

## Japanese Society Constitution

### 1. Name of Society:

1.1 The name of the society shall be The Japanese Society

### 2. The Aims and Objectives of the Society:

2.1 The aims and objectives of the Society shall be as follows:

Promote Japanese culture in Ireland.

Provide academic resources for Japanese learners and Japanese students in DCU.

Promote Irish culture.

### 3. Members:

3.1 Membership of the society shall be open to all students, past-students, full-time staff and graduates of the college and those who significantly improve the society.

3.2 Membership shall be obtained by paying the appropriate fee and registering with the online clubs and societies registration system.

3.3 The Society recognises the importance that graduates and former students of DCU can play in the development of a society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the society.

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

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

3.4.2 For those who make a large contribution to the society they will be eligible to be rewarded with an associate membership. This member will be having all the rights that a standard associate member would be entitled to. If this privilege is abused, the person will forfeit from the membership.

3.4.3 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.

3.4.4 Associate Members shall be ineligible for election to the society's governing committee with the exception of holding a position of ordinary member'.

3.4.5 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 at a general meeting of the society.

3.4.6 Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the society.

3.4.7 The rights of an Associate Member shall not exceed those of an ordinary member of the society.

3.4.8 According to the rules set out by the SPC there shall be no funding for Associate members.

3.5 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 on behalf of its members and in accordance with the aims and objectives and values that the society aims to encourage.

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 A quorum shall be 6 committee members (or two thirds of the committee, minus Foreign Officer for Japan).

4.5 The Committee shall consist of :

Chairperson

Secretary

Treasurer

Public Relations Officer (PRO)

Japanese Relations Officer (JRO)

Events Organiser

Equipment Officer

Ordinary Member(x2)

First Year Rep

4.6 Positions may be added to the committee at the bequest of the existing committee with a majority vote at a general meeting.

4.7 The Term of Office of these elected officers shall be one academic year.

4.8 A person shall not hold the same office for more than 2 successive years.

4.9 No person may be elected to more than one committee position at any single general meeting. Or hold more than one committee position with the exception of article 4.9.1.

4.9.1 A committee member may hold two positions on the committee on an interim basis should another member of the committee resign, be removed from the committee or be found to be holding a

committee position counter to rules of the constitution. As governed under article 7, they shall be elected by the other members of the committee.

## 5. Election of the Governing Executive Committee

5.1 The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extraordinary 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 Governing Executive Committee

### 6.1 Chairperson

6.1.1 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.

6.1.2 The Chair of any meeting shall not 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.

### 6.2 Secretary

6.2.1 The Secretary's function shall be to deal with all correspondence and records of the society.

6.2.2 The Secretary shall keep the 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 and forward them to the members of the committee.

6.2.2.1 If the usual method of delivery is unavailable the Secretary is obliged to contact the members of the committee.

6.2.3 The Secretary shall keep a record of authorisation of expenditure.

6.2.4 The Secretary shall send a weekly email with the aid of other committee members.

6.2.5 The Secretary shall give notice to all members of the society's meetings, events and functions.

6.2.6 The Secretary 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.

### 6.3 Treasurer

6.3.1 The Treasurer's function shall be to administer the funds of the society and to maintain accounts and budgets.

6.3.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set by the Societies and Publications Committee of DCU.

6.3.3 The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

6.3.4 The Treasurer shall sign all cheques and withdrawals forms from the Society's bank account along with one other committee member.

6.3.5 Where the Treasurer is unavailable, another designated person may sign cheques and withdrawal forms for the society in consultation with the Societies' and Publications Committee.

#### 6.4 Public Relations Officer

6.4.1 The Public Relations Officer shall be responsible for the advertising of all functions of the society through social media.

6.4.2 The Public Relations Officer shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice to the committee of these contributions.

#### 6.5

6.5.1 Japanese Relations Officer shall endeavour to integrate Japanese students and ease communication difficulties.

6.5.2 Japanese Relations Officer shall be responsible for organisation of conversation classes and shall focus on developing events that bridge cultural and social gaps.

6.5.3 Japanese Relations Officer shall be responsible for translating the weekly emails into Japanese.

#### 6.6 Equipment Officer

6.6.1 The Equipment Officer shall be in charge of all the equipment, both in its acquisition and storage.

6.6.2 The Equipment Officer shall also be held responsible for maintaining an accurate record of the equipment owned by the Society.

6.6.3 The Equipment Officer shall endeavour to save costs through concessions and sponsorship for large events and regular events.

6.6.4 The Equipment Officer shall be in charge of placement and removal of equipment from its storage place.

#### 6.7 Events Organiser

6.7.1 The Events Organiser should strive to promote the society and it's events through posters containing the shush logo put throughout the campus.

#### 6.8 Ordinary Member

6.8.1 The Ordinary members are members of the committee without portfolio. He/she is assigned duties at committee meetings.

#### 6.9

6.9.1 First Year Representative should strive to bring to the attention of the committee the interests and opinions of first year members as well as promoting the society and installing initiatives for future continuity of the Society.

6.9.2 The Position of First Year Representative shall be held by a first year member of the Society.

## 7. Dismissal and Resignation of Committee Members

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

- i) Two thirds majority of a General Meeting vote in favour of the dismissal.
- ii) Three quarters of the Governing Executive Committee may dismiss a member who fails to attend three consecutive committee meetings without valid excuses after clearly warning them of their misdemeanour and informing them of the vote three working days before the meeting.

7.2 A committee member wishing to resign must submit a letter in writing, or any other means of communication deemed acceptable, declaring their intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a general meeting can be held to re-elect a new person to the position as explained under article 4.9.1.

## 8. Meetings

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

8.2 The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).

8.3 Elections for the offices of the Governing Executive Committee shall take place at this meeting.

8.4 A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership.

8.5 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 should include a Treasurer's report on the finances of the society).

8.6 An Extra-ordinary General Meeting (EGM) may be convened if:

- i) 10% of the ordinary membership of the society requests such a meeting in writing.
- ii) A quorum of the Governing Executive Committee requests such a meeting in writing.

8.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).

8.8 Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.

8.9 At a meeting, a member may propose a resolution relating to the business of the society. The resolution shall be voted on by a show of hands and a declaration of the Chairperson that the resolution is carried (unless a secret ballot is requested by any 2 members) shall be conclusive evidence that the resolution has passed or failed.

8.10 In the event that the Chairperson's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as 'tellers' to count the votes. The result will be announced by the Chairperson or the Secretary (where requested by the general meeting).

8.11 No resolution may contravene DCU policy, Societies and Publications Committee policy, the Redbrick Networking Society policy or HEA net's policy.

## 9. General

9.1 There shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Societies and Publications Committee.

9.2 The membership fee for the society shall be in compliance with the conditions set down by the Societies and Publications Committee

9.3 Each member of the society shall be entitled to receive a copy of this Constitution, on demand, free of charge and will be available on the society's website.

9.4 In the event of a clash with the Societies and Publications Committee Constitution, the Societies and Publications Committee Constitution shall take precedence above this constitution and is subject to Societies and Publications Committee Policy at all times. When such clashes occur, it should be noted and brought up at the next meeting to debate the change in the controversial section.

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), the Societies and Publications Committee shall rule on the matter and its decision shall be final.

## 10. Amendments to this Constitution

10.1 This constitution may be amended at a general meeting by a two thirds majority vote.

10.2 Proposals to change the constitution may be proposed by any committee member.