

DUBLIN CITY UNIVERSITY: MATURE STUDENTS SOCIETY CONSTITUTION

1 Name of Society:

1.1 The name of the society shall be **DCU MATURE STUDENT SOCIETY** (the “**Society**”). The Society can also be referred to as **MSS**.

2 Aims & Objectives:

The aims and objectives of the Society are as follows:

- 2.1 To facilitate MSS related activities in all their forms.
- 2.2 The promotion of MSS related activities in all their forms.
- 2.3 To foster the development of members.
- 2.4 To provide a forum for members to interact and socialise through activities.
- 2.5 To assist Society members to represent the Society at a higher level.

3 Members:

3.1 Membership shall be obtained by paying the appropriate fee and registering with the OSL Database for the current academic year.

4 Governing Executive Committee:

4.1 The Society shall have a Governing Executive Committee (hereon, the Committee) all of whom must be fully registered students of DCU Mature Student Society.

4.2 The Committee shall run the Society on behalf of its members and in accordance with the aims and objectives.

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 at least two (2) Committee members.

4.5 The following Officer positions are obligatory on the Committee:

- Chairperson
- Secretary
- Treasurer

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 Extra-ordinary General Meeting (EGM).

5.2 To seek election to the Committee, each candidate must have 2 nominations by current members of the society.

5.3 The Committee Members agree that for the academic year 2020/21 only, the incoming Committee can be selected from members who put themselves forward rather than following the election rules described in 5.1 and 5.2 as no AGM could be held due to the COVID-19 pandemic.

6 Duties of the Governing Executive Committee:

6.1 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.

6.2 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the Society. In the event of a tied vote on any matter they shall have the casting vote.

6.3 The Vice-Chairperson (where this position exists) shall assist the Chairperson in all their duties and 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.

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

6.5 The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings related to the business of the Society when requested by the committee.

6.6 The Secretary may keep a record of authorization of expenditure.

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

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

6.9 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the delegations set down by the Society Life Committee.

6.10 The Treasurer shall keep full records of income and expenditure of the Society. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.

6.11 The Treasurer must countersign all cheques and withdrawal forms for the Society's bank account.

6.12 Where the Treasurer is decreed as unavailable, another designated person may countersign cheques and withdrawal forms for the Society in consultation with the Society Life Committee.

6.13 The Treasurer must, on request, make society funds, income and expenditure available to general society members at the end of year during an AGM.

6.14 The committee are required to provide an action report to all society members once a semester. This action report must be presented prior to elections in Semester 2.

7 Dismissal and Resignation of Committee Members:

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

- Written notice of a motion to seek such a dismissal, signed by 10% of the members of the Society is received five working days prior to a general meeting at which such a motion shall be debated.
- At least two (2) members of the Governing Executive Committee may also call a meeting to debate the dismissal of another Committee member.

7.2 A motion to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

7.3 A committee member wishing to resign must submit a letter in writing (electronic or on paper) declaring their intention to resign to either the Secretary and/or Chairperson, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee member(s) until an extraordinary general meeting can be held to re-elect a new person to the position.

8 Meetings:

8.1 There shall be an Annual General Meeting (AGM) held each year where the committee member shall be elected.

8.2 The AGM shall be held no later than in the final month of the Academic year.

8.3 The quorum for the meeting shall be two Governing Executive Committee members and 2 ordinary members.

8.4 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).

8.5 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.

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

8.7 At a meeting, a member may propose a motion relating to the business of the Society. The motion shall be voted on by a show of hands and a declaration of the Chairperson that the motion is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.

8.8 In the event that the Chairperson's declaration on the passing (or failing) of a motion pursuant to 8.7 is challenged, a recount of the votes will be administered in which an appropriate number of affiliated members will be appointed by the Committee as "tellers" to count the votes. These "tellers" must not be the Chairperson but may include other members of the Committee where deemed appropriate. "Tellers" must inform the Chairperson of the result, where the Chairperson will subsequently inform attending members of the Meeting of the result where requested by the general meeting.

8.9 No resolution may contravene DCU, DCUOSL or CLC 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 Society Life Committee.

9.2 The membership fee for the Society shall be in compliance with the conditions set down by the OSL.

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 Society Life Committee Constitution, the Society Life Committee Constitution shall take precedence above this constitution and is subject to the Society Life 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), The Society Life Committee shall rule on the matter and its decision is final

9.6 A member of committee must be present at all events in which the Society is represented. This includes on-campus, off-campus and inter-college events. The committee may entrust a member of the society with this responsibility in the event that it is unavailable to be present.

9.7 Expenditure of 100.00 or more on one good/service/transaction must be approved by majority vote by the committee in non-emergency circumstances.

9.8 Expenditure of 300.00 or more on one good/service/transaction must be approved by 2/3 of committee in non-emergency circumstances.

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 2 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 2/3 of the members present and entitled to vote at the relevant meeting." 10.3 An amendment to this Constitution must be proposed at relevant EGM or AGMs.

11 Communications

11.1 This Society formally recognises both "DCU MSS" and "DCU MSS" (Current Members)" as extensions of the work of the Society.

11.2 The aim of "DCU MSS" is to advertise events, act as a discussion space for past and current members, and to facilitate relationships between members of the group.

11.3 The aim of "DCU MSS" (current members) is to advertise events, act as a discussion space for current members, and to facilitate relationships between members of the group.

11.4 "DCU MSS" is open to current and past (including associate members) members of the society.

11.5 "DCU MSS" (current members) is open to current Members of the Society (including associate members) in accordance with the conditions laid out in this Constitution.

11.6 "DCU MSS" (current members) will go through a rollover system at the beginning of each Academic Year, where all members are deleted, and new Members added upon confirmation of their Membership.