

# ***DCU ISLAMIC SOCIETY***

## ***CONSTITUTION***



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## **1. Definitions**

For the purpose of this constitution, (a) the terms '**society**' and '**isoc**' shall refer to the Dublin City University Islamic Society, (b) the terms '**university**' and '**DCU**' shall refer to Dublin City University, (c) the phrases '**executive body**', '**executive committee**' and '**committee**' shall refer to the governing body of the society, (d) the term '**officers**' shall refer to the members within the executive body, (e) the term '**SU**' refers to the DCU Student Union, (f) the term '**SPC**' refers to the Societies and Publications Committee of DCU, (h) the **Qur'an** refers to the Holy Book of Muslims, considered to be the word of God, (i) the term '**Membership**' refers to every member of the society, regular and executive, (j) the term '**Student body**' refers to the entire student body of DCU, including but not limited to Alumni, Professors, Deans and Research students, (k) the term **AGM** refers to the Annual General Meeting of the society, (l) the term **GBM** refers to a General Body Meeting of the society, (m) the term **EGM** refers to the Extraordinary General Meeting of the society, (n) the term **JCM** shall refer to Joint Committee Meetings, (o) the term '**Admin**' refers to the administrator of the Facebook group and/or page.

## **2. Our Constitution**

2.1 This constitution consists of 12 Articles, with definitions given in [\[Article 1\]](#) in a lettered format.

2.2 The 12 Articles are further divided into clauses and sub-clauses and sub-sub-clauses (if required). Various Articles are referred to throughout the constitution in the following format [Article 1.2.3.4]. This refers to Article 1, Clause 2, Sub-Clause 3, and Sub-Sub-Clause 4.

2.3 The Articles listed on the first page are hyperlinked to each article throughout the document.

2.4 This constitution is the MAIN governing document of this society, the 2<sup>nd</sup> being the Committee's Manual which is invoked by the constitution.

2.5 **This constitution is the property of the Resource Officer of the society and this original, published and watermarked soft copy should be kept by him or her safely at various locations.**

2.6 Under the Freedom of Information Act, a copy of this constitution can be requested by any member of the society, regular or executive, any officer from the SU and any officer from the SLC. The committee isn't obliged to provide a copy of this constitution to anyone not sanctioned within this clause, but is permitted to do so with caution.

### **3. *Name of the Society***

3.1 The name of the society shall be the **Dublin City University Islamic Society**.

3.2 It is herein referred to as either isoc or society.

### **4. *Statement of Aims***

The executive body, on behalf of the society, pledges to fulfil the following aims to the best of its capacity. The society's aims are:

4.1 To establish and introduce the society to other student Islamic Societies in and outside Ireland, and to work and cooperate with them in good spirit.

4.2 To promote friendly relations between Muslims and non-Muslims.

4.3 To conduct social, cultural, educational and religious activities in the best traditions of Islam.

4.4 To promote unity between Muslims and provide a support group for Muslim students.

4.5 To educate interested members of the student body on aspects of Islam.

4.6 Represent and safeguard the rights and interests of Muslim students.

## **5. *The Membership***

5.1 Membership of the society shall be open to the entire student body of DCU, regardless of a person's faith (or lack thereof), gender, race, nationality or political inclination.

## **6. *Subscription and Finance***

6.1 Subscription to the membership shall be obtained by paying the appropriate fee each year as determined by the SPC.

6.2 The annual budget of the society shall be prepared by the Treasurer during a special annual Budget Meeting, in which the officers of the executive body get together to budget for the next academic year.

## **7. *Meetings***

7.1 The various meetings are categorized under

7.1.1 Committee Meetings

7.1.2 General Body Meeting [GBM]

7.1.3 Annual General Meeting [AGM]

7.1.4 Joint Committee Meeting [JCM]

7.1.5 Extraordinary General Meeting [EGM]

7.2 A Committee Meeting is a meeting between all the officers in the committee.

7.6 A General Body Meeting is a fancy name for a meeting that involves both the committee AND the membership. The AGM and the EGM are essentially types of General Body Meetings.

7.7 An Annual General Meeting is the last GBM held in order to elect a new committee for the next academic year.

7.8 A Joint Committee Meeting is a normal committee meeting which involves the old committee AND the new committee.

7.9 An Extraordinary General Meeting is the first GBM of the academic year which focuses on educating freshers about the society.

## **8. *Executive Committee***

8.1 The Executive Committee is the governing body of the society.

8.2 It is herein referred to as either the Committee or Executive Body.

8.3 The committee shall be elected democratically at the AGM of the society. Any vacancies that may appear after the AGM shall be taken care of during the EGM of the society or by calling a GBM.

8.4 There should ideally be an odd number of people on the committee at all times. This ensures positive outcomes during a voting process within the committee. Even so, the total number of committee members is at the discretion and decision of the committee.

8.5 The total number of officers is decided before the AGM of the society and amended if necessary before the EGM of the society

8.5.1 Chair

8.5.2 Vice-Chair

8.5.3 Secretary

8.5.4 Treasurer

8.5.5 Events Officer

8.5.6 Public Relations Officer [PRO]

8.5.7 Advertising Officer

8.5.8 Resource Officer

8.5.9 Ordinary Member 1

8.5.10 Ordinary Member 2

8.5.11 First Year Rep

8.6 Every plan or action taken out by the committee **must** be approved by a simple majority within the committee [>50%] subject to a veto held collectively by the Chair & Vice-Chair. In the case of a split vote, the Chair & Vice-Chair shall make the final decision. If the Chair & Vice-Chair cannot come to an agreement, the issue will have to be discussed and reviewed by the committee once again. This ensures that neither the Chair nor the Vice-Chair is individually allowed to call the shots in any particular decision.

8.7 The term of office for each officer is the duration of time between time of election and next AGM.

## **9. *Duties of the Committee***

9.1 The Duties of the officers within the Committee are set out here.

9.2 The duties are explained in detail in the 2<sup>nd</sup> governing document of the society – the Committee’s Manual, which is invoked by this constitution.

9.3 **Chair** - The Chair is responsible for the smooth running of the society while keeping in mind the society's vision and goals. The chair serves as a moderator during all committee meetings and is responsible for executing orders and decisions in line with the goals of the society.

9.4 **Vice-Chair** - The vice-chair is the second-in-command and takes over the chair's role if for some reason the chair is absent or unavailable. The vice-chair is in charge of student welfare of members & non-members alike and is also responsible for following up with committee officers' on their responsibilities and tasks.

9.5 **Secretary** - The secretary is responsible for drafting an agenda and jotting down the minutes for committee meetings, and ensuring effective communication between the officers in the committee. Apart from the above, the secretary is also responsible for booking the room for committee meetings and informing everyone about the same.

9.6 **Treasurer** - The treasurer has to make sure that the society bank account has enough funds at all times! He/she is responsible for budgeting, writing checks, dealing with society funding, storing receipts and other financial dealings while ensuring that all financial dealings are conducted in an honest and transparent manner.

9.7 **Events Officer** - The events officer deals with organizing and delegating of tasks for society events. He/she is responsible for drafting a calendar of events and making sure that all events run smoothly according to plan. He/she is the official Event Manager of any given event organized by the ISoc, unless the responsibility has been passed on to another officer with approval from the Chair.

9.8 **Public Relations Officer** - The PRO is the face of the society. He/she is in charge of basic networking and developing good relationships with other societies in order to facilitate joint events. He/she is also responsible for dealing with the SU and the SPC on matters of mutual interest.

9.9 **Advertising Officer** – The advertising officer is in charge of promoting, marketing and advertising the society's events in order to increase member (and non-member) participation in activities. Basically, he/she is responsible for getting the message out there.

9.10 **Resource Officer** - The resource officer is the holder of all resources and information (hard and soft) and is responsible for storing the same in a safe place. He/she is responsible for web affairs which include regularly updating the website and ensuring active participation in blogs.

9.11 **Ordinary Member** – An ordinary member has no roles set in stone, and can help in anyway possible. There are normally upwards of two (2) ordinary members in a committee, although this is at the discretion of the committee.

9.12 **First Year Rep** – A first year rep is responsible for reaching out to fellow first years in order to get them active in society life.

9.13 **There shall be three (3) Admins of the Facebook Group and Page namely the Chair, Advertising Officer and the Resource Officer.**

## ***10. Elections, Voting & Eligibility***

10.1 Official elections are held during the AGM and if necessary, the EGM.

10.2 Notice for the date of elections should be communicated to the membership **at least 5 working days in advance for the AGM or at least 3 working days in advance for the EGM.**

10.3 In order to vote, the person needs to be part of the membership.

10.4 There are four voting options for each officer - **Yes, No, Abstain or Absent.**

10.4.1 Choosing 'Yes' implies agreement to the motion.

10.4.2 Choosing 'No' implies opposition to the motion.

10.4.3 Choosing to 'Abstain' implies indecisiveness or neutrality and every officer has the right to Abstain from voting. Abstention in effect also implies that the officer is surrendering his/her right to agree or disagree to a particular motion.

10.4.4 The Secretary marks any absentees with an 'Absent' unless the officer in question has indicated his/her voting preference before the voting takes place.

10.5 The Chair & Vice-Chair collectively hold a veto. This means that if the Chair and the Vice-Chair **both** decide to go against a particular motion, the motion **fails**.

10.5.1 The veto can **NOT** be used in motions that involve removing any officer from the committee. In this case, simple majority [>50%] prevails.

10.5.2 The veto **CAN** be used in motions that involve drafting a new officer into the committee as this is primarily an executive decision.

10.6 A motion's outcome depends entirely on the number of 'YES' versus the number of 'NO'. For example, if a motion receives two Yes, one No

10.7 In the case that a position is not filled during an AGM, an EGM must be called at the beginning of the next academic year to fill the remaining positions. If some of the positions are still not filled, the committee has the choice to call another EGM or continue without electing the remaining officers although the second choice is highly frowned upon.

10.8 Quorum required for voting to take place on a motion is a simple majority [>50%] of the committee. For example, if there are eleven (11) committee members, atleast six (6) must be present at a committee meeting in order for the committee to proceed to voting. If the committee has ten (10) members in total, atleast five (5) members must be present in order for the committee to proceed to voting.



**10.9 (Amendment pending approval by membership)** There is no eligibility requirement for any of the positions on the committee except for the position of Chair. Only current committee members are eligible to run for the position of Chair.**(Amendment pending approval by membership)**

### ***11. Constitutional Amendment Procedure***

11.1 Listed below are the formalities that need to take place in order to get a working amendment into the constitution.

11.2 In order to put forward an amendment, an officer or a regular from the membership shall prepare a notice of intent to amend the constitution and address it to the Secretary.

11.3 The secretary will then, after ensuring that every officer has a copy of the amendment, proceed to taking a vote within the membership on whether the amendment should be passed.

11.4 For the amendment to be passed **a simple majority of the membership should approve it.**

### ***12. Complaints Procedure***

12.1 All complaints by an officer or a regular from the membership **should be addressed directly to the Vice-Chair or the Secretary** of the committee.

12.2 The complaint, if relevant, must be resolved by the committee with appropriate direction from the Chair within a week. If an extension is required by the committee, the complainant must be notified as it is his/her right to be notified.