

The Bunreacht of the Cumann Staire

Article 1 Name

- 1.1 The name of this student society, or association, of Ollscoil na hÉireann Gaillimh is the Cumann Staire, hereinafter referred to as 'CS'.
- 1.2 The official translation of the name in English is the Historical Studies Society. No translation of the name can be used in independence from the official name Cumann Staire in any communications on behalf of the organisation. All translations of the name Cumann Staire are to be in italic font and in a font no larger than that used for the official name.

Article 2 Aims

- 2.1 The aims of the CS are the promotion of historic studies as academic topics and the support of students of such disciplines in Ollscoil na hÉireann Gaillimh.
- 2.2 The CS is also to work towards strong interaction between students of historic studies at both undergraduate and postgraduate levels, and between these students and their respective academic units.
- 2.3 As a result of tradition and academic overlap the CS is to make every effort possible to assist the continuing existence of student associations for students of archaeology, classical civilisations and geography. The Coiste of the CS is to organise a restart of these societies in the event of their failure to organise at the start of the academic year.
- 2.4 In all things the CS is to aim to maintain its reputation as an efficient, honest, innovative and hard working organisation and so act as an example to all other student groups of Ollscoil na hÉireann Gaillimh.

Article 3 Membership

- 3.1 All students and staff of the University may become members of the CS.
- 3.2 Any eligible person shall become a member of the CS on payment to the CS of the appropriate membership fee, the amount of which shall be determined annually by the Coiste of the CS.

Article 4 Coiste

- 4.1 The Coiste is the organising group of the CS and is bound by this Bunreacht.
 - 4.1.1 The chief members of the Coiste shall be elected at the Cruinniú Cinn Bliana (Annual General Meeting), or, if necessary, at a Cruinniú Éigeandála Ginearálta (Extraordinary

General Meeting). Other members may be co-opted by the Coiste, subject to the Bunreacht and a vote by the existing Coiste members.

4.2 Candidates for Uachtarán and Staff Cisteoir should be proposed for by the Reachtair for approval at the Cruinniú Cinn Bliana.

4.2.1 The Coiste shall consist of the following elected members: Reachtair; Rúnaí; Cisteoir; OCP; Eagraí don Arts Bál; Ionadaí Íarchéime agus CCS; Ionadaí don Chéad Bhliain. Other class reps. can be co-opted if their classes are not already represented by the existing Coiste members.

4.3 The following positions should be filled by a vote of the elected Coiste members at the first Coiste meeting of the academic year: Stiúrthóir Gréasáin; Ionadaí ó Thar Lear.

4.4 All members of the Coiste are required to be members of the CS.

4.5 The position of Uachtarán is honorary. The Uachtarán and Staff Cisteoir may attend Coiste meetings as observers, subject to Coiste approval, but may not participate in these meetings.

4.6 Coiste Positions

4.6.1 Reachtair

The Reachtair shall have overall responsibility for the affairs of the CS. (S)he shall chair all meetings of the CS, save where decided otherwise by the Coiste or where otherwise provided for in this constitution. All complaints by Coiste members as to the behaviour of other Coiste members should be made to the Reachtair. The Reachtair is responsible for overseeing the performance of the rest of the Coiste and must seek to ensure the Coiste members each fulfil their roles and contribute to the advancement of the CS.

4.6.2 Rúnaí

The Rúnaí shall keep the non-financial records of the CS, including the official membership list, and manage the correspondence of the CS and submitting the end of year report. The Rúnaí shall assume the duties of the Reachtair should the Reachtair be absent or unable to fulfill his/her duties.

4.6.3 Cisteoir

The Cisteoir will manage the financial affairs of the CS, in consultation with the Reachtair and the Staff Cisteoir. (S)he will maintain the financial records of the CS. (S)he will prepare and present to the CS and the University the end of year accounts and any required financial reports for the affairs of the CS.

4.6.4 Staff Cisteoir

The Staff Cisteoir shall be a member of academic staff of the University. (S)he will oversee the financial affairs of the CS, and ensure that good practice is maintained. This role is carried out by the Societies' Officer subject to the current rules and regulations of the University.

4.6.5 OCP

The OCP (Oifigeach Caidreamh Poiblí/ Public Relations Officer) shall be responsible for advertising the meetings and events of the CS. (S)he is responsible for the notification of members of upcoming events via email, texts, social networking sites,

campus publicity methods and other available forms of commonly used communication. (S)he shall draft and send any necessary press releases. (S)he shall plan the posterings in the divisions of the campus and ensure that other Coiste members carry out their posterings duties as assigned.

4.6.6 **Eagraí don Arts Bál (ABO)**

The Eagraí don Arts Bál / Arts Bál Organiser is responsible for successful planning and running of the annual Arts Bál. (S)he shall form a Fo-Choiste to aid them in this task. This Coiste is a subordinate to the Coiste and its members are to be co-opted by the Eagraí don Arts Bál, subject to the approval of the Coiste. Existing members of the Coiste may be co-opted on to the Arts Bál Fo-Choiste.

4.6.7 **Ionadaí Íarchéime agus CCS**

The duties of the Ionadaí Íarchéime agus CCS (Postgraduate-Conference Representative) include: representing the interests of the postgraduate history students on the Coiste; act as the official liason between the Coiste and the CSS / Irish History Students Association; organising any conferences that the Coiste shall decide to host. In the event of hosting a conference (s)he shall form a Coiste to aid them in this task. This Coiste is a Fo-Choiste of the Coiste and its members are to be co-opted by the Ionadaí Íarchéime agus CCS, subject to the approval of the Coiste. Existing members of the Coiste may be co-opted on to the conference Coiste.

4.6.8 **Ionadaí don Chéad Bhliain**

The Ionadaí don Chéad Bhliain represents the interests of the First Year history students on the Coiste. One of the duties of the Ionadaí don Chéad Bhliain is to organise at least one fundraising event, usually a table quiz, during the first semester.

4.6.9 **Ionadaí ó Thar Lear / Erasmus Rep.**

The Erasmus Representative represents the interests of the history students from abroad taking part in an exchange programme in the university on the Coiste. One of the duties of the Erasmus Rep. is to act as the official liason between the Coiste and equivalent organisations to the CS in universities abroad.

4.6.10 **Stiúrthóir Gréasáin**

The Stiúrthóir Gréasáin is responsible for the maintenance and development of all the Cumann Staire websites. These duties include the following: ensuring all necessary payments relating to domain names, hosting and other website connected costs; updating the websites to reflect the CS's activities; ensuring reasonable web security for all CS pages. The maintenance of a stand-alone CS website is a primary goal of the CS for promotional and archival reasons.

4.7 **Coiste Meetings**

4.7.1 Meetings of the Coiste shall be held at least [fortnightly] during the academic year. All members of the Coiste shall be entitled to attend and vote at such meetings.

4.7.2 The quorum for a meeting of the Coiste shall be [four] Coiste members.

4.7.3 Meetings of the Coiste shall be convened by the Reachtair or Rúnaí. At least [two] days notice of a Coiste meeting shall be given by the Reachtair or Rúnaí to the members of the Coiste.

4.8 Term of Office of the Coiste

The Coiste shall hold office from the feast of Bealtaine, first day of the month of May, subsequent to their election until the Bealtaine of the following year.

Article 5 General Meetings

5.1 Cruinniú Cinn Bliana

5.1.1 The Cruinniú Cinn Bliana (Annual General Meeting) of the CS shall take place in the second semester of the academic year, at a time to be determined by the Coiste of the CS.

5.1.2 No less than seven days notice of the Cruinniú Cinn Bliana shall be given. The date and time of the CCB shall be notified to the University and advertised by public notice within the University. The CCB must take place during a teaching or officially designated study week of term time.

5.2 Cruinniú Éigeandála Ginearálta

5.2.1 A Cruinniú Éigeandála Ginearálta (Extraordinary General Meeting) of the CS may be convened to:
Hold an election to fill a vacancy on the Coiste, should one arise;
Consider a proposal to amend this constitution or any other governing instrument of the CS;
Address any other circumstance not provided for in this constitution.

5.2.2 A Cruinniú Éigeandála Ginearálta shall be convened:
By majority decision of the Coiste; or
On foot of a submission to the Coiste of the CS of a petition signed by not less than twenty-one members of the CS.

5.2.3 No less than seven days notice of a Cruinniú Éigeandála Ginearálta shall be given. The date and time of the CEG shall be notified to the University and advertised by public notice within the University. The CEG must take place in term time.

Article 6 Election of the Coiste

6.1 The following members of the Coiste of the CS shall be elected at the CCB following open nomination: Reachtair; Rúnaí, Cisteoir; OCP; Ionadaí Íarchéime agus CCS.

6.2 The following members of the Coiste of the CS must be proposed by the Reachtair of the outgoing Coiste: ABO; Webmaster.

6.2.1 The following members of the Coiste of the CS shall be co-opted by the Coiste after the start of the academic year, subject to article 6.10: Erasmus Rep.; Ionadaí don Chéad Bhliain Gnáth Bhaill den Choiste (General Members of the Coiste) may also be co-opted by the Coiste. All co-option motions must follow Coiste procedural rules and are only valid where all existing members of the Coiste are in attendance at the meeting.

- 6.4 The Reachtaire shall act as returning officer for the elections. Where the Reachtaire intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the Coiste.
- 6.5 All members of the CS shall be eligible for election to the Coiste.
- 6.6 Candidates for election onto the Coiste of the CS must be proposed and seconded by members of the CS at the CCB.
- 6.7 All members of the CS shall be entitled to vote in the election of the Coiste.
- 6.8 The election of members of the Coiste shall take place by secret ballot at the CCB. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, (S)he shall be deemed elected to that position.
- 6.9 Where a nominated candidate for election is unopposed the Reachtaire may decide on a show of hands to confirm the selection or choose to have a secret ballot to confirm the selection or leave open the position until a subsequent general meeting.
- 6.10 No position on the Coiste may be left vacant for more than three weeks of teaching time before the position is filled through election or co-option in accordance with the relevant article governing the position.

Article 7 Resignations and Dismals from the Coiste

- 7.1 The resignation of any member of the Coiste shall be instituted by a letter of resignation to the Rúnaí of the CS. In the case of the resignation of the Rúnaí, resignation may be instituted by a letter of resignation to the Reachtaire.
- 7.2 In the case of non-performance of core duties by a member of the Coiste, as outlined in Article 4, or those assigned by the Coiste a motion of dismall from the Coiste is to be proposed by the Reachtaire. Where the motion of dismall concerns the position of Reachtaire the motion is to be made through the Rúnaí. Persistent non-attendance at Coiste meetings, or the failure to provide adequate notice of non-availability to attend, are also reasonable grounds for the proposal of dismall from the Coiste.

Article 8 Formal Dress Balls

- 8.1 The CS is responsible for the organising of the Arts Bál on an annual basis. The Eagraí don Arts Bál (ABO) is responsible for the successful running of the Bál. At each Coiste meeting the ABO has to report on all progress in the organising of the Bál.
- 8.2 The ABO is to create a Fo-Choiste to assist the ABO in organising the Bál. The Fo-Choiste is to have three members and the membership of such is to be co-opted and is subject to the approval by the Coiste. Members of the Fo-choiste may be dismissed by the Coiste or may be dismissed by the ABO, subject to the approval of the Coiste.
- 8.3 **Complimentary ticket allocation**

- 8.3.1 The positions of Reachtaire, Rúnaí, Cisteoir, OCP, ABO and Stiúrthóir Gréasáin are entitled to a personal non-transferable ticket and an additional ordinary ticket.
- 8.3.2 All other Coiste members are entitled to a personal non-transferable ticket.
- 8.3.3 All members of a formal dress ball organising Fo-Choiste are entitled to a personal non-transferable ticket to that event.
- 8.3.4 The Uachtarán of the CS is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.5 The president of the university is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.6 The head of the school of which Roinn na Staire forms a constituent part is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.7 The head of the college of which Roinn na Staire forms a constituent part is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.8 The head of Roinn na Staire is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.9 The lecturing academic staff of Roinn na Staire are each to be formally invited to the Bál and are each entitled to two personal non-transferable tickets.
- 8.3.10 The principal secretary of Roinn na Staire is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.11 The Societies Officer, or equivalent office, is to be formally invited to the Bál and is entitled to two personal non-transferable tickets.
- 8.3.12 The Cathaoirleach na gCumann, or equivalent office, is to be formally invited to the Bál and is entitled to one personal non-transferable ticket.
- 8.3.13 Each Reachtaire who has served at least one full academic year is entitled to two personal non-transferable tickets for life.
- 8.3.14 Each ABO who has successfully organised a Bál is entitled to two personal non-transferable tickets for life.
- 8.3.15 Main sponsors of the CS or Bál may be invited to accept complimentary personal non-transferable tickets subject to approval by the Coiste.
- 8.3.16 The offering of complimentary tickets to anyone else must be approved by the Coiste at the penultimate meeting before the sale of tickets. Any such tickets are to be non-transferable in type.
- 8.3.17 No person is entitled to more than two complimentary tickets, other than in exceptional conditions approved by Coiste decision.

- 8.3.18 Personal non-transferable tickets are to have the name of the invitee marked on all sections of the ticket. The sentence ‘le dea-mhéin (complimentary)’ is to be marked on the ticket. The selling of any such ticket is to be subject to sanction by the Coiste.
- 8.4 All confirmations of acceptance of complimentary tickets must be returned before the final Coiste meeting preceding the general sale of Bál tickets.
- 8.5 A full and detailed breakdown of complimentary ticket offers accepted, tickets available for sale and the resulting gross income must be made by the ABO at a Coiste meeting before the general sale of tickets. The figures presented must be approved by the Coiste.
- 8.6 Adequate security for the sale of Bál tickets must be made by the ABO and it is entirely their responsibility to ensure the correct amount of money is lodged to the Bál bank account for the sale of tickets. The ABO must present a full and detailed account of the ticket sales to a Coiste meeting between the beginning of ticket sales and the Bál.
- 8.7 A full and detailed account sheet for the Bál is to be presented to the Coiste by the ABO no later than two weeks after the event.
- 8.8 In the event of the CS organising another event similar to the Bál the same system is to be followed, subject to Coiste approval.

Article 9 Conference Attendance Funding

- 9.1 The CS shall support the attendance of members at relevant historic studies conferences, and similar events, through the awarding of financial grants from income generated by events and sponsorship.
- 9.1.1 Income generated by the CS is to be used primarily to finance non-profit making CS events, secondly to support delegate attendance at the annual conferences of organisations of which the CS is a member, thirdly to help support non CS organised events on campus that support the aims of the CS and fourthly to assist members attending relevant historical studies conferences. Where a large surplus of income exists after fulfilling the above aims an appropriate amount may be approved by the Coiste for donation to a charity organisation headquartered in Connacht.
- 9.1.2 Annual trips and other primarily social trips are not to be funded by the CS. Such trips are to be funded by those going and by the availing of university funding by the trip organiser on the travelling group’s behalf.
- 9.2 Where official delegates of the CS attend a conference, or meeting, in their role as representatives of the Coiste their travel, accommodation and conference fees shall be refunded through a combination of university funding, where available, and CS financial support. The delegates are chosen by the Coiste and every such delegation must include at least one of the three senior positions of Reachtaire, Rúnaí and Cisteoir.
- 9.2.1 Delegates, while representing the CS, are expected to fully participate in organised activities and must not in any way damage the reputation of the delegation and the CS in general.
- 9.2.2 The delegates must pay for all charges and will then be reimbursed by the CS following their successful attendance of the event. Non attendance means non reimbursement.

- 9.2.3 Travel arrangements must be made well in advance and at the lowest cost possible. The CS is not bound to reimburse the full amount of travel costs where these conditions are not met. The cheapest travel plan booked after the Coiste has selected a delegation to an event is the benchmark and the maximum travel amount that can be reimbursed to others travelling is 110% of this amount.
- 9.2.4 Accommodation not covered in the conference fee is only valid for reimbursement in the conference location for each day of the conference attended with the maximum addition of one day before and one day after the conference dates. Accommodation is to be in a hostel or cheapest alternative where no hostel exists. The cost of such accommodation is the maximum that may be reimbursed to delegates, irrespective of the actual accommodation booked.
- 9.2.5 Each delegate is to qualify for a five euro stipend per day for each day of the conference and each day spent travelling, to a maximum of four additional days.
- 9.2.6 Each delegate must submit a short report on the conference on their return, no shorter than 500 words, before the following Coiste meeting. Evidence of any presentation made or seminar work carried out must be attached. All such documentation is to be signed and put in the CS archive in the university library once finished with.
- 9.2.7 To receive the agreed funding each delegate must present acceptable receipts supporting their agreed costs and fully comply with article 9.2.4. The Coiste may reduce the amount reimbursed if this is not done or as a result of a delegate's behaviour at the conference.
- 9.2.8 The reimbursement of optional conference events, such as day trips, may be approved by the Coiste upon application in advance of the conference.
- 9.3 Members planning to attend a relevant historic studies event in a personal capacity may apply for funding to the CS to help cover their travel, accommodation and conference fee costs.
- 9.3.1 Applicants for such financial support must present written details of the event, their participation level, all travel and accommodation cost estimates and the applicant's involvement in the CS.
- 9.3.2 Funding is to be preferred to those actively participating in a conference through the presentation of a paper. Where such funding is awarded by the Coiste the speaker shall publicly acknowledge the support of the CS as part of their presentation and must present a signed paper copy of their presentation to the Coiste no later than one week after their return to the university. These papers are to be archived with all other completed CS documents in the university library.
- 9.3.3 To receive the agreed funding the returned member must present acceptable receipts supporting their agreed costs.

Article 10 Management of Finance

- 10.1 The finances of the CS shall be managed by the Reachtair, Cisteoir and Staff Cisteoir of the CS.

- 10.2 The finances of each CS organised event is to be managed by the event's chief organiser and by the Reachtair, Cisteoir and Staff Cisteoir of the CS.
- 10.3 No member of the Coiste of the CS shall receive remuneration from the CS, or use their office for personal financial gain. In the event of any member being found responsible for breaking this article the Coiste, in conjunction with the relevant university authorities, must pursue the individual to seek financial and/or legal redress.

Article 11 Amendments to the Constitution

- 11.1 Amendments to this constitution may be made at the Cruinniú Cinn Bliana or a Cruinniú Éigeandála Ginearálta of the CS.
- 11.2 Such amendments to this constitution as may be approved by the Cruinniú Cinn Bliana or a Cruinniú Éigeandála Ginearálta of the CS shall require the formal approval of the University before taking effect.

Article 12 Dissolution of the Cumann Staire

- 12.1 The CS may be dissolved by a two-thirds majority vote of its membership at a General Meeting. The CS may also be dissolved by decision of the USC, following correct procedure. The CS shall fall into abeyance should it fail to validly elect a Coiste for three successive years.
- 12.2 On dissolution of the CS, its assets shall become the property of the University.