

DUBLIN SHAKESPEARE SOCIETY CONSTITUTION

Below are the Articles of DSS Constitution, which will allow for Rules, Policies and Procedures to be created.

The Name of the Society:

Article 1

The name of the Society shall be the Dublin Shakespeare Society.

The Objects and Purposes of the Society:

Article 2

These shall be to encourage and extend an interest in the works of Shakespeare and others and to adopt measures conducive to that end, such as the performance of plays and scenes, devising and adapting of plays, readings from plays, lectures and discussions.

The Officers of the Society:

Article 3

The Officers of the Society shall consist of the President, such Past President or Past Presidents appointed by Article 5 (f), an Hon. Secretary, an Hon. Treasurer and Hon. Asst. Treasurer.

Officers of the Society can be appointed only at the Annual General Meeting or at an Extraordinary Gen. Meeting. Specific roles may be created to reflect the current requirements of the Committee, for example: Media Officer, Membership Officer, Production Liaison Officer, etc. The roles within the committee should all be rotated or renewed each two years with the exception of the Treasurer.

The Income and Property of the Society:

Article 4

The income and Property of the Society wheresoever derived, shall be applied solely towards the advancement of the objects of the Society as previously set forth; and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, by way of profit to the Members of the Society. Provided that nothing herein shall prevent the payment in good faith of remuneration to any Officers or servant of the Society, or to any Member of the Society or other person, in return for any services actually rendered to the Society.

The President:

Article 5

(a) The President shall be elected from amongst the members of the Society and shall take up office immediately after election.

(b) The President shall hold office for two years.

(c) Nominations for the office of President shall be delivered in writing to the Hon. Secretary at least 14 days before the date fixed for the A.G.M.

(d) The election of President shall take place at the A.G.M. by secret ballot, where there is more than one candidate.

(e) Upon completing a term of office, a President shall not be eligible for re-election for a period of one year thereafter. This rule may be waived by majority vote at the A.G.M.

(f) A President who has completed a term of office shall upon being so voted at the A.G.M., be an Hon. Officer and a Life Member of the Society, and ex-officio member of the Committee, and shall enjoy all the privileges of membership of the Society.

Duties of President:

Article 6

The President shall preside at meetings of the Society and meetings of the Committee and shall be responsible to the Society for the proper conduct of such meetings.

The Honorary Treasurer and Asst. Hon. Treasurer:

Article 7

The Hon. Treasurer and Asst. Hon. Treasurer shall be proposed, seconded and elected by secret ballot at the A.G.M. of the Society. The Hon. Treasurer shall be eligible for re-election. To conform with modern banking regulations and in the interest of continuity, the Hon. Treasurer's term may not be limited to two years. At the end of a term of office, the Asst. Hon. Treasurer should become Hon. Treasurer and a new Assistant Hon. Treasurer elected.

Duties of the Honorary Treasurer and Asst. Hon. Treasurer:

Article 8

The Hon. Treasurer shall administer the funds and property of the Society in such manner as the Committee shall direct. All funds shall be kept in such financial institution as the Committee shall from time-to-time decide.

The Hon. Treasurer shall regularly appraise the committee of current financial status and shall prepare and present to each A.G.M. a full financial statement of the previous twelve months. (See Article 16)

The Hon. Treasurer shall give to the President two months written notice of intention to retire from office and shall submit to the Committee for acceptance an interim Statement of Accounts before so retiring.

The Hon. Secretary and Hon. Asst. Secretary:

Article 9

This officer shall be proposed, seconded and elected by secret ballot at the A.G.M. of the Society.

The term of office shall be for one year. He/she shall be eligible for re-election.

Duties of the Hon. Secretary

Article 10

This Officer shall administer the affairs of Society in such manner as they shall be directed by the Committee. They be assigned specific duties by the Committee. (See Article 3)

An up-to-date Register of Members of the Society, subject to GDPR legislation, shall be kept by this Officer. (See Article 18)

This Officers shall give to the President one month's written notice of intention to retire from office.

The Committee:

Article 11

- (a) The Committee shall consist of the Officers of the Society and six Committee Members, whose term of office shall be for two years.

The places of retiring Committee Members shall be filled by secret ballot at the A.G.M. of the Society.

- (b) The Committee shall devise and adopt rules and operating. procedures relating to roles, conduct of members and attendance at meetings.

Filling of vacancies on Committee:

Article 12

Save in the case of Officers, the Committee shall have power to fill vacancies occurring on the Committee by co-option from amongst the members of the Society. A person so co-opted shall hold office as a Committee Member for the residue of the term of office of the Committee Member in

whose place such person was co-opted. The provisions of Article 11 shall apply to such person for the purpose of co-option and also for re-election after such person's interim term of office has ended.

Committee Meetings:

Article 13

Elected Officers, other than the President, and Members of the Committee shall enter their terms of office immediately after the A.G.M. There shall be regular Committee Meetings to facilitate the effective running of business. Five members of the Committee shall form a quorum. In the absence of the President the Committee shall have power to appoint a member of the Committee to Chair that meeting.

Powers and Duties of the Committee:

Article 14.

(a) The Society shall be governed by the Committee who shall have full power to superintend and conduct the business of the Society subject to and in accordance with the Constitution thereof.

(b) The Committee shall see that the Books of the Society are properly kept and that all minutes and regulations are correctly entered and carried into effect. Every effort should be made to preserve these records in appropriate format for archival purposes.

(c) The Committee shall have power to make from time-to-time such regulations as they consider necessary in the interests of the Society. All such regulations shall be separately recorded by the Hon. Secretary and shall be brought to the attention of members at the next A.G.M. These include, but are not limited to, Directors' guidelines, the casting of plays, payment of membership subscription submission of budgets, etc.

(d) The Committee may from time-to-time appoint from amongst members of the Society sub-committees which shall report to the Committee. All sub-committees shall have clear functions, membership, guidelines, rules and timelines. In certain instances, by arrangement with the Committee, an expert non-member may be appointed to such a sub-committee.

The Annual General Meeting:

Article 15

(a) The A.G.M. shall be held in January each year. In the event of a change in circumstances, this may be rescheduled, following consultation with members.

Any members wishing to raise any matter at the A.G.M. shall do so by notice to be given in writing to the Hon. Secretary not later than three days before the date fixed for the A.G.M., or otherwise by special leave at the A.G.M.

(b) No member shall be entitled to vote at the A.G.M. unless such member's subscription has been paid.

(c) If the business to be done is not completed at the A.G.M. ,the Meeting can be adjourned for so often as is necessary to complete outstanding business.

Audit:

Article 16

Under current legislation (Companies Act 2014), voluntary groups are not required to have a formal audit. Prior to each A.G.M. the accounts shall be presented to the Committee, and their correctness ascertained by an individual, who shall be appointed at the A.G.M. each year.

Membership:

Article 17

- (a) Any person aged 18 years or more may apply for membership.
- (b) An applicant for Membership must complete an Application Form for submission to the Committee. On payment of the requisite subscription, they shall enjoy full membership.
<https://www.dublinshakespearesociety.ie/members/become-a-member/>
- (c) An applicant for membership shall include an agreement to share details, subject to Data Protection legislation.
- (d) The Committee shall have power to expel any member from the Society if in the opinion of the Committee such person is unfit to be a member of the Society. Policy and Procedures to support this may be devised.

Subscriptions.

Article 18

- (a) Membership rates will be set at the AGM annually.
- (b) The date for renewing Subscriptions shall be the first Thursday in January.
- (c) If any Members' subscription is more than a month overdue, the Committee shall have power to withdraw from such Member the privilege of membership until the Subscription has been paid.
- (d) Members shall be deemed to have notice as to payment of Subscriptions.

Donation Fund.

Article 19

There shall be a Donation Fund to which members and friends of the Society may contribute at any time.

Extraordinary General Meeting:

Article 20

An Extraordinary General Meeting may be called at any time by direction of the Committee, or, by request in writing to the Hon. Secretary, signed by not less than twenty paid up members. Such request shall state the reason for calling the E.G.M.

Amendments to Articles and New Articles

Article 21

No amendments shall be made in these Articles, nor new Articles made, except at the Annual General Meeting or at an Extraordinary General Meeting.

Articles

Article 22

- (a) This Constitution was adopted on 23/01/2024. Review date: January 2028.

- (b) Copies of the Constitution shall be available to members and others as required.