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St Andrews University Italian Society

1. Definitions

The name of the society shall be: 'Italian Society of Students of St Andrews University'

The logo of the society shall be:



or the long form



The society shall be affiliated to the University of St Andrews Students' Association.

2. Committee

2.1 Positions Responsibilities

Every position corresponds to a service that is given by the Italian Society to the paying members. The committee positions are covered on a voluntary basis.

In case one cannot serve the position any longer for any reason, personal or not, they should say so, surrendering the position to someone else.

When taking up a position it is considered a PROACTIVE and PROPOSITIVE role. When

joining the society on a committee position it is believed is because input and ideas are to be shared into the Italian Society.

Covering a position is considered equal to provide a service to the Italian Society and most importantly to its members.

Covering a position it is believed is because one is prepared to take on some degree of responsibility and some time off the academic commitments and help in the running of the society. If time cannot be afforded to do so there is no reason to take the position.

2.2 Executive Positions

- President -

The President is responsible for overall running and management of the society.

The President should provide leadership to the rest of the committee.

The President shall uphold the principles by which the Italian Society is founded

See Article 4.

Always and solely act in the best interest of the society and its members.

Call and Chair the weekly meetings and the Annual AGM.

Two signatories of the Students' Association Cash Office shall appear on the bank

mandate the president shall be the second signature on the bank account.

Should keep the contacts with the Italian Consulate in Edinburgh and the IIC

Edinburgh and the Italian Department in St Andrews.

Undertaking initiatives to acquire sponsorship and financial resources for the society.

Is life member of the Italian Society.

Keep all sensitive master password of the society website.

- Secretary -

Has to read the society email at least once a day and preferably twice a day

during term time and once a week off-term time. Reply and forward emails.

Keep the official List of contacts of the Italian Society.

Keep details of regular paid members and regular non paid members (people that sign up to the mailing list of the society), honorary members and life members.

Keep the official and formal correspondence via mail and email on headed paper of the society. Keep the informal correspondence of the society via email.

Keep the official papers on the society, official forms and the copy of the constitution signed by the executive committee.

Email weekly all members of the society on activities and events.

Submit to the Union at the end of the year the society End of Year Report.

Keep the minutes of the committee meetings and email or communicate them to all the committee members within 2 working days from the meeting.

- Treasurer -

Two signatories of the Students' Association Cash Office shall appear on the bank mandate the treasures shall be the first signature on the bank account.

Is responsible for managing the account of the society.

Is responsible for the safety and the handling of the cash box.

Communicate monthly the exact monetary assets of the society to all the executive committee members.

After an Activity or an Event of the Society that involves cash flow send a brief and simple report to all executive committee members regarding the revenue or the loss generated during the Activity or the Event.

Keep the list of assets of the society.

Submit the accounts of the society to the Union at the end of the year for audit on headed paper.

Collect payments for the events.

3. Non-Executive Committee:

The executive committee shall be responsible to elect a non-executive committee as it sees fit, assign roles and create non-executive positions.

The duties of the non-executive committee, as listed below, have to be equally shared among the executive committee members if a non-executive committee is not elected.

CIO Chief Internet Officer

Develop, update and maintain the society online presence that consists of:

Website : <http://www.italsoc.com/>

Groupspaces : <http://groupspaces.com/staitaliansoc/>

Departmental webpage :

<http://www.st-andrews.ac.uk/modlangs/italian/studentlife/>

Union webpage : <http://www.yourunion.net/content/index.php?page=22519>

Facebook group : <http://www.facebook.com/group.php?gid=2212365483>

Official photographer

Vice-President

Assist the President and the Secretary in their functions.

Act on behalf of the president when the president is not able to be present or act as interim if the president decided to step down until next elections.

Collects payments for events along with the treasurer.

Act as Treasurer should the Treasurer step down until next elections or appointment.

Publicity officer

Provide the publicity material for all society events, promote the society with posters and advertisement before the events.

4. The Society Structure

4.1. Aims

To facilitate interaction and dialogue between members of the university who are interested in Italy, Italian Culture and Italian customs.

To create a support network for Italian students living and studying in St Andrews.

To promote Italian language and culture, see 6 and 7 for regular activities and event.

4.2. Standing Orders

The committee shall follow the Standing Orders for all affiliated societies as laid down by the Societies Committee of the Students' Association.

4.3. Finance

The finances of the society shall be dealt with along the lines laid down by the Union Societies Committee.

In the event of a deficit, this shall be paid off by an equal subscription from all society members.

4.4. Membership

The membership of the society shall be extended to all the members of the University and any others who may apply to the committee.

There shall be an annual and life fees for membership, which shall be fixed by the executive committee and not lower than £3.0.

The committee shall have the right to offer honorary membership (free).

The following people are honorary members :

- The Ambassador of Italy in London
- The Consul of Edinburgh
- The Director of the IIC Edinburgh
- The head of the Italian Department
- All Italian's Department Lecturers.
- The Director of Student Development & Activities,
- The SSC Societies Officer,
- The SSC Member for Societies Grants and
- The SSC Member for Societies Elections.

The society shall not refuse an application for membership on the ground of race, sex, sexual orientation, religion, age or political views.

4.5. Meetings of the Society and Elections.

Meetings shall be held at least once a month, preferably weekly. The quorum for a committee meeting of the society shall be at least 2 executive committee members, providing one of them is the President. All executive committee members must be given at least twenty four hours notice of any committee meeting.

The Annual General Meeting of the Society shall be held each year during the first 4 weeks of the Second Term. The time and the venue of this meeting will be determined and publicised at least 14 full term days beforehand along with the executive positions that are to be elected.

Nominations for the new executive committee members are to be officially submitted to any of the current executive members until the day before the AGM.

If more than one person runs for one particular executive position, during the AGM there may be hustling, in the form of speeches or presentations which shall be directed by the executive committee.

Votes shall be casted by hand raise and counted by anybody that is not running for any of the positions.

If there is not enough people and the AGM fails the new committee should be elected by proxy sending all members an email and asking for a vote.

The newly elected executive committee will have to meet with the former committee at least once before the end of the academic year to pass on the duties and responsibilities and society assets.

The new committee will take charge and full responsibility from the day after the last one of the term.

Should any of the executive members step down, the Secretary shall call a by-election

within 7 Full Term Days.

To be considered for the position of President, the nominee must have been on the society's committee or have been a regular attendant at society events (i.e. known by two-thirds of the committee) for at least six months prior to the Annual General Meeting.

4.6. Disputes

If ANY of the executive committee members is not operating as they should following the directions given on this document and having undersigned this document,

First, the problem should be brought up on a committee meeting and should then be noted on the meeting minutes, after the SECOND corrective action if nothing has changed from the situation then,

ANY TWO executive committee members can present their complaint along with evidence to the remaining executive member and decide together on an action then, they should present the situation and the decided action to the SSC Societies Officer and the SSC Member for Societies Elections and decide on an a formal complaint and/or removing action.

4.7. Assets

The Society assets should be passed from the old executive committee to the newly elected executive committee.

Should this not happen the old executive committee is liable to pay the same amount in value to the society account, the new committee should make sure that all assets are passed on.

The website registration fees should be paid by the society account each year before the expiration of the web-hosting contract in order not to loose the domain registration www.italsoc.com

5. Constitution Amendments

Amendments to the constitution may be proposed by any three ordinary members of the society or at least two members of the executive committee and must be submitted to the secretary in writing.

This Constitution may only be amended at an AGM, or a meeting specially called for that purpose. Amendments to the constitution shall be passed by two thirds majority of the votes cast.

6. Regular Events

The Italian society is renowned in St Andrews to organize the events listed below. It is up to the committee whether organize these events or others completely different. This article wants to be a suggestion to the current committee and by no means an obligation to organize the events listed below.

Aperitivi Evening

Evening of fun with Italian wine and Italian food generally cooked by the committee and friends of the Italian Society.

Wine tasting

Evening of tasting of Italian Wines, it has been the highlight event of the Italian Society for a number of years.

Masquerade Ball

Ball held on the second term, Venice Carnival-themed party evening with dances and food.

7. Regular Activities

Here below a list of current, as for 2009/2010, activities of The Italian society, it is up to the committee whether organize these activities or others completely different. This article wants to be a suggestion to the current committee and by no means an obligation to organize them.

Italian Theatre Group

Organizes and recruits actors for an Italian Play to be held on the second semester.

Italian Journal

Published in collaboration with the Italian Consulate in Edinburgh, with 2 or 3 numbers per year. Funding for printing is usually from the Consulate or the Student Union.

Italian Conversation Evenings

One evening a week where Italian is spoken throughout.

Italian Film Screenings

Selection of Italian Movies Screened for the Italian Society Members.