**UCC Societies Template Constitution**

This Document was created by the UCC Societies Executive on insert date to assist Student Societies in drafting their Constitutions and should be read in conjunction with the [Society Constitution Regulations](http://google.com).

All society Constitutions must be written in line with the [Society Constitution Regulations](http://google.com) - you should carefully read these regulations before drafting your constitution or any amendments.

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**Constitution of the University College Cork X Society.**

*This copy of the constitution was ratified on* ***(x) 2024*** *by the members of the* ***X Society AGM*** *in the presence of a representative of the UCC Societies Executive. This copy of the constitution will supersede all previous versions.*

*Witnessed by:*

*Name - Society Chairperson*

*Name - Societies Guild Representative*

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**Section I:** Name, Principles, Objectives, and Membership.

# Article 1 - Name

The name of the Society is “The University College Cork X Society” hereafter referred to as ‘the Society’.

# Article 2 - Mission

The mission statement of the society shall be;

*A paragraph that outlines the mission of the society, this can be a very aspirational and all encompassing paragraph e.g our constitution says; UCC Societies’ Guild shall be a self-governing, autonomous body whose aim is to enhance the cultural, creative, social, political and intellectual student experience by facilitating, representing and regulating UCC Societies.*

# Article 3 - Objectives

The objectives of the society are;

# Article 4 - Membership

**4.1** There shall be one class of membership: Ordinary membership. Which shall be available to all registered UCC students only.

**4.2** A member shall be defined as any UCC Student who has registered as a member of the society through the UCC Society Portal.

**4.2** Honorary Life Membership may be granted to an individual deemed to have demonstrated outstanding service to the society. This may be granted by a simple majority vote of the society committee and noted in an appendix of this constitution.

**Section II:** Society Committees & Composition

# Article 5 - The Committee

**5.1** The Society shall have an executive Committee who shall be responsible for the effective administration and operation of the society, hereafter referred to as ‘the committee’.

**5.2** Under no circumstances may there be a member of the committee who is not a member of the society.

**5.3** Under no circumstances shall a non-UCC student sit on or act as a member of the committee.

**5.4** The committee shall be responsible for all activities of the society and retain ultimate decision making authority over all sub-committees and officers of the society.

# Article 6 - Officers

**6.1** The Committee shall be made up of the following officers only;\*

1. Chairperson
2. Finance Officer
3. Secretary
4. Events Officer
5. Public Relations Officers
6. Postgraduate/Mature Student Rep
7. Accessibility Officer
8. First Year Rep

# Article 7 - Officer Roles

The duties of each officer of the society shall be as follows;

**7.1** The Chairperson shall;

**7.2** The Finance Officer shall;

**7.3** The Secretary shall;

**7.4** The Events Officer shall;

**7.5** The Public Relations Officer shall;

**7.6** The Accessibility Officer shall;

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**7.7** The Postgraduate/Mature Student Rep shall;

**7.8** The First Year Rep shall;

# Article 8 - Subcommittees

**8.1** All sub committees must be approved by the UCC Societies Executive.\*

**8.2** All subcommittees must be chaired by a member of the society committee\*

**8.3** The exec may require that a particular subcommittee must produce a terms of reference and or be laid out in the society's constitution before being approved.\*

# Article 9 - The X Ball Subcommittee

**9.1** The name of the sub-committee

**9.2** The role / scope of the sub-committee

**9.3** The Composition of the Sub-committee

**9.4** Link to the terms of reference of the subcommittee

**Section III:** Election, Resignation, Removal Replacement, of Committee Members

# Article 10 - Election of Officers

**10.1** The following positions will be elected at the AGM

1. Where the society does not elect an officer at the AGM they may elect that position at an EGM.

**10.2** The following positions will be elected at the EGM

1. Where the society does not elect an officer at the EGM they may co-opt that position (excluding chairperson).

**10.3** The following positions will be co-opted via interview by 3 members of the committee (one of which must be the chairperson). The decision of the interview panel is subject to review by the society committee.

1. No more than one third of the committee may be co-opted positions.

**10.4** All elections will be run using FPTP/PRSTV voting system and shall be conducted in the presence of a Societies Executive Representative who shall act as the returning officer for all elections to the committee.

**10.5** Re-open Nominations shall be a candidate in all society elections.

# Article 11 - Resignations / Co-options

**11.1** Members of the committee may resign by giving one week’s written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

**11.2** In the case of a vacancy on the Committee due to resignation, the Committee shall have the power to co-opt (as in 9.3) any member to the Committee until the next General Meeting.

# Article 12 - No-confidence in a Officer

**12.1** Motions of no confidence should only be considered as a last resort and in the most grievous of circumstances where an officer has consistently failed to fulfil their constitutional role or who has brought the Society into disrepute.

**12.2** A quarter of the committee may together table a motion of no confidence against any officer of the committee to outline the reasoning behind the motion. This motion must be submitted in writing to the society chairperson.

**12.3** On receipt of a motion of no confidence,

1. The chair shall circulate the motion to the rest of the committee and the officer concerned.
2. The chairperson shall then wait at least 10 days before holding a meeting of the committee to debate the motion.
3. A motion of no confidence shall take precedence over all other business of the society.

**12.4** At this meeting

1. A Societies Executive Representative must be present to oversee the meeting.
2. The officer shall be given the opportunity to address and present evidence in their defence against the motion.The officer may also submit a letter in response to the motion to the committee before the meeting.
3. To pass, a motion must be supported by a two thirds majority of the full society committee. The officer concerned may also cast a vote.
4. Each Committee Member's vote will be recorded in the minutes.
5. If the motion is passed the officer shall immediately vacate their position.

**12.5** Motion of no confidence in the Chairperson

1. Where the chairperson is the officer facing the motion, the vice-chair shall oversee the above process.

**Section IV:** Meetings Of the Committee, AGMs & EGMs

# Article 13 - Meetings of the Committee

**13.1** Committee meetings shall be held when deemed necessary by the Committee. At least two meetings per term shall be held. The Secretary shall give at least two days’ notice of any meeting.

**13.2** At least half of the committee must be present to be quorate. Where a meeting is not quorate, officers may still hold discussions.

**13.3** The committee shall take decisions by simple majority, where there is an equality of votes, the chairperson shall have a casting vote.

# Article 14 - Annual & Extraordinary General Meetings

**14.1** An EGM shall be held in semester one of the college year and the AGM in will be held in semester 2.

**14.2** At least 2 weeks notice must be given to members for a general meeting of the society.

**14.3** An EGM may be called at any time by a simple majority of the society committee.

**14.4** All general meetings of the society must be run in the presence of a Societies executive representative.

**14.4** AGMs and EGMs shall be called and conducted in the manner laid out in the UCC Societies AGMs & EGMs policy.

**Section VI:** The Constitution; Amendment & Interpretation.

# Article 15 - The Constitution

**15.1** This Constitution shall be the highest governing document of the society and shall only be superseded by regulations of the UCC Societies executive.

**15.2** The Chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting.

**15.3** In interpreting the constitution the chairperson/society shall uphold the principles of fairness, equity, democracy and good governance.\*

# Article 16 - Amendment of the Constitution

**16.1** Any amendment to this constitution may be proposed by any member of the society or by the committee.

**16.2** To pass, any amendment to this constitution must be passed by a two thirds majority of the society members present at a general meeting of the society.

# Article 17 - UCC Societies Constitution & Regulations

**17.1** Any section, article, or provision of this Constitution that is found to violate regulations as set forward by the University College Cork Societies Executive shall be immediately struck down.

**17.2** This constitution shall fully comply with the UCC Societies Executive “[Society Constitution Regulations](http://google.com)” and the clauses and points required of all societies constitutions.