

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 ‘general body committee’, ‘general board’ and ‘committee’ shall refer to the governing body of the society, (d) The term “executive committee shall refer and indicate to all three positions of Chairperson, Brothers Vice-chair and Sisters Vice chair. (e) The term Steering Committee shall herein refer to past executive members overseeing their steering duties. (f) the term ‘officers’ shall refer to the members within the general body committee, (g) the term ‘SU’ refers to the DCU Student Union, (h) the terms ‘clubs and socs’ and ‘c&s’ refers to the Clubs and Societies Committee (I) the Qur’an refers to the Holy Book of Muslims, considered to be the word of God, (J) the term ‘Membership’ refers to every member of the society, regular and board committee, (k) the term ‘Student body’ refers to the entire student body of DCU, including but not limited to Alumni, Professors, Deans and Research students, (l) 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

2. Our Constitution

2.1 This constitution consists of 13 Articles, with definitions given in Article 1 in a lettered format.

2.2 The 13 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 in order of how they appear in the document.

2.4 This constitution is the MAIN governing document of this society.

2.5 This constitution is the property of the Secretary of the society and this original, published and watermarked soft copy should be kept by him/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 clubs and societies office. This constitution should also be published on the clubs and societies management website. 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.

3.5 To educate interested members of the student body on aspects of Islam

3.6 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 C&S.

6.1.1 Fees can only be paid through the C&S website. Cash payments may not be accepted.

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]

7.1.6 Steering Committee Meeting (SCM)

7.1.7 Executive Committee Meeting (ECM)

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

7.6 A General Body Meeting is 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.

7.9.1 A Steering Committee meeting is a meeting which involves the steering committee on matters related to them in which they are to be gathered with current board/executive committee members for the sole purpose of said issue.

7.9.2 An Executive Committee meeting is a meeting conducted between all members of the executive from the current committee to discuss and settle their executive issues that can relate to appointing OCM's later on in the year or votes motions vetoes and SCM's.

8. General Body Committee

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

8.2 It is herein referred to as either the Committee or governing 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 always be an odd number of people on the committee. 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 Chairperson

8.5.2 Sisters Vice Chairperson

8.5.3 Brothers Vice Chairperson

8.5.4 Secretary

8.5.5 Treasurer

8.5.6 Public Relations Officer [PRO]

8.5.7 Sisters Halaqa Officer

8.5.8 Brothers Halaqa Officer

8.5.9 Sisters First Year Representative

8.5.10 Brothers First Year Representative

8.5.11 Ordinary Committee Member

8.5.13 Senior Advisor

8.5.13.1 The Senior Advisor is the only role that does not require election. The Chairperson of the previous years committee is automatically appointed the role of Senior Advisor. If the Chairperson turns down the position, it can be appointed to either the Sisters or Brothers Vice Chairperson. If both parties are interested in the position, then an election can be conducted with only them as candidates. If both parties are uninterested then an election can be conducted with any interested candidates, if they have had a position on the previous year's committee.

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 Chairperson, Sisters and Brothers Vice Chairpersons. In the case of a split vote, the Chairperson, Sisters and Brothers Vice Chairpersons shall make the final decision. If the Chairperson, Sisters and Brothers Vice Chairpersons cannot come to an agreement, the issue will have to be discussed and reviewed by the committee once again. This ensures that neither the

Chairpersons nor the Vice Chairpersons are individually allowed to call the shots in any decision. In this case the Senior Advisor can be consulted for advice but cannot make any final decisions.

8.7 The executive committee shall herein consist of the Chairperson, Vice-brother and Vice-Sister . In matters that need executive approval such as electing OCM's past AGM's and EGM's, or in the instances where the vote is a tie, the position of the chair is considered final. The only exception to this is if both executive members collectively vetoed the chair. In this instance the veto of the vice-chairs overrides that of chairperson.

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

9.3 **Sisters Vice Chairperson** - The Sisters Vice Chairperson is the second-in-command along with the Brothers Vice Chairperson and takes over the Chairperson's role if for some reason the chair is absent or unavailable. The Sisters Vice Chairperson in charge of student welfare of members & non-members alike and is also responsible for following up with committee members on their responsibilities and tasks. The Sisters Vice Chairperson also acts as a liaison between the sisters and the chairperson.

9.4 **Brothers Vice Chairperson** - The Brothers Vice Chairperson is the second-in-command along with the Sisters Vice Chairperson and takes over the Chairperson's role if for some reason the chair is absent or unavailable. The Brothers Vice Chairperson in charge of student welfare of members & non-members alike and is also responsible for following up with committee members on their responsibilities and tasks. The Brothers Vice Chairperson also acts as a liaison between the brothers and the chairperson.

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 members of the committee. Apart from the above, the Secretary is also responsible for booking the rooms for committee meetings and events and informing everyone about the same. The Secretary is also responsible for the contact between C&S and the committee. The Secretary maintains documentation of the society including management plans, the constitution etc.

9.6 Treasurer - The Treasurer must ensure that the society bank account always has enough funds! He/she is responsible for budgeting, 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 Public Relations Officer - The PRO is the relation between the public and the committee. The PRO oversees basic networking and developing good relationships with other societies in order to facilitate joint events. The PRO manages the society's following social media platforms, Instagram, Facebook, Twitter and YouTube. The PRO is responsible for the making and editing of posters and marketing content along with the taking of footage during events.

9.8 Sisters Halaqa Officer - The Sisters Halaqa Officer is in charge of maintaining the Islamic integrity and the educational aspect of the society along with the Brothers Halaqa Officer. The Sisters Halaqa Officer takes lead on community events such as Discover Islam Week, Quran Week and related events. The Sisters Halaqa Officer is also responsible for preparing for and conducting regular religious circles for the society's sister members.

9.9 Brothers Halaqa Officer - The Brothers Halaqa Officer oversees maintaining the Islamic integrity and the educational aspect of the society along with the Sisters Halaqa Officer. The Brothers Halaqa Officer takes lead on community events such as Discover Islam Week, Quran Week and related events. The Brothers Halaqa Officer is also responsible for preparing for and conducting regular religious circles for the society's brother members.

9.10 Sisters First Year Representative - The Sisters First Year Representative is responsible for the communication between the first year sister members and the committee. The Sisters First Year Representative is also responsible for encouraging the activeness of first years within the society.

9.11 Brothers First Year Representative - The Brothers First Year Representative is responsible for the communication between the first-year brother members and the committee. The Brothers First Year Representative is also responsible for encouraging the activeness of first years within the society.

9.12 Ordinary Committee Member- The Ordinary Committee member can assume any of three different roles desired for that year per committee needs, such are:

- General Ordinary Committee Member:** GOCM's have no assigned specific roles but carry out any duties delegated and requested to them by more senior committee members, this can be anything from helping organize events and whatnot.
- Assistant Secretary:** is a helper and advisor to the secretary, aids them in duties such as room bookings ,coordination with C&S and the

committee, taking down minutes in meetings and other tasks delegated to them by the secretary.

- **Events Coordinator:** is in charge of coordinating various events with other committee members, whilst simultaneously acting like a bridge between the event and the members. The Events coordinator helps manage events on the day alongside other members to allow for the events objectives to be met.

9.13 **Senior Advisor** - The Senior Advisor is present on the committee to advise the members of the committee on the smooth running of the society if necessary. The Senior Advisor cannot make any final decisions but can provide an experienced outlook on certain situations. The Senior Advisor can also offer guidance to first time committee members; however he/she cannot give orders or tasks unless instructed by the Chairperson.

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 five voting options for each member - Yes, No, Abstain, Absent and Re-Open Nominations

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 Choosing 'Re-Open Nomination' implies that one has an alternative candidate for nomination. He/She should not voice that alternative during the voting process unless this option is majority vote.

10.4.5 The Secretary marks any absentees with an 'Absent'

10.5 The Chairperson, Sisters Vice Chairperson and Brothers Vice Chairperson can collectively hold a veto. This means that if the Chairperson, the Sisters Vice Chairperson and the Brothers Vice Chairperson both decide to go against a particular motion, the motion fails.

10.5.1 The veto CANNOT be used in motions that involve removing any committee member from the committee. In this case, simple majority [$>50\%$] of membership prevails.

10.5.2 The veto CAN be used in motions that involve drafting a new committee member 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 Candidates running for executive positions must present proof that they are going to be a continuing student of DCU for the next Academic year at the time of the AGM e.g masters student going into their second year or undergraduate student continuing into their third year.

10.8 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.

10.9 The 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, at least six (6) must be present at a committee meeting for the committee to proceed to voting. If the committee has ten (10) members in total, at least five (5) members must be present for the committee to proceed to voting.

10.9.1 In the case of removing the Chair, a motion must be presented to the committee. In the event the committee is dissatisfied with the chair, a simple majority which encompasses both Vice-chairs must be met in order for their removal. In the Case of removing a Vice-chair, a simple majority must be met which encompasses the other respective Vice-chair alongside the chair, in order for their removal.

10.9.2 In the event that the Chairperson position is left vacant due to sudden permanent removal/ resignation, one of the two vice-chairs is to consolidate the chair position by securing a majority vote among the general board committee.

10.9.3 In the event of a removal/ resignation of an officer, the committee has the authority to select a member among themselves or nominate an external individual to fill the vacant position provided a simple majority is reached without the need of an EGM.

10.9.4 In the event that any officer were to resign, a physical statement and reason for resignation should be provided by the officers to the chairperson, In the event that a chairperson/ Executive member is to resign a physical statement and reason is to be provided to the wider committee, and the Steering Committee.

10.9.5 The roles of Sisters Vice Chairperson, Sisters Halaqa Officer and Sisters First Year Representative may only be fulfilled by sisters.

10.9.6 The roles of Brothers Vice Chairperson, Brothers Halaqa Officer and Brothers First Year Representative may only be fulfilled by brothers.

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, a committee member 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 committee member 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 a committee member or a regular from the membership should be addressed directly to the Sisters Vice Chairperson or the Brothers Vice Chairperson.

12.2 The complaint, if relevant, must be resolved by the committee with appropriate direction from the Chairperson 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.

13. Steering Committee.

13.1 The Steering Committee is made up of past chairs and vice-chairs in that order respectively, of which there should be only three members, or only five members.

13.2 The Steering Committee shall consist of the previous available chairs who will dedicate their time and resources to be part of the Steering Committee. In the event the sufficed number isn't met (three or five), the next available and most recent vice-chairs are appointed.

13.3 The Steering Committee shall evaluate any potential committee members, elected or terminated outside of the bounds of an EGM/AGM.

13.4 Some members of the Steering Committee are to be present during elections at AGM and EGM to ensure that the elections are run fairly and as per the rules of the constitution.

13.5 In the event that the senior adviser can no longer mediate a situation due to conflict of interests, unintentional bias etc of being a member of said committee, The Steering Committee will assume the responsibility of resolving said matter.

13.6 In the instance the Steering Committee is believed to not uphold their roles e.g bias, not adhering to Isoc ethos/principles, and failure to meet The islamic societies best interests etc, a motion of no confidence is to be presented to the general body committee and a quota of 60% must be met in order for the removal of a member of the Steering Committee

13.7 In the event that an executive permanently resigns or is removed, an individual can be nominated but must be vetted initially by the steering committee before being voted on by the general board committee (The Steering Committee have no legal jurisdiction in this process but only act as an advisory to the general board committee).

13.8 The terms for a Steering Committee is that of a full academic year with a maximum of three terms i.e. three academic years, however if the most recent chairperson seeks to nominate themselves for the steering committee the eldest vice-chair is to be swapped out or eldest chairperson in that order (The incoming general board committee will decide if they desire that change or not).

13.9 Moving forward all constitutional amendments being presented to the General Body Committee, must be first analysed and approved on by the Steering Committee, if the motion fails to pass by the steering committee once but the general committee body wants to pass it irregardless, they're to vote again on it and if it passes, it can be included in the constitution without Steering Committee approval.