

# The Constitution of Dublin University Gamers Society

## **1. Name**

- a. The Society shall exist and henceforth be known as Dublin University Gamers Society, henceforth referred to as DU Gamers or Gamers.

## **2. Objectives**

- a. DU Gamers is intended to provide gaming enthusiasts a chance to develop their interest in the hobby, and to provide novices an opportunity to develop an interest in the same.

## **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 have made an exemplary 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. The society recognises the honorary membership of all presidents elected prior to the Academic year 2016-17 and any other honorary members elected at AGM and EGMs.

## **4. The Committee**

- a. The Committee shall consist of list positions.
- b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:
  - i. President
  - ii. Secretary

- iii. Treasurer
- c. The Junior Officers shall be elected as laid out in Article 8 consist of the following:
  - i. Public Relations Officer (P.R.O.)
  - ii. Librarian
- d. The OCMs shall be elected as laid out in Article 8.
- e. OCMs upon election may be delegated any of the following titles or positions by the executive dependent on the needs of the committee:
  - i. Card Gaming Officer
  - ii. Wargaming Officer
  - iii. Roleplaying Games Officer
  - iv. Board Games officer
- f. The outgoing President, from the end of his or her term, may, for the next year, be an ex-officio member of Committee and shall be considered to have a position equivalent to that of an OCM for all intents and purposes, provided that they still be a member of the college. The outgoing President may refuse this position.
- g. No individual may hold more than one position on the committee.
- h. The society may choose to designate up to four members of the gaming community who have had strong working relations with or who have previously served on the DU Gamers committee as non-voting Ambassadors to the wider community. Ambassadorial members may sit in on committee meetings and be privy to appropriate committee communications and represent DU Gamers to the wider gaming and collegiate community.

## **5. Committee Meetings**

- a. The Committee shall meet weekly 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 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 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 half of the committee. One senior officer must also be present.
- g. Accurate minutes of the minute shall be kept and distributed as outlined in Schedule 1.
- h. All committee shall adopt the guidelines outlined in Article 11.

## **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).
  - 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 twenty people, or one tenth of the membership of the society, whichever is smaller.
- 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 50% of the members of the society submitting a signed petition stating clearly the reasons for the EGM to the Secretary or by the committee submitting the same document.
- c. The petition must be signed by fully paid members of the society and should include society member number, student number and name.
- d. Upon presentation of the petition 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 a single transferable vote secret ballot. 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 committee 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.

## **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 or incapacitation 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 1 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 of all members of the committee

- iii. Following the removal of the committee member a by-election shall take place per Article 6 in accordance with the elections procedure in Article 8. In the interim a member will be co-opted to the duties of the vacated role.
- iv. A committee member may also be removed through a motion obtaining a simple majority at an EGM.
- v. 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 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 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. This AGM or EGM must be announced within two weeks of the co-option.

#### **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 President 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. Prepare a handbook to be passed on to 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 their 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 and ensure that it is kept confidential, allowing only the Treasurer and President to see it in the execution of their duties.
  - 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. Be responsible for the organisation of the annual society trip, with consent from the wider committee. The Treasurer may delegate this to an OCM or other committee member at the discretion of the wider committee.
  - vii. Be responsible for notifying the CSC of any changes of committee positions ie. EGM elections etc
  - viii. Prepare a handbook for their successor.
- e. In addition to the duties of all committee members the Librarian shall:
- i. Be responsible for the maintenance and upkeep of the society board game and book libraries.
  - ii. Be responsible for the purchasing of any new additions to the libraries, with assistance of the committee.
  - iii. Have the duty of handling the lending of any books from the library, including the setting of deposit rates, late fees, etc.
  - iv. Be responsible for the safekeeping and upkeep of the society's Live-Action Roleplaying weapons armoury.
  - v. Prepare a handbook for their successor.
- f. In addition to the duties of all committee members the P.R.O. shall:
- i. Be responsible for all facets of the society's promotion.
  - ii. 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.
  - iii. Prepare a handbook for their successor.

- g. In addition to the duties of all committee members the Ordinary Members of Committee shall:
  - i. Help officers in the execution of their duties.
  - ii. Oversee the field of gaming that may have been delegated to them, ie: Board Gaming, Card Gaming, Roleplaying Games, or Wargames.
- h. No member of committee may profit in any way from their involvement as a committee member of the society.

## **12. Chain of Command**

- a. The President shall hold the highest position.
- b. The Secretary and Treasurer shall jointly hold the second position.
- c. The other named Committee officers shall jointly hold the third position.
- d. The OCMs shall all jointly hold the fourth position.
- e. The officer(s) who holds the highest position in the Society's room shall take responsibility for the goings on in the room at the time, until he/she is relieved by a superior officer.
- f. The deputies of an officer shall hold no position in the chain of command higher than that they themselves possess.

## **13. Finances**

- a. The President 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 President, Treasurer and Secretary.

#### **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. This constitution is binding as and from the date of being approved by both the Society and the CSC.
- d. An up to date copy of the constitution shall be available to members upon request.

### **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.
  - a. The agreement for a section of a meeting to be held in camera will be put to a vote by the committee; with the exception of the discussion of financial matters which

are deemed to be necessary to discuss in camera. Other typical reasons for in camera discussion are:

- i. To discuss inappropriate behaviour
  - ii. To discuss interpersonal issues
  - iii. To conduct a committee called impeachment (as outlined in Article 9e)
  
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 President 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. President
    - ii. Secretary

iii. Treasurer

2. Elections for all on the Committee.

- a. The elections for the Officers shall take place consecutively in the order President, Secretary, Treasurer, Librarian and PRO. Following the elections for the Officers there shall be a single election for the Ordinary Committee Members.
- b. Each candidate shall be allowed address the AGM, if they wish for a reasonable period of time prior to the election, to be defined by the committee prior to the Election. Questions may then be fielded by the attendees.
- c. In the case of a candidate running in absentia, the candidate must notify the committee no less than two hours before the Election. The candidate may either provide the committee with a written speech to be read to the attendees, or delegate an attendee to speak on their behalf.
- 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 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.

**September 2018**