

DUBLIN CITY UNIVERSITY: Dublin Law and Politics Review CONSTITUTION

1. **Name of Society:**

1. The name of the Society shall be **Dublin Law and Politics Review**.

2. **Aims & Objectives: (Different for each club/society)**

The aims and objectives of the Society are as follows:

- 2.1 To facilitate the development of further academic skills, these skills include but are not limited to: professional writing, professional speaking and networking skills.
- 2.2 Promote interdisciplinary research in Law and Politics,
- 2.3 Provide networking opportunities for with students of various campuses, professionals and researchers.
- 2.4 Promote academic achievements of students.
- 2.5 Promote academic cooperation.

3. **Members:**

- 3.1 Membership of the Society shall be open to all students, staff and graduates of the college.
- 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 To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.
 - 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 give 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 not be ineligible for election to the society's governing committee, but may not carry a majority.

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

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 Governing 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 A quorum shall be $\frac{2}{3}$ of committee members.
- 4.5 The Governing Committee shall consist of:
- Chairperson
 - The role of the chairperson is to ensure smooth operation of the society.
 - This includes cooperating with the deputy chairs to prevent the clash of events, to ensure events and journal are running in unison.
 - It furthermore entails a collaborative role with the Deputy Chairperson of Academic Events that the podcast is running smoothly and the research conference is organized.
 - The chairperson is also primary for communicating with academic staff.
 - The chairperson is also the responsible party for collaborating with DCU staff in case of protocols, high level guests etc.
 - Deputy Chairperson Academic Events
 - The deputy chairperson academic events is responsible for the running of the academic event committee. The academic event committee is in charge of running:
 - the seminar series,
 - lunchtime seminars,
 - workshops,
 - end of year election debate (collaboration with chair)
 - podcasts (collaboration with chair)

- research conference (collaboration with chair and secretary)
 - Other events that may be decided upon during meetings
- Deputy Chairperson Academic Journal
 - The deputy chairperson for the academic journal is responsible for the effective running of the journal. In particular communication with DCU Staff.
 - The academic journal committee ensures the publication of the journal. This includes obtaining high-quality submissions, having these submissions edited and placed in journal. It also includes ensuring readership of the journal.
- Deputy Chairperson Finance and Communications
 - The deputy chairperson finance and communications is responsible for the smooth running of the finance and communications committee.
 - This chairperson is in particular for responsible for the end of year budget and keeping track of in- and outgoings. In particular no money goes out of the society without the knowledge and agreement of the deputy chairperson finance and communications.
 - This committee is further more responsible for communication on behalf of the society. This includes sponsorship deals (in communication with C&S office), local press contacts, high profile guest contact, newsletter and social media.
 - In case of high-level guests, communication will be done in collaboration with the chair.
- Secretary
 - The secretary is responsible for the organization of meetings, keeping minutes and will furthermore organize the research conference in collaboration with the chair and deputy academic events.
 - The secretary will also maintain good contact with the Clubs & Socs office to ensure smooth cooperation.

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

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

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

5.1 The Governing Committee Members shall be nominated and approved by the outgoing committee, whereby academic standing, demonstratable experience and prior involvement in the society shall be taken into positive consideration. The Chair must be of good reputation and experience, the deputy chair academic events shall be nominated

based on management skills, the deputy chair finance and communication must have a demonstrable understanding of budgetary skills. The deputy chairperson of journal needs to be of high academic standing and be able to demonstrate core understanding of the legal and political environment and has excellent communication skills.

- 5.2 The nominated chair shall be approved at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).

6. **Duties of the different Committees:**

Academic Event Committee:

- 6.1 The academic event committee shall consist of:
 - 6.1.1 Podcast Officer 1 approx.
 - 6.1.2 Event Officers 4 approx.
 - 6.1.3 Active Committee members 2 approx.
- 6.2 These are selected by the Deputy Chair Academic Events through a process of application. The duties of the committee is to assist the deputy chair in the organization process of the various academic events.
- 6.3 The event planning will be done in cooperation within the committee, whereby each carries an equal vote. In case of a tie the vote shall be decided by the deputy chair academic events.
- 6.4 The Event Officers will be in charge of individual events, it is therefore a role that requires pro-active and management skills.
- 6.5 The Podcast Officer(s) are responsible for the creation of podcasts and can do so in relative independence. This role includes, planning, executing podcasts.
- 6.6 The Active Committee members are there to assist with the execution of events. It is a great role for those wanting to gain experience.

Committee Finance & Communication

- 6.7 The Media Production Officer, the MPO is responsible for creating posters, filming the events and assist podcast officer with editing the media.
- 6.8 Communication Officer is responsible for keeping contact with the press, this includes DCU College View, local and national press.
- 6.9 Social Media Officer is responsible for maintenance of social media channels, Eventbrite, Facebook, Twitter, Instagram, Newsletter.

Academic Journal Committee

- 6.10 Deputy Editor, must show demonstrable understanding of academic writing. The Deputy Editor is responsible to assist the Deputy with approaching academics, professionals and reviewing the articles.
- 6.11 Journal officers 2-5 approximately, the role of these committee members is to assist the Deputy Chairperson Academic Journal in

increasing readership, contributions and the overall running of the review.

6.12 This includes running the writing competition.

7. Dismissal and Resignation of Committee Members:

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

- Written notice of a resolution to seek such a dismissal, authorized by the governing committee, with approval of the appropriate deputy chair, of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- The Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

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

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. The responsibilities of that person shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position. By-elections will hold the appropriate criteria in place as would initial instatement.

8. Meetings:

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

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).

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

A quorum of the meeting shall be 2 Governing Executive Committee members and 10% of the ordinary membership.

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).

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.

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

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

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 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.

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 Vice-Chairperson (where requested by the general meeting).

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

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 & 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. **Amendments to this Constitution:**

10.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered.

10.2 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.