

DUBLIN CITY UNIVERSITY: Postgraduate Society Constitution

1. **Name of Society:**

- 1.1. The official name of the Society shall be Dublin City University Postgraduate Society, herein the 'society'. This name may be abbreviated in informal communications.

Aims & Objectives: The aims and objectives of the Society are as follows:

2.1 To facilitate the practice of Postgraduate University Life in all its forms with the philosophy that an established network of postgrads could not just benefit postgraduate work and the university but could genuinely and directly enhance student life.

2.2 To provide a forum for postgraduates and other society members in DCU to meet, chat, socialize, and to promote research activities.

2.3 To promote Postgraduate collaboration, networking, and philosophies of continuous improvement.

2.4 To foster the development of members as students, researchers, educators, and individuals.

2.5 To provide a forum for members to interact and socialize through academic and non-academic activities (such as sporting activities).

2.6 To assist Society members to represent the Society at a higher level, including networking and collaboration activities.

2.7 To encourage the participation of students in competitions for funding opportunities, research based competitions, intervarsities, opportunities for improved public speaking, writing, etc. (e.g. Three-minute thesis, Tell It Straight, Hack Days, and other interdisciplinary events).

2.8 To promote the interaction of Postgraduates with others outside of their group, department, or faculty, including professional networking to grow connections for collaboration and employment after graduation.

2.9 To assist Undergraduate students who wish to follow the Postgraduate path.

3. **Members:**

- 3.1 Membership of the Society shall be open to all students, staff, and graduates of the college. Undergraduates will be welcome and encouraged

to join because almost every Postgraduate was once an Undergraduate who could have found guidance in a Society like this.

3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

3.3 The Society recognizes the importance, experience, and knowledge that graduates and former students bring to the Society, therefore we will endeavour to maintain contact with such former members as wish to retain their connection with the Society.

3.4 Graduate Membership shall be open to former members of the society who are no longer students of Dublin City University.

3.5 To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.

- It shall not be a requirement of associate membership that such members should hold a degree or any other academic award given by Dublin City University
- Associate Members shall pay an annual membership fee to the Society. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the Society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- Associate Members shall be ineligible for election to the society's governing committee.
- Associate Members shall be entitled to attend all general meetings of the society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote of the non-Associate members at a general meeting of the society.
- Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote of the non-Associate members at a general meeting of the Society.
- The rights of an Associate Member shall not exceed those of an ordinary member of the society.

3.6 All members shall be bound by this constitution.

4. **Governing Executive Committee:**

4.1 The Society shall have a Governing Executive Committee (The Committee).

4.2 The Committee shall run the society of behalf of its members and in accordance with the aims and objectives and in compliance with the regulations set down by the Societies & Publications Committee.

- 4.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.4 Secret ballot voting may be requested by any member of the committee.
- 4.5 A quorum shall be a majority of committee members.
- 4.6 The Committee shall consist of:
- Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Public Relations Officer
 - Equipment Officer
 - 2 x Sports Officer
 - 3 x Ordinary Member, each from a different school
- 4.7 The Term of Office of these elected officers shall be one year, beginning at the start of the defined university academic year and ending at the start of the following academic year.
- 4.8 A person shall not hold the same office on the committee for more than two successive terms.

5. **Election of the Governing Executive Committee:**

- 5.1 Members of the Executive Committee (hereafter the 'committee' shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).
- 5.2 To seek election to the Committee, each candidate must have 2 nominations by current members of the society.

6. **Duties of the Governing Executive Committee:**

- 6.1 The Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.
- 6.2 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter she/he shall have the casting vote.
- 6.3 The Vice-Chairperson shall assist the Chairperson in all their duties.
- 6.4 The Vice-Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the society) in the event that the Chairperson is absent or is unable to perform their duties.
- 6.5 The Secretary's function shall be to deal with correspondence and to maintain records of the society.
- 6.6 The Secretary keeps minutes of all committee meetings, of all general

- meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee.
- 6.7 The Secretary may keep a record of authorization of expenditure.
 - 6.8 The Secretary shall give notice to all members of the society's meetings, events, and functions.
 - 6.9 The Secretary shall assist the Public Relations Officer (PRO) to organize fundraising events and sponsorship where necessary.
 - 6.10 The Treasurer's function shall be to administer the funds of the society and to maintain accounts and budgets.
 - 6.11 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Societies & Publications Committee of DCU.
 - 6.12 The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.
 - 6.13 The Treasurer shall sign all cheques and withdrawal forms for the Society's bank account.
 - 6.14 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society on consultation with the Societies & Publications Committee.
 - 6.15 The Equipment Officer shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Societies & Publications Committee.
 - 6.16 The Equipment Officer shall maintain a record of all fixed and current assets belonging to the society and will report an inventory list to the committee at the start and end of the academic year.
 - 6.17 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.
 - 6.18 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice of all members of these contributions.
 - 6.19 The Sports Officer shall actively promote and provide participation opportunities for all sections of the postgraduate society community in all kinds of sports activities.
 - 6.20 Any committee member may fulfil the role of another member upon the majority agreement of the executive committee.

7. **Dismissal and Resignation of Committee Members:**

7.1 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole.

7.2 Any committee member who misses more than 3 committee meetings

without the permission of the chair will be deemed to have resigned. It is understood that reasonable and sufficient notice will be given to the committee of the scheduling of a meeting.

7.3 No member of the committee shall be otherwise dismissed from office unless:

- Written notice of a resolution to seek dismissal, signed by 10% of the members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- $\frac{2}{3}$ of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

7.4 A resolution to dismiss a committee member shall be passed by a simple majority vote at the relevant and quorate meeting.

7.5 The responsibilities of a person resigned or dismissed shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position.

8. **Meetings:**

8.1. Quorum for a general meeting (GM) (annual (AGM) or extraordinary (EGM)) shall consist of a majority of the current Governing Executive Committee members and 5% of the ordinary membership.

8.2. Notice of a GM must be announced to the membership a minimum of seven days prior to the meeting

8.3. At a GM, a member may propose a resolution relating to the business of the Society.

8.4. Resolutions may be passed by simple majority.

8.5. A committee member is considered elected at a GM when they obtain more votes than another candidate. In the event of a tie, the acting Chairperson will provide the casting vote.

8.6. Voting on resolutions and elections of the executive committee is done by a show of hands and a declaration by the Chairperson that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.

8.7. In the event that the Chairperson's resolution (8.6) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the executive committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Vice-Chairperson (where requested by the general meeting).

8.8. No resolution may contravene DCU policy or Societies & Publications Committee.

8.9. There shall be an Annual General Meeting (AGM) held each year.

- 8.10. The AGM shall be held no later than in the final month of the term where the main committee members will be elected (where possible) for the following term.
- 8.11. Elections for the offices of the Governing Executive Committee shall take place at the AGM
- 8.12. The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee, which must include a Treasurer's report on the finances of the society, and any other business deemed relevant by the general membership.
- 8.13. An Extra-ordinary General Meeting (EGM) shall be convened if:
- 10% of the ordinary membership of the society requests such a meeting in writing.
 - A quorum of the Governing Executive Committee requests such a meeting in writing.
 - A vacancy on the current committee occurs and there is a need to elect a replacement.
- 8.14. Elections for the offices of the Governing Executive Committee may take place at an EGM when a position is open.

9. **General:**

- 9.1 Through agreement of the executive committee there shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Societies & Publications Committee.
- 9.2 The membership fee for the Society shall be in compliance with the conditions set down by the Societies & Publications Committee.
- 9.3 Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4 In the event of a clash with the Societies & Publications Committee Constitution, the Societies & Publications Committee Constitution shall take precedence above this constitution and is subject to Sports Society's Committee at all times.
- 9.5 In joining the Society, members agree to be bound by the rules and regulations of the Society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), Societies & Publications Committee shall rule on the matter and its decision is final.

10. Finance

1.1. Income & Payments

- 1.2. Invoices should be approved and paid within 31 days.
- 1.3. Payments are made by Executive Committee as the norm.
- 1.4. All banking on line transactions should be printed in hard copy and filed with the rest of the documentation.
- 1.5. Post each payment run, a report of all transactions that have been made during that session must be cross-checked against the invoices / payments that were DUE to have been made, to ensure correct amount has been paid. This is to be produced by the Treasurer.
- 1.6. Cheque payments to be made only where there is no other payment option.
- 1.7. Cheques must be signed by two listed signatories
- 1.8. Cheque Books must be kept in a safe.
- 1.9. There should be no pre-signed cheques.

2.

2.1. Petty Cash

- 2.2. Petty cash float not to exceed €250.
- 2.3. Receipts must be obtained and retained
- 2.4. Petty cash should be analysed on a monthly basis.
- 2.5. All transactions must be recorded, regardless whether the money has been spent or not.
- 2.6. Petty cash must be locked in the safe at all times.
- 2.7. Keys are to be kept only by Chairperson and Treasurer. No other society member to have access to the safe unless authorised by the Chairperson.

11. Amendments to this Constitution:

- 11.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 5 days prior to the general meeting at which such a proposal shall be considered.
- 11.2 A proposal to amend this Constitution must receive the approval of $\frac{2}{3}$ of the members present and entitled to vote at the relevant meeting.