



Constitution of Dublin City University Society Life Committee (DCU SLC)

1) AIMS AND OBJECTIVES

The aims and objectives of the SLC are as follows:

- 1.1 To promote, foster and develop societies in DCU.
- 1.2 To allocate funds to recognised societies in a fair, democratic, consistent and transparent manner.
- 1.3 To enforce good governance of societies and ensure compliance with relevant policies and procedures.
- 1.4 To oversee the auditing of societies accounts and ensure that societies are operating prudently.
- 1.5 To oversee the strategic and operational development of societies and support societies' leader's training and development needs.
- 1.6 To represent the societies of DCU both internally and externally.
- 1.7 To facilitate the creation and growth of new societies and to advise them on their needs.
- 1.8 To promote recognised societies and their activities.

2) MEMBERSHIP OF THE SLC

- 2.1 DCU SLC is the governing body of all DCU Societies and is a Sub-Committee of the Office of Student Life
- 2.2 The SLC shall have a Council and an Executive Committee.
- 2.3 The SLC Council is a General Meeting of the delegates to the SLC, which is the supreme decision making body of the SLC, therefore it can approve or reject any decision of the Executive Committee.
- 2.4 All recognised societies, as defined in article 9 herein, are deemed to be members of the SLC and are bound by its constitution, rules, regulations, guidelines and decisions.

- 2.5 The society Treasurer shall represent their society at SLC council proceedings. A society can nominate an officer other than the treasurer to represent them and cast votes on the society's behalf.
- 2.6 When the SLC Council is not in session, an Executive Committee shall tend to the affairs of the SLC in accordance with the aims/objectives of the SLC and directions of the Council.

3 THE EXECUTIVE COMMITTEE AND EXECUTIVE COMMITTEE FUNCTIONS

- 3.1 The Executive Committee shall operate on behalf of its constituent societies in accordance with the aims and objectives of the SLC.
- 3.2 A simple majority of the Executive Committee must be present in order for a meeting to be deemed quorate.
- 3.3 Where necessary, Executive Committee decisions shall be decided by a simple majority vote. The vote shall be preceded by discussion / debate on the topic.
- 3.4 The Executive Committee shall endeavour to meet on a weekly basis where practical during each Semester.
- 3.5 The Executive Committee shall consist of the following elected members
 - 3.5.1 Chair
 - 3.5.2 Secretary
 - 3.5.3 Public Relations Officer (PRO)
 - 3.5.4 3 Ordinary Members
- 3.6 and the following ex-officio members
 - 3.6.1 Treasurer, who shall be the Director- Office of Student Life.
 - 3.6.2 The Office of Student Life Head of Clubs and Societies
 - 3.6.3 DCU Students' Union's (DCU SU) Societies Officer.
- 3.7 The term of office of elected officers shall be from July 1st following the AGM until June 30th the following year.

4 ELECTION OF THE EXECUTIVE COMMITTEE

- 4.1 The members of the Executive Committee, save those that are ex-officio, shall be democratically elected at a General Meeting of the SLC Council.
- 4.2 The SLC Election Working Group shall oversee the election process, consisting of the Head of Clubs and Socs, SLC Chair and the Director - Office of Student Life. In the case of the Chair seeking reelection, an

alternative member of the SLC Executive Committee shall be appointed in their place.

- 4.3 The Election Working Group shall be responsible for deciding and publishing election guidelines, dates and results and these must be approved by the SLC Executive Committee.
- 4.4 Any society member may seek election to the SLC Executive Committee in line with the election regulations laid down by the Election Working Group.
- 4.5 All elections are conducted using the Proportional Representation Single Transferable Vote System (PR STV), each society and each member of the executive committee has one vote for all positions. All contested elections are conducted by secret ballot.
- 4.6 A person may not hold the same office for more than two successive years and may not hold electable roles on the Executive Committee for more than three years.

5 Responsibilities of the Executive Committee

- 5.1 The members of the Executive Committee shall execute their responsibilities in a fair and independent manner at all times.
- 5.2 The Chair has the following responsibilities.
 - 5.2.1 They shall represent the interests of DCU societies in all relevant forums.
 - 5.2.2 The Chair shall uphold and enforce the provisions of the constitution.
 - 5.2.3 They shall chair all meetings of the SLC Executive Committee and SLC Council and be responsible for maintaining order, due process and decorum.
- 5.3 The Treasurer is the Chief Financial Officer of the SLC and shall be responsible for
 - 5.3.1 Maintaining records of grant applications and allocations from/to the recognised societies.
 - 5.3.2 Maintenance of proper books of account to record the income and expenditure of SLC and present the executive committee and/or Council with an accurate financial position.
 - 5.3.3 The presentation of annual budgets and accounts for review by the AGM of the SLC Council.
 - 5.3.4 The preparation and presentation of budgets and accounts to the auditors and Office of Student Life and liaison with those bodies.

- 5.4 The Secretary shall be responsible for all correspondence pertaining to the SLC and all non-financial records of the SLC. The secretary shall assume the duties of Chair, in their absence. The secretary shall be responsible for the maintenance of minutes of the SLC Executive Committee and SLC Council Meetings.
- 5.5 The Public Relations Officer shall be responsible for the promotion of all SLC activities using all forms of media that are deemed appropriate, effective and feasible by the Executive Committee.
- 5.6 The function of the Students' Union Societies Officer is to liaise between the SLC and the Students' Union.
- 5.7 Executive Committee members shall at all times act in the best interests of DCU societies.
- 5.8 Executive Committee members may have their duties amended from time to time and subject to operational necessity may be required to take on extra responsibilities as agreed by the Executive Committee.
- 5.9 Executive Committee members can only be dismissed from office by a General Meeting of the SLC Council at which two-thirds of delegates present, vote in favour of the motion of no confidence. The motion and General meeting are convened and valid subject to Section 6.
- 5.10 An Executive Committee member must tender their resignation in writing to the SLC Chair. The Chair shall tender their resignation to the Director – Office of Student Life and to the SLC Secretary. The Executive Committee and societies shall be informed at the earliest possible opportunity.
- 5.11 Any member of the Executive Committee who misses either
 - 5.11.1 Three consecutive Executive Committee Meetings or
 - 5.11.2 50% of the meetings in a semester without presenting a valid reason to the Executive Committee shall be deemed to have resigned their position on the Executive Committee.
- 5.12 The Executive Committee has two methods by which it can recruit a replacement.
 - 5.12.1 The Executive Committee can convene an Extraordinary General Meeting (EGM) of the SLC Council to elect a replacement in accordance with the provisions on elections.
 - 5.12.2 The Executive Committee may co-opt a replacement person following a selection process open to all students who are a member of a recognised society and officially supported by the committee of said recognised society. Only two vacancies during

the term of office of the Executive Committee year may be filled using external candidates in this manner. When the executive committee agrees to promote an existing member of the executive committee into another role on the executive committee then this is not deemed to be using an available co-option.

- 5.13 The Executive Committee may delegate the responsibilities of vacant positions to another member(s) of the Executive Committee. If it is not possible to co-opt a replacement for a vacant position on the Executive Committee then the issue shall be referred to the Election Committee for resolution.

6 GENERAL MEETINGS

- 6.1 Notice of all General Meetings shall be given to the membership at least seven days in advance.
- 6.2 At a General Meeting of the SLC Council, each recognised society holds one vote which it vests in its delegate to the SLC Council. Each member of the Executive Committee also holds one vote
- 6.3 There shall be an Annual General Meeting (AGM) held each year, towards the end of Semester two.
- 6.4 The quorum for a general meeting shall be 50% +1 plus one of the Executive Committee members and delegates from 50% +1 of the recognised societies.
- 6.5 The business of the AGM shall include an annual report delivered by the SLC Executive Committee led by the Chair and Treasurer.
- 6.6 A General meeting of the SLC Council is the only body that can amend this constitution. Any such amendments must be ratified by the Board of the OSL.
- 6.7 Constitutional amendments shall not come into force until after the conclusion of the General Meeting which ratified them.
- 6.8 Constitutional amendments must be passed by a two-thirds majority.
- 6.9 The following documents must be circulated a week in advance of the AGM-
- 6.9.1 Proposed Agenda for AGM.
 - 6.9.2 Minutes of previous General Meeting.
 - 6.9.3 The Audited Accounts & Financial Report of the SLC pertaining to the previous financial year.

6.9.4 The Annual Report of the Chair

6.10 Motions for a General Meeting pertaining to a

6.10.1 A constitutional amendment

6.10.2 A no-confidence vote in an elected member of the Executive Committee

6.10.3 Financial Policy of the SLC

must be submitted to the Executive Committee 10 days in advance by a recognised member society. The Constitutional Review committee must also be notified of the proposed amendments.

6.11 Prior to voting on the motion, the proposer and/or seconder have the right to address the meeting and the chair must invite comments and/or opposer(s). The time allotted for debate/discussion is at the discretion of the Chair.

6.12 A vote will take place on each motion with a simple majority required for a motion to be carried.

6.13 An Extraordinary General Meeting (EGM) shall be convened if either

6.13.1 The Executive Committee deems one appropriate or

6.13.2 Delegates representing 20% of the recognised societies sign a motion calling for an EGM, the proposed business of the EGM must be stated in the motion.

6.13.3 The quorum for an EGM will be 66% of those entitled to vote at General Meetings.

7 Equipment

7.1 The SLC shall keep an inventory of all equipment that has been purchased by Societies and retains the right to audit this equipment at any time. This may be operationalised by OSL staff.

7.2 The SLC shall take whatever action is deemed necessary to recover any equipment which is borrowed/stolen.

8 Finance

8.1 At the start of the academic year, the Executive Committee invites societies to submit a budget and a financial grant request for the year. The Executive Committee processes the grant application by formulating a standard policy to be applied for the year. The policy and budgets for all

Societies must be agreed upon by an EGM. The policy recommended by the Executive Committee must be published at the same time as the EGM is called. Societies wishing to contest the policy must submit a motion 10 academic days prior to EGM.

- 8.2 The SLC treasurer will present the policy and individual society budgets and once ratified by the EGM, they shall be available for distribution to the Societies.
- 8.3 The Financial Year of Societies and the SLC shall be in line with the financial year of the Office of Student Life.
- 8.4 The Executive Committee may employ punitive measures including suspension of grants and financial fines on societies who do not comply with its directives.
- 8.5 The SLC must submit its audited accounts to the OSL auditors for ratification.
- 8.6 The procedure for payment of funds to societies is in line with best practices, including appropriate systems and technology. This procedure shall be approved by the SLC Executive Committee and operationalised by OSL staff.
- 8.7 The Executive Committee may, if it deems it to be prudent, re-allocate money from a society if the society does not spend it according to plan/budget.
- 8.8 Societies are expected to raise supplementary finance themselves; the grant is intended as a subsidy and is not designed to be the sole source of finance to a society.
- 8.9 At the end of each semester, Societies are required to submit accounts outlining their financial activity for the semester just finished to the Executive Committee.
- 8.10 The SLC is entitled to examine the finances of its constituent Societies.
- 8.11 Societies are prohibited from taking out loans except loans organised by the Executive Committee
- 8.12 All financial instructions on a society account must contain two signatures.
- 8.13 The mandate form instructing the bank to change the list of authorised signatories of a society must be signed by the SLC Treasurer or their nominated person.

9 Recognition of Societies

- 9.1 Societies seeking recognition by the SLC must apply to the Executive Committee.
- 9.2 No society which is deemed to be discriminatory shall be recognised.
- 9.3 A society may be deemed defunct and have its recognition removed or suspended if it is inactive for more than three consecutive semesters.
- 9.4 The application for recognition to the SLC must contain the following.
 - 9.4.1 A written constitution, which follows an approved format, stating the aims, objectives and structure of the society.
 - 9.4.2 A proposed committee and officers, which must include a Treasurer.
 - 9.4.3 A list of twenty proposed members, with names and student ID numbers.
 - 9.4.4 Any other requirements of the Executive Committee

10 General

- 10.1 The SLC shall affiliate to any body which is deemed appropriate and is beneficial to DCU Societies.
- 10.2 The SLC is a constituent organisation of the Office of Student Life and is bound by the constitution, rules, regulations of the Office of Student Life.
- 10.3 A review of this Constitution, if necessary, shall take place at least once every three years. A decision on any such review shall be made by a two-thirds majority of the SLC executive committee and shall be conducted by a review committee representing all stakeholders, including but not limited to SLC Executive Committee, representatives from SLC Council, OSL staff and OSL Board members. This Committee shall consult with legal or professional advisors as required. Any changes suggested will be voted on by the SLC Council.
- 10.4 The Membership fee charged by societies shall be in compliance with the conditions set by the Office of Student Life.
- 10.5 Societies must file a copy of their constitution with the Executive Committee and no changes to their constitution may be made without ratification by the Executive Committee.
- 10.6 The SLC Representative to a society is an ex-officio member of that society's committee.

This constitution was adopted by the SLC AGM on 23rd April 2021.

The Office of Student Life ratified this constitution on 2nd June 2021

**OFFICE OF
STUDENT LIFE**