in preparation for the annual All-Ireland Intervarsity Competition and other competitions that may arise. This includes but is not limited to the organization of auditions, rehearsal spaces, crew jumpers, costumes and competition registration.
  - ii. Prepare a handbook for their successor.
  
- I. In addition to the duties of all committee members the Workshop Officer shall:
  - i. Be responsible for the representation and coordination of all dance styles and teachers in dance workshops and classes.
  - ii. Be responsible for the booking of all necessary facilities, including equipment and a venue, in which to host classes and workshops.
  - iii. Prepare a handbook for their successor.
  
- J. In addition to the duties of all committee members the Social Secretary shall:
  - i. Be responsible for the organization of all society receptions, including but not limited to acquiring refreshments and booking rooms and equipment.
  - ii. Be responsible for the management of all performance bookings at which the society's dancers will perform.
  - iii. Prepare a handbook for their successor.

- K. In addition to the duties of all committee members the Treasurer's Assistant shall:
  - i. Be responsible for assisting the Treasurer in their duties as required.
  - ii. Prepare a handbook for their successor.
- L. No member of committee may profit in any way from their involvement in the society.

## **12 Finances**

- A. 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 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 Chairperson, Treasurer and Treasurer's Assistant.

### **13 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 4 days before the date of the AGM and not less than 2 days before the date of an EGM and must be signed by a proposer and seconder, each of whom shall be fully paid-up members of the Society. Amendments to the constitution submitted must be distributed to members 24 hours prior to a meeting.
- 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 or must be provided to members promptly upon request should the website become unavailable.
- 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 of 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 committee 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. Treasurer
  - iii. Secretary
- c Reports from other officers may be presented by request with approval of the Chair.

### 2 Elections for all eleven positions on the Committee.

- a The elections of the Committee shall take place consecutively in the order outlined in Article 4.
- b Each candidate shall be allowed address the AGM/EGM, if he/she wishes for a maximum of two minutes prior to the election. Longer speeches shall disqualify the candidature. The Chairperson may reduce the maximum time allotted per candidate, to no less than one minute, for non-Senior Officer positions only, in the event of many candidates.
- c Each candidate may be asked relevant questions by the members. The number of questions that may be asked, the time allowed per answer, and the relevance of the questions are at the discretion of the Chairperson.
- d The results from an election shall be announced before another election takes place.
- 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 Motions relevant to the election of the committee shall be placed before elections on the agenda and all other motions shall take place after elections.

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