

1. Name of Society

1. The name of the society shall be the DCU Amnesty International Society.

2. Aims & Objectives

The aims and objectives of the society are as follows:

- 2.1 To facilitate the practice of Amnesty International in all its forms.
- 2.2 The promotion of human rights in all its forms.
- 2.3 To foster the development of members knowledge and involvement in human right activities.
- 2.4 To provide a forum for members to interact and socialise through relevant activities.
- 2.5 To provide society members with opportunities to represent the society at a higher level where possible.

3. Members

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- 3.1 Membership of the society shall be open to all students, staff and graduates of college.
 - 3.2 Membership shall be obtained by paying the appropriate fee and signing the roll members for the current academic year.
 - 3.3 The society recognises 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 given 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 shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.

- Associate members shall be ineligible for election to the society's governing committee.
- 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.

3.5 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 in compliance with the regulations set down by the Societies and 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 committee shall consist of:
- Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Public Relations Officer
 - Equipment & Safety Officer
 - Fundraising Officer
 - 1st Year Representative
- 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 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 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 (s)he shall have the deciding 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 AGM 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 authorisation 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 organise fundraising 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 authorised various expenditures and shall issue receipts.
- 6.13 The Treasurer shall sign all cheques and withdrawal forms from 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 Equipment & Safety Officer shall maintain a record of all fixed and current assets belonging to the society and will report an inventory list to the committee at
the start and end of the academic year.
- 6.16 The Equipment & Safety Officer shall assess the health & safety implications of

- all society activities and make recommendations/adjustments where necessary.
- 6.17 The Public Relations Officer (along with the secretary) shall be responsible for the advertising of all functions of the society through all means possible.
- 6.18 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 of 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.
- $\frac{2}{3}$ 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 members and 10% of the ordinary membership.

The business of the AGM shall include elections of relevant Executive Governing Committee (which should include a Treasurer's report on the finances of the society).

An Extraordinary 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 relating to the business of 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 is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed to count the votes.