

Commerce and Economics (Business) Society Constitution

Article 1

The name of the Society shall be Commerce and Economics Society NUI Galway informally referred to as Business Society

Article 2

The aim of the Society shall be to educate students in business by inviting leading business people to speak. It also gives students chances to make contacts within the business world.

Article 3

Membership shall be open to the staff and students of the college.

Article 4

Organization and officers

A committee shall conduct the business of the Society.

The committee shall consist of the following:

1. Auditor
2. Vice-Auditor
3. Student Treasurer
4. Staff Treasurer
5. Secretary
6. Public Relations Officer (PRO)
7. New members Liaison Officer
8. Events Officer
9. Communications Officer
10. First Year Representative

Functions of the officers

Auditor – overall coordinator of a society's activities. Chairing of the society committee meetings

Vice-Auditor – this role may be defined as needed. A vice auditor can deputize for the Auditor as the need arises.

Student Treasurer – amongst the signatories on the society bank account the treasurer will have a coordinating position, taking general responsibility for financial affairs and presenting the end of year accounts.

Staff Treasurer – The purpose of a Staff Treasurer is to ensure continuity in a society on a year to year basis.

Secretary – will take minute of meetings and deal with correspondence; responsible for secretary's report and society submission to the end of year book.

Public Relations Officers (PRO) - Responsibility for society advertising and promotion.

New Members Liaison – focuses on improvement of the society, recruiting new members.

Communications Officer- Responsible for website up-keep. Also assists the PRO in e-mailing and notifying members of upcoming events.

First Year Representative – First year student who will represent other first years. Will be partly responsible for continuation of society each year and will act as assistant secretary.

Article 5

Meetings

(a) Committee Meetings

The committee shall meet once each week. The quorum for a meeting shall be 4 Members. 2 days notice shall be given for committee meetings

(b) Extra-ordinary Meetings

7 days notice for extra-ordinary meetings shall be given by 4 Committee members

(c) Annual General Meeting

The annual General Meeting shall be in semester two.

Article 6

Election

The committee shall be elected at the Annual General Meeting. Voting will be by secret ballot. Each member will have one vote.

Article 7

Resignations

Resignations of any officer of the society shall be instituted by a letter of resignation to the secretary of the society (or the Auditor in case of the resignation of the Secretary).

Article 8

Management of Finance

The finances of the society shall be managed by Vice-Auditor, Treasurer and staff treasurer of the society.

Article 9

Amendments to the constitution shall only be effected at the Annual General Meeting and shall be subject to the approval of the University Societies Committee.

Article 10

Dissolution of the Society

On the dissolution of the society its assets shall be handed over to the college