

Society Constitution

1. Name of Society:

1.1. The name of the society shall be 'DCU Airsoft Society' (DCUAS).

2. Aims and Objectives:

2.1. To endorse and facilitate the recreational use of Airsoft Replicas & Collectables (hereinafter referred to as 'Airsoft').

2.2. To manage events regarding Society activities relating to Airsoft.

2.3. To manage the Airsoft Community in Dublin City University, (hereinafter referred to as 'DCU'), and to integrate with other National & Global communities.

2.4. The Society will represent all members, and DCU at any internal or external event in which the Society participates and to integrate with other National & Global communications of Airsoft enthusiasts.

3. Members:

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

3.1.1. Membership may be opened to those who significantly improve, and contribute to the society, as decided by a vote of the Governing Executive Committee. Any Member who does not hold a current DCU student identity will be deemed an "Associate Member" of the Society.

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

3.2.1. Membership fee for Associate Members shall be determined by the Governing Executive Committee.

3.2.2. Associate Member fee shall not be less than the Member fee and it shall not be more than ten times the Member fee.

3.3. Members of the Society shall be entitled to attend all general meetings of the Society and all events hosted by the Society. Members shall be entitled to vote in any General Poll or Election and shall be eligible for election to the Society's Governing Executive Committee. Members may also avail of SPC funding for trips, events, equipment and apparel.

- 3.3.1. Associate Members shall be ineligible for election to the Society's Governing Executive Committee with the exception of holding a position of 'Extraordinary member'. Associate Members shall be ineligible to vote in any Poll or Election.
- 3.3.2. Associate Members shall also be ineligible to avail of SPC funding of trips, events, equipment and apparel.
- 3.4. No member can represent DCU at any event unless a member of the Committee is present.
- 3.5. All Members and Associate Members are bound by this constitution.

4. Governing Executive Committee

- 4.1. The Society shall have a Governing Executive Committee, (hereinafter referred to as '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 and shall uphold all regulations set down in the Society's constitution.
- 4.3. Although decisions should be arrived at by the consensus of the Committee wherever possible, otherwise Committee decisions shall be decided by vote.
 - 4.3.1. A quorum shall be 2/3rds of the Committee.
- 4.4. The Committee shall consist of:
 - i) Chairperson
 - ii) Vice-Chairperson
 - iii) Secretary
 - iv) Treasurer
 - v) Public Relations Officer & Webmaster
 - vi) Trips & Events Officer
 - vii) Equipment & Safety Officer
 - viii) Extraordinary Member
 - ix) First Year Representative
 - x) COVID-19 Officer
 - 4.4.1. The Chairperson must have been on the Committee prior to being elected as Chairperson.

- 4.4.2. The Vice-Chairperson shall be designated to the Chairperson of the previous Committee unless they choose to disregard the role, in which case there will be no Vice-Chairperson. The Vice-Chairperson retains the rights of a normal member of the society and shall not vote on committee matters unless they occupy another committee role.
- 4.4.3. The First Year Representative must be in the first year of their academic program.
- 4.5. Positions and their duties may be added, amended or removed at any time by a vote of the general membership.
- 4.6. The Committee Members shall be democratically elected at the Annual General Meeting, (hereinafter referred to as 'AGM').
 - 4.6.1. The positions of Extraordinary Member, First Year Representative and any other positions unoccupied at the time of an Extraordinary General Meeting (hereinafter referred to as 'EGM'), shall be held for election at the EGM.
 - 4.6.2. Any persons seeking to be elected to the Committee must make themselves known to the Secretary or Chairperson at least 1 day before the EGM/AGM or on the day of the EGM/AGM.
 - 4.6.3. Each member of the Committee (and members of the Society running in a Committee Election) must have the adequate skills to carry out their responsibilities.
 - 4.6.4. To seek election to the Committee, a candidate must have 2 nominations by Members or Associate Members of the Society.
- 4.7. The Term of Office of all elected officers shall be one year, starting June 1st and ending May 31st of the next year.
 - 4.7.1. After the AGM and the election of a 'new' Committee there shall be a Handover Period, this will start the day after the election and end May 31st. During this Handover Period the 'old' Committee will remain in Office while the 'new' Committee are introduced to their roles and any valuable information is passed on.
- 4.8. A person shall not hold the same position for more than two successive terms.

4.9. No Member may be elected to, or hold more than one Committee position with the exception of events outlined in 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 or be removed from the Committee, as governed under article 6. The other Members of the Committee shall elect them.

5. Duties of the Committee:

5.1. The Chairperson:

5.1.1. 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.

5.1.2. The Chairperson shall have a vote on any Poll or Election, however in case of a tie, and only in this case, the Chairperson will then be granted one additional vote in order to break the tie.

5.2. The Vice-Chairperson:

5.2.1. The Vice-Chairperson shall act as an advisor to the chairperson.

5.3. The Secretary:

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

5.3.2. The Secretary shall keep 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.

5.3.3. The Secretary shall keep a record of authorization of expenditure.

5.3.4. In the case where the Chairperson is indisposed for a period longer than 2 weeks due to reasons beyond their control, the Secretary will assume the duties of the Chairperson, including but not limited to casting tie-break decisions.

5.4. The Treasurer:

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

- 5.4.2. The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the Committee in compliance with the regulations set down by the Societies and Publications Committee of DCU.
- 5.4.3. The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall report all expenditure and its authorisation to the secretary and shall issue receipts.
- 5.4.4. The Treasurer shall sign all cheques and withdrawals forms, and withdraw money from the Society's bank account.
 - 5.4.4.1. The treasurer must be accompanied by the chairperson or secretary in parties of two or more to make withdrawals.
- 5.4.5. Where the Treasurer is unavailable; another designated person may sign cheques and withdrawal forms for the society on consultation with the Societies and Publications Committee.

5.5. The Public Relations Officer

- 5.5.1. The Public Relations Officer (hereafter referred to as P.R.O) shall be responsible for all communication between the Committee and the society members and control the advertising of all functions of the society through all means possible.
- 5.5.2. The P.R.O 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.
- 5.5.3. The P.R.O shall be responsible for the maintenance of the Society's website and social media accounts. They shall publish all upcoming events to the society website and use it to inform members and non-members of events the Society are running.

5.6. The Equipment and Safety Officer

- 5.6.1. The Equipment and Safety officer (hereafter referred to as E.S.O.) shall be in charge of all the equipment of society, controlling its acquisition, maintenance and storage.
- 5.6.2. The E.S.O. shall hold the equipment room key and or locker keys along with the chairperson.

- 5.6.3. The E.S.O. shall be responsible for the safety of members and Committee during trips and events of the society.
- 5.6.4. The E.S.O. will enforce any Safety regulations set down by the Committee.
- 5.7. The Trips and Events Officer
 - 5.7.1. The Trips and Events Officer shall be responsible for making all bookings related to trips of the society, including but not limited to booking the airsoft venues and booking transportation to and from airsoft venues.
 - 5.7.2. The Trips and Events Officer shall report all quotations to the Treasurer for authorisation.
- 5.8. The First Year Representative
 - 5.8.1. The First Year Representative shall be responsible for maintaining interest among first years and new members to the society.
 - 5.8.2. The First Year Representative shall be responsible for relaying any queries or problems members of the society have to the Committee.
- 5.9. The Extraordinary Member
 - 5.9.1. The Extraordinary member is a member of the Committee without portfolio. They shall be delegated duties at committee meetings by the chairperson.

6. Dismissal and Resignation of Committee Members

- 6.1. Committee member(s) shall not be dismissed unless:
 - 1) A two thirds majority of a General Meeting vote in favour of the dismissal.
 - 2) 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.

- 6.2. A committee member wishing to resign must submit a letter in writing 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.

7. Meetings

- 7.1. An Annual General Meeting (AGM) shall be held yearly.
- 7.1.1. The AGM shall be held no later than in the final month of the Academic year.
- 7.1.2. The business of the AGM shall include, but is not limited to:
- 1) Elections of relevant Executive Governing Committee (as detailed in article 4.6)
 - 2) An annual reports from the outgoing Governing Executive Committee, which should include a Treasurer's report on the finances of the society.
- 7.2. A quorum of any meeting shall be three Governing Executive Committee members and 10% of the ordinary membership.
- 7.3. An Extraordinary General Meeting (EGM) may be convened if:
- 1) 10% of the ordinary membership of the society request such a meeting in writing.
 - 2) A quorum of the Governing Executive Committee requests such a meeting in writing.
- 7.4. Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.
- 7.5. At a meeting, a member may propose a resolution relating to the business of the society.
- 7.5.1. The resolution shall be voted on by a show of hands and a declaration of the Chairperson that the resolution is carried shall be conclusive evidence that the resolution has passed or failed.

- 7.5.2. A secret ballot may be requested by any 2 members on any resolution.
- 7.5.3. In the event that the Chairperson's declaration is challenged, a recount of the votes shall 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 (as requested by the general meeting).
- 7.5.4. No resolution may contravene DCU policy, Societies and Publications Committee policy, the Redbrick Networking Society policy or HEA net's policy.

8. General

- 8.1. 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.
- 8.2. The membership fee for the society shall be in compliance with the conditions set down by the Societies and Publications Committee.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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 without being 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.

9. Amending the Constitution

- 9.1. This constitution may be amended at a general meeting by a two-thirds majority vote.
- 9.2. Proposals to change the constitution may be proposed by any committee member.

10. Safety Regulations

- 10.1. The E.S.O. is responsible for overseeing proper enforcement of regulations set down in the constitution. All members of the Society are bound to these regulations.
- 10.2. Any member of the Society can be dismissed and/or barred from Society events if the Committee feels they are in purposeful and intended violation of Safety regulations. This decision is subject to a unanimous vote at a Committee Meeting.
- 10.3. No member of the society may use replicas or collectables when representing the Society and/or DCU unless they adhere to the policies laid down by the Committee/Safety officer and Irish law.
- 10.4. No members may participate in Society-run events without the required safety equipment.
- 10.5. No member may participate in any society event unless they have agreed to adhere to the policies laid down by the E.S.O, or any qualified professional the Committee see fit to assign as an Authority-Figure.