

# **Constitution of the Board of Irish College Societies**

## **1. Name**

1.1. The name of the organisation shall be the Board of Irish College Societies, to be abbreviated to BICS, hereafter referred to as 'the Board'.

## **2. Objectives**

2.1. To provide a national forum for the administrators and governing bodies of college societies.

2.2 To provide a National Forum and Networking opportunities for students leaders in students Societies

2.3 To facilitate regional and national training opportunities

2.4 To empower students leaders in Societies

2.5. To foster contact and co-op exchange of information between members.

2.6. To promote the interest of College societies throughout Ireland.

2.7. To host the Annual National BICS Societies Awards

2.8 To promote the improvement of society support and facilities throughout the third level sector.

2.9 To increase knowledge of Societies in third level by research and surveys.

2.10 To provide support for societies in the third level sector.

## **3. Membership**

3.1. Membership of the Board shall be open, subject to approval by the Board, to third level colleges and universities in Ireland.

## **4. Structure**

4.1. BICS shall comprise a Board, an Executive, and Sub Committees.

4.2. The Board shall be the primary decision making body of BICS. The elected executive shall have plenary powers between meetings of the Board and shall present a report on its activities to these meetings. The executive shall be subject to any decision made by the board.

4.3. The Board shall be open to all members of BICS, and shall comprise a maximum of two representatives from each institute, consisting of one staff member (or nominee) and one student member. The staff should be a member of the society administration in their college and the student representative should ideally be the duly elected/appointed or their nominee BICS society representative at their college.

4.4. The Executive shall comprise of, subject to election, a Chairperson, Vice Chairperson, Treasurer, Secretary, PRO, Webmaster, Membership Development officer, Training & Development officer, Awards Coordinator (not subject to election), Communications and Marketing Co-ordinator, Resources and Fundraising Officer, two student representatives on Executive. Twelve elected and the awards co-ordinator is appointed.

4.5 Other elections include non executive positions which shall be non executive positions including two student representatives and four OCM's. These positions will be elected on relevant sub committees

4.6 The student representative positions on the executive must be held by student members of the Board. Only members of the Board are eligible to be elected to positions on the executive. If staff rep doesn't want to be on the exec 2 students from that college can be elected.

## **5. Officers of the Executive**

5.1. The board shall elect annually the members of the Executive at the AGM which shall be held before June 30th of each year and shall consist of the following positions:

The Chairperson shall preside over meetings of the Executive and the Board, act as spokesperson for the Board, and supervise the overall running of the Board.

The Vice Chairperson shall assume the duties of the Chairperson in his/her absence and shall be responsible for research and development.

The Treasurer shall collect subscriptions, be responsible for the handling of any other monies of the board and the keeping of true and accurate accounts of the Board's financial affairs. The treasurer shall present annual accounts at the AGM.

The Secretary shall convene meetings of the Executive and the Board, formulate agendas for such meetings, keep minutes at such meetings and any other relevant records, handle the general correspondence of the Board and Executive.

The PRO shall be responsible for publicity, and the issuing of press releases as may be formulated by the Board and Executive. The PRO shall be responsible for advertising the awards and ensuring effective publicity following the awards.

The Webmaster shall be responsible for maintaining and updating the website and approving any articles that are posted to the site.

The Membership development officer –shall be responsible for the recruiting and integration of new members to BICS

The Training and Development Officer – shall be responsible for co-ordinating training opportunities and co-ordinating the forum. The position shall chair and be an active member of the Training and Development sub Committee.

The Communication and Marketing Co-ordinator- shall be responsible for developing & co-ordinating communication and marketing strategies. The position shall chair and be an active member of the Communications and Marketing sub Committee.

The Resources and Fundraising Officer shall be responsible for developing ideas in building BICS resources and fundraising. The position shall be an active member on Resources, Finances and fundraising Sub Committee and work closely with the treasurer.

The Awards Coordinator shall have the responsibility of organising the BICS National Society Awards as per spec of executive and shall be appointed by the executive.

The Two Student representatives on the BICS executive shall be appointed to subcommittees and also have the remit to help develop and empower the BICS Student Rep Network

### **Non – executive officers**

Two more student reps shall be elected as non executive members and co-opted to subcommittees.

Four non executive members shall be elected as non executive members and co-opted to subcommittees.

### **Sub Committees – 4 Sub committees**

Awards Sub Committee

Communication & Marketing sub committee

Resources, Finances and fundraising

Training & development Sub Committee

### **Working groups**

Working groups can be set up by the Board and Executive

BICS Student Network

Each college shall appoint a student networking representative.

### **BICS Student Network**

Member colleges can nominate two reps from the colleges to be the BICS student reps. The function and role of the reps will include:

Being a member of the BICS student Network and member of the Facebook group set up for the BICS reps from each college.

A BICS rep can attend BICS board meeting with all members colleges – 2/3 a year including AGM.

The BICS Student reps can help develop the BICS Student network in order to:

- Increase networking amongst student leaders in Societies around the country
- Help facilitate the development of Societies Interversities
- Develop relevant Facebook groups and mailing list of societies with similar interested
- Improve the sharing of information amongst societies
- Help organise national training events for Student Societies Committee members

The BICS Student reps can be their college representative for the BICS awards in order to:

- Make sure all your societies get updated on the awards marking schemes and categories
- Be a point of contact for your college at the awards to the awards organisers

5.2. In the event of an officer being unable to serve their full term of office a by-election shall be held at the next meeting of the Board. The Chairperson shall make arrangements for the discharge of the duties of the vacant office until the by-election can be held.

Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to procedures detailed in the constitution.

Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.

In the event of an officer being unable to serve their full term of office a by-election shall be held at the next meeting of the Board. The Chairperson shall make arrangements for the discharge of the duties of the vacant office until the by-election can be held.

## **Subscriptions**

6.1. The Board shall determine an annual subscription to be paid by all members by the 1st day of October each year.

## **7. Meetings of the Executive and the Board**

7.1. The Executive shall meet at least four times annually. Each meeting shall be hosted by a member, who shall be responsible for providing facilities for the meeting. In the absence of the Chairperson and Vice Chairperson the hosting member shall take the chair. The quorum of the meeting shall be one third of the members. Two weeks' notice must be given for executive meetings. Each member shall have a vote. The chairperson shall have the casting vote in the case of a tie.

7.2. The Board shall meet at least twice a year. Each meeting shall be hosted by a member, who shall be responsible for providing facilities for the meeting. In the absence of the Chairperson and Vice Chairperson the hosting delegate shall take the chair. Each member shall have a single vote. The chairperson shall have the casting vote in the case of a tie. Two weeks' notice must be given for board meetings.

7.3. Extraordinary meetings of the Board of Executive may be called by the Board or the Executive at the request of one third of the members of the Board or one third of the members of the Executive. One week's notice shall be given of an emergency meeting.

## **8. The Constitution**

- 8.1. The Constitution can only be amended at a board meeting by the board members.
- 8.2. The constitution may be amended by a two thirds majority of those present and voting at any meeting of the board.
- 8.3. Any proposed amendments to the constitution should be notified to the secretary in writing at least seven days in advance and must be circulated with the final agenda.
- 8.4. In the event of a dispute regarding the provisions of this Constitution, the Chairperson's ruling on the matter shall be final, unless overturned by a two-thirds majority of members present and voting at a meeting of the Board.