

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

*May 22<sup>nd</sup> 2024*

## **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 working groups created from within the executive.
- 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 all of whom shall be staff with at least 2 year Board membership. Communications Officer four staff representatives and four student representatives. The Forum Coordinator (both not subject to election).

4.5 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.

No more than two representatives on the Executive per institution.

If the staff rep doesn't want to be on the exec 2 students from that college can be elected. This will also be the case where a student rep is not elected to the executive, two staff may hold positions.

## **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:

*Open to Staff with at least 2 years board experience:*

**The Chairperson** - shall preside over meetings of the Board, The Executive and the Staff Network and act as spokesperson for the Board, and supervise the overall running of the Board. Is responsible for oversight of all the subcommittees.

**The Vice Chairperson** - shall assume the duties of the Chairperson in his/her absence and shall have responsibility for the organisation and operation of the awards and will oversee an Awards working group.

**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, and securing sponsorship and financial support for BICS. The treasurer shall present annual accounts at the AGM. They are responsible for sponsorship and will oversee a sponsorship and resources working group.

**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 and be responsible for internal communication with members. They shall oversee the membership development & engagement working group.

*Open to all board members*

**Communications Officer** - is responsible for developing & coordinating communication and marketing strategies, including promoting all events and the issuing of press releases both before and after the awards and as may be formulated by the Board and Executive. They are responsible for social media and web site upkeep. They will oversee the communications working group.

### **Staff Exec Members (Max 4)**

They will hold a role on at least one four working groups

### **Student Executive members (Max 4)**

*Open to Students Only:*

The Four Student representatives on the BICS executive - shall have the remit to help develop and empower the BICS Student Rep Network. And may also have a role in any of the working groups.

*Appointed:*

The Forum Coordinator - shall have the responsibility of organising the BICS National Society Forum as per spec of executive and shall be appointed by the executive and shall host the Forum in their college.

The student network shall meet at least 3 times annually.

### **BICS Student Network**

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 Intervarsities.
- Develop relevant Social media 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

### **BICS Staff Network**

This shall comprise staff from the member colleges and shall meet at least 2 times per annum and such meetings will be chaired by the BICS Chairperson. The location of such meetings shall be agreed by the Staff Network.

### **Working Groups**

There shall be 4 working groups, of circa three staff and student exec members. who will be appointed at the first Executive Meeting.

1. Awards
2. Sponsorship and resources
3. Membership Development
4. Communications

### **Additional Working Groups or project coordinators**

Working groups or project coordinators can be set up by the Board and Executive and can co-opt members as required to achieve their aims subject to the approval of the Executive. Any board member may propose the establishment of such a group or projects and must outline the objectives and expected outcomes and may apply to the Board for financial support.

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 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 31st 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 three times 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 should be circulated with the final agenda ***or*** changes may be made at a Board Meeting and e-mailed to all members who shall have two weeks to raise any objections. The newly approved constitution shall be deemed to be in place at the end of the two weeks in the absence of objections. In the event of objections such changes to specific articles shall be suspended until the following Board Meeting and any such changes must be circulated to the board two weeks prior to the meeting.

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.