

DUBLIN CITY UNIVERSITY: ACCESS SOCIETY CONSTITUTION

Name of Society:

The name of the Society shall be “**Access Soc**”.

Aims & Objectives:

The aims and objectives of the Society are as follows:

- Unite Access Students
- Spread Awareness and educate about class issues in the college environment
- Combine Different socioeconomic, ethnic, etc Backgrounds
- Foster the development of members as individuals.
- Provide a forum for members to interact and socialize through playing and non-playing activities.
- Assist Society members to represent the Society at a higher level.
- Provide new experiences.
- Foster social growth.
- Provide a student led experience.
- Establish an inclusive environment.
- Create a safe environment for trying new things.
- **Have fun!**

Members:

Normal Members:

1. Membership of the Society shall be open to all students, staff and graduates of the college.
2. Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

Associate Members:

The Society recognizes the importance that graduates and former students endeavour to maintain contact with such former members as wish to retain their connection with the Society.

To this end the Governing Executive Committee of the Society shall be empowered to create a class of “Associate Member” of the Society.

1. 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.

2. 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 fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
3. Associate Members shall be ineligible for election to the society's governing committee.
4. 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.
5. Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Society.
6. The rights of an Associate Member shall not exceed those of an ordinary member of the society.

All members shall be bound by this constitution.

Governing Executive Committee:

- The Society shall have a Governing Executive Committee (The Committee).
- The Committee shall run the society on behalf of its members and in accordance with the aims and objectives.
- Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- A quorum shall be 51% of committee members.

The Committee shall consist of these core positions:

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

As well as optional positions such as, but not exclusive to;

- Snack/Equipment Officer
- Ordinary Member(s)
- 1st Year Liaison Officer
- Safety/COVID Officer
- Events Manager
- Outreach officer

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

A person shall not hold the same office for more than 2 successive years.

Election of the Governing Executive Committee:

The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

To seek election to the Committee, each candidate must have at least 2 votes by current members of the society.

Upon the election of a new committee, a handover must be undertaken as is defined in the handover schedule of the document.

Duties of the Governing Executive Committee:

Chairperson:

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.

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.

Vice-Chairperson:

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

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.

Secretary:

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

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.

The Secretary may keep a record of authorization of expenditure.

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

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

Treasurer:

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

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 Societies & Publications Committee of DCU.

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.

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

Where the Treasurer is deemed as unavailable, the secretary or another committee member may sign cheques and withdrawal forms for the society in consultation with the Societies & Publications Committee.

Public Relations Officer (PRO):

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

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.

Brand Design Officer (BDO):

The BDO shall be responsible for designing and creating all promotional material for New Opportunities.

The BDO shall liaise with the PRO to ensure that promotional material is created and distributed.

The BDO when designing promotional material, shall strive to liaise with any other parties who may be involved in the event for which the promo material is for.

Equipment Officer:

The Equipment Officer shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Societies & Publications Committee.

The Equipment 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.

First Year Liaison Officer:

The First Year Liaison Officer shall promote and facilitate interaction with the first years of the university.

The First Year Liaison Officer shall endeavour to make the society more accessible to first years and encourage their participation in the society's functions.

The First Year Liaison Officer shall be elected at an EGM in semester one, and must be in their first year for the first time as an undergraduate student at DCU.

Events Manager:

The Events Manager is responsible for the management, organising and running of events.

The Events Manager will be head of all workshops and non-social events.

The Events Manager will work with the Treasurer in raising funds through initiatives and events.

Safety/COVID Officer:

The Safety Officer will be in charge of carrying out safety checks and risk assessments.

The Safety Officer will also take on the role of COVID Officer until such time as DCU deems this unnecessary.

Accessibility Officer:

The Accessibility Officer will provide aid to those with disabilities, ensuring a welcoming environment.

The Accessibility Officer will ensure that the society's online presence is accessible, through volume regulation, captions display, alternate text on posts as well as providing plain text versions of emails and posts.

The Accessibility Officer will be responsible for managing accessibility complaints.

The Accessibility Officer will provide interpreters upon request, or at large events.

The Accessibility Officer will ensure ground floor or 'by elevator' access for wheelchair users.

Outreach Officer

The Outreach Officer will manage campus-wide as well as local or national campaigns to support and develop current and potential access students as well as to spread awareness about class issues in higher education as well as the larger country.

The Outreach Officer will ensure communication with the DCU access service as well as the Outreach programs included

The Outreach Officer will ensure good communication and the fostering of healthy relationships between this and other societies.

Ordinary Member(s):

The Ordinary Member(s) will assist fellow committee members with their roles and responsibilities.

The Ordinary Member(s) will, in the instance where other committee members are unable to attend events or are unable to fulfill their duties, will take over their responsibilities until they return.

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 voting 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.

Handover:

After the next years' committee is elected at the end of year AGM, a formal handover meeting shall be conducted within three days of the AGM.

This meeting shall be used to inform incoming committees of ongoing works as well as allow committee members to train their replacements.

The Public Relations Officer and any other committee member with relevant

information shall be responsible for handing over the credentials to any services they used in the performing of their duties.

Any services used by previous committee members must be used except where deemed appropriate by the committee and where all data that should be kept is transferred. What should be kept in any transfers should be done in

consultation with the outgoing committee member and in compliance with Data Law.

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 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 2 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 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 (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.

- It is a requirement that the general executive committee must hold at least one meeting per month to discuss society business.

General:

There shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Societies & Publications Committee.

The membership fee for the Society shall be in compliance with the conditions set down by the Societies & Publications Committee.

Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.

In the event of a clash with the Societies & Publications Committee. The Societies & Publications Committee Constitution shall take precedence above this constitution and is subject to Societies & Publications Committee at all times.

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), Societies & Publications Committee shall rule on the matter and its decision is final.

Amendments to this Constitution:

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.

A proposal to amend this Constitution must receive the approval of 51% of the members present and entitled to vote at the relevant meeting.