



Dublin City University Society Constitution

1. Name of Society:

The name of the society shall be SPEAKEASY.

2. Aims and Objectives:

The aims and objectives of the society are as follows:

- 2.1 To help enhance the public speaking, and the overall communication skills of DCU students in a relaxed and informal setting.
- 2.2 To bring in a wide range of interesting and experienced speakers to engage and inspire student members.
- 2.3 To provide a non-judgemental space for members to practice their oratory skills, and participate in Toastmaster-style table topics along with other similar activities.
- 2.4 To organise fun collaborative competitions and events with other clubs and societies, encouraging non-members to join in.

3. Members:

- 3.1 Membership of the Club 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 All members shall be bound by this constitution.

4. Governing Executive Committee:

- 4.1 The Club shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the club 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 2 /3 of committee members.

4.5 The Committee shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Public Relations Officer

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

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.

6. Duties of the Governing Executive Committee:

6.1 The Chairperson shall be the Chief Officer of the club 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 she/he shall have the casting vote.

6.3 The Vice-Chairperson shall assist the Chairperson in all their duties.

6.4 The Vice-Chairperson 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.

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

6.6 The Secretary keeps 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.

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

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

6.9 The Secretary shall assist the Public Relations Officer (PRO) to organize fund raising events and sponsorship where necessary.

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

6.11 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Societies & Publications Committee of DCU.

6.12 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.

6.13 The Treasurer shall sign all cheques and withdrawal forms for the Society's bank account.

6.14 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society on consultation with the Societies & Publications Committee.

6.15 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.

6.16 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice to all members of these contributions.

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, signed by 10% of the members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- 2 /3 of 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.

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).

Elections 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.

Elections 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 Club 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 Club shall be in compliance with the conditions set down by the Societies & Publications Committee.

9.3 Each member of the Club 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 Societys Committee at all times.

9.5 In joining the Club, members agree to be bound by the rules and regulations of the Club 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 2 /3 of the members present and entitled to vote at the relevant meeting.