

**UCD SOCIETIES  
MODEL STUDENT SOCIETY CONSTITUTION**

[May 2023]

*Notes on Model Constitution*

- The following is a model of a constitution for a student society.
- The clauses contained in this model are a minimum requirement.
- More detail may be added to this model but may not change the original spirit or meaning of these clauses.
- The membership of the Committee may be given a more representative character.
- The Chair of the Societies Council or the College Societies Officer can advise on alternative formulations.

**UCD ..... Society**  
**CONSTITUTION**  
**Adopted [insert date]**

**NAME**

1. There shall be a society called the UCD ..... Society (hereafter known as the Society).

**OBJECTS**

2. The objectives of the Society shall be;
  - (a) To develop the interest of students and others in...
  - (b) .....
  - (c) .....
3. The funds of the Society shall be applied for the purpose of furthering these objects.

**MEMBERSHIP**

4. Membership of the Society shall be open to all students, staff and graduates of University College Dublin (hereafter known as the College).
5. Membership shall be obtained by paying the appropriate membership fee.

**COMMITTEE**

6. There shall be a Committee of the Society which, subject to this Constitution and to decisions of General Meetings of the Society, shall be the governing body of the Society.
7. The Committee shall consist of:
  - a. The Auditor
  - b. The Secretary
  - c. The Treasurer
  - d. Up to four Ordinary Committee Members (OCMs)
8. All the members of the Committee shall be elected at the Annual General Meeting of the Society held in the Spring Semester. Their term of office shall be from the end of the semester in which they are elected until the same time the following year.
9. Meetings of the Committee shall be convened by the Auditor or by requisition of any 4 members of the Committee. Notice of any such requisitioned meeting shall be given to all members of the Committee at least 48 hours before the time of such meeting.
10. There shall be at least two meetings of the Committee in each semester. The quorum for any meeting of the Committee shall be 5 members.

**THE OFFICERS**

11. There shall be an Auditor who shall be the chief officer of the Society. The Auditor shall be entitled to represent the Society at meetings of the Societies Council, preside at all General Meetings of the Society and at all meetings of the Committee. At meetings of the Committee the Auditor shall have a deliberative and a casting vote.

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12. To be eligible for nomination for election to the position of Auditor of the Society, a person shall have been a member of the Society for at least one full academic year prior to the date of the Annual General Meeting at which the election is to be held.
  
13. There shall be a Secretary of the Society. The duties of the Secretary shall include:
  - a) recording the Minutes of all meetings of the Society and the Committee
  - b) undertaking the correspondence of the Society as directed by the Auditor and the Committee
  - c) keeping the records, other than the financial records, of the Society
  - d) maintaining the roll of members of the Society
  - e) giving due notice of all meetings of the Society and the Committee
  
14. There shall be a Treasurer of the Society. The duties of the Treasurer shall include:
  - a) managing the financial affairs of the Society
  - b) in association with the Senior Treasurer, maintaining and operating a bank account in the name of the Society
  - c) reporting to each meeting of the Committee on the state of the Society's finances
  - d) in cooperation with the Senior Treasurer, preparing an annual report on the financial transactions of the Society
  - e) presenting an Annual Financial Report to the Annual General Meeting of the Society

### **SENIOR TREASURER**

15. There shall be a Senior Treasurer of the Society. The Senior Treasurer shall be chosen by the Committee from among the full-time members of the staff of the University and shall have such responsibilities as are laid down by the University, the Societies Council and by this Constitution.

### **GENERAL MEETINGS**

16. There shall be at least one General Meeting of the Society in each semester. Subject to the Constitution, the agenda for each such meeting shall be arranged by the Committee.
  - a) The Annual General meeting of the Society shall be held in the Spring Semester. At this meeting, the business conducted shall include the election of Officers and the delivery of Annual Reports by the Auditor, Secretary and Treasurer of the Society.
  - b) An Extraordinary General Meeting must be convened if required in writing by at least 20 members or 5% of the membership, whichever is greater.
  - c) Notice of any General Meeting shall be given to all members at least 5 working days before such meeting by e-mail and by means of notices displayed in suitable public areas.

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- d) Motions for discussion at a General Meeting may be proposed by any member of the Society. Notice of such motions shall be given in such form as decided in advance by the Committee.
- e) The quorum for any General Meeting, other than the Annual General Meeting, shall be 20 or 5% of the membership, whichever is the greater.

### **ELECTIONS**

17. Elections to all offices and to Ordinary Membership of the Committee shall take place at the Annual General Meeting of the Society.
- a) Prior to the Annual General Meeting, the Committee shall appoint a Returning Officer who shall be responsible for the conduct of the elections. The Committee shall give notice of such appointment. The Returning Officer shall usually be the Chair of the Societies Council in the first instance, or their nominee.
  - b) Nominations for the office of Auditor shall be signed by any four members of the Society and shall be given to the Returning Officer at least 3 days prior to the date of the election.
  - c) Nominations for the other offices and for membership of the Committee shall be given to the Returning Officer any time before the start of the Annual General Meeting.
  - d) To be eligible for nomination, a candidate shall have paid the appropriate subscription prior to the end of the Autumn Semester immediately preceding.
  - e) The Returning Officer shall arrange the details of the election which shall be carried out using a system of proportional representation.
  - f) Any vacancy arising in any office or among the membership of the Committee, for whatever reason, shall be filled by the Committee.

### **DISMISSAL FROM OFFICE**

18. No officer or member of the Committee shall be dismissed from office unless the following procedures have been carried out:
- a) Notice of a resolution to seek such dismissal, signed by at least 20 members of the Society, shall be given to the Auditor of the Society at least 4 days prior to the General Meeting at which such resolution will be debated.
  - b) The Auditor shall give notice of such resolution to the members at least 3 days prior to the General Meeting.
  - c) The resolution shall have been passed by a two thirds majority at the General Meeting.

### **GENERAL**

19. There shall be a membership fee which shall be fixed by the Committee from time to time.

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20. The Society shall seek to gain and to retain the status of Recognised Society within the University. To this end, the Society shall comply with all reasonable requests from the Societies Office and the Societies Council or its officers.
21. This Constitution shall come into effect when it has been approved by two thirds of the members of the Society present at a meeting specially convened to consider the matter.
22. Notice of a proposal to seek an amendment to this Constitution shall be given to all members at least 7 days prior to the General Meeting at which such proposal will be considered. Such a proposal must receive the approval of two thirds of the members present at such a meeting.
23. Notice of any amendment which has been duly approved shall be forwarded to the Chair of the Societies Council and the Chair of the Recognition Committee. Unless rejected by the Recognition Committee it shall stand as part of the Constitution.
24. During the summer term and prior to the commencement of the next session, the Auditor-elect of the society shall be responsible for ensuring this constitution is also held by the Chair of the Societies Council and the College Societies Officer.