

# **Constitution of the Chinese Society**

## **National University of Ireland, Galway**

### **Article 1 Name of the Society**

**1.1** Chinese Society (ChiSoc), National University of Ireland, Galway.

### **Article 2 Aims of the Society**

**2.1** To promote the Chinese culture to the students in NUIG

**2.2** To set up a society to represent the Chinese students from all over the world

### **Article 3 Membership**

**3.1** All students and members of staff of the University shall be eligible to become members of the Society.

**3.2** Any eligible person shall become a member of the Society on payment to the Society of the appropriate membership fee, the amount of which shall be determined annually by the committee of the Society.

### **Article 4 The Committee**

4.1 A committee shall conduct the business of the Society.

4.2 The committee of the Society shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.

4.3 The committee shall consist of the following members:- the Auditor; the Vice-Auditor; the Treasurer; the Staff Treasurer; the Secretary; the Public Relations Officer; [etc.] All members of the committee shall be required to be members of the Society.

#### **4.4 Auditor**

The Auditor shall have overall responsibility for the affairs of the Society. He/She shall chair all meetings of the Society, save where decided otherwise by the committee or where otherwise provided for in this constitution.

#### **4.5 Vice-Auditor**

The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfill his/her duties.

#### **4.6 Treasurer**

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor and the Staff Treasurer. He/She will maintain the financial records of the Society. He/She will prepare and present to the Society and the University the end of year accounts and treasurers report for the Society.

#### **4.7 Staff Treasurer**

The Staff Treasurer shall be a member of academic staff of the University. He/She will oversee the financial affairs of the Society, and ensure that good practice is maintained.

#### **4.8 Secretary**

The Secretary shall keep the non-financial records of the Society, including the official membership list, and manage the correspondence of the Society and submitting the end of year report.

#### **4.9 Public Relations Officer**

The Public Relations Officer shall be responsible for advertising the meetings and events of the Society. He/She will regularly update the latest information concerning the Society onto the designated webspace provided by the University.

#### **4.10 Committee Meetings**

4.10.1 Meetings of the committee shall be held at least fortnightly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.10.2 The quorum for a meeting of the committee shall be two-thirds of the total committee members to allow a motion of a meeting to be passed without delay should there be one. If a quorum is not present, the meeting must be adjourned.

4.10.3 Meetings of the committee shall be convened by the Auditor or Secretary. At least three days notice of a committee meeting shall be given by the Auditor or Secretary to the members of the committee.

#### **4.11 Term of Office of the Committee**

The committee shall hold office from the first week of the academic year subsequent to their election until the last week of the same academic year.

### **Article 5 General Meetings**

#### **5.1 Annual General Meeting**

5.1.1 The Annual General Meeting of the Society shall take place in the second semester of the academic year, at a time to be determined by the committee of the Society.

5.1.2 No less than seven days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be notified to the University and advertised by public notice within the University.

#### **5.2 Extraordinary General Meetings**

5.2.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

(i) By majority decision of the committee; or

(ii) On foot of a submission to the committee of the Society of a petition signed by not less than ten members of the Society.

5.2.3 No less than seven days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to the University and advertised by public notice within the University.

## **Article 6 Election of the Committee**

6.1 The committee of the Society shall be elected at the Annual General Meeting.

6.2 The Auditor shall act as returning officer for the elections. Where the Auditor intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the committee.

6.3 All members of the Society shall be eligible for election to the committee.

6.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the Society at the A.G.M.

6.5 All members of the Society shall be entitled to vote in the election of the committee.

6.6 The election of members of the committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained

by any other candidate for that position, he/she shall be deemed elected to that position.

## **Article 7 Resignations from the Committee**

7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

## **Article 8 Management of Finance**

8.1 The finances of the Society shall be managed by the Auditor, Treasurer and Staff Treasurer of the Society.

8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.

## **Article 9 Amendments to the Constitution**

9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society.

9.2 Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the Society shall require the formal approval of the University before taking effect.

## **Article 10 Dissolution of the Society**

10.1 The Society may be dissolved by a two-thirds majority vote of its membership at a General Meeting. The Society may also be dissolved by decision of the USC. The Society shall fall into abeyance should it fail to validly elect a committee for two successive years.

10.2 On dissolution of the Society, its assets shall become the property of the University.