

# BIOCHEMICAL SOCIETY CONSTITUTION

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- Article 1 Name:  
The society shall be known as the Dublin University Biochemical Society.
- Article 2 Aims of the Society:  
The aims of the society will be to stimulate interest in Biochemistry, and related disciplines and also to promote closer contact and co-operation between all persons interested in Biochemistry.
- Article 3 Membership:  
Those people eligible for membership shall include:-  
(i) All capitated students of the University of Dublin  
(ii) Staff and non-capitated students of the University of Dublin as associated members  
(iii) Honorary members - who shall be elected at any time by the committee, provided such decisions are ratified at the next Ordinary General Meeting.
- Article 4 Subscription:  
The annual subscription shall be 50p, but this may be subject to a possible annual increase, to be decided at the Annual General Meeting, subject to agreement by the C.S.C.
- Article 5 Officers:  
The officers of the society shall be as follows:-  
(i) A President  
(ii) Vice-President  
(iii) Auditor  
(iv) Secretary  
(v) Treasurer
- Article 6 Committee:  
The Committee shall consist of the Auditor, Treasurer, Secretary and five further members.
- Article 7 Election of the Officers and Committee:  
(i) Officers and Committee members shall be elected at the Annual General Meeting and shall take up office at the next meeting of the society immediately following the A.G.M., and shall serve until the next A.G.M.  
(ii) Membership of the committee shall be open to any full members of the society.

- (iii) The posts of Auditor, Secretary and Treasurer should be filled by students of the Department of Biochemistry, T.C.D.
  - (iv) President shall be the head of the Department of Biochemistry, T.C.D., or a senior member of the Academic staff of the same Department.
  - (v) Any member of the Academic Staff of the Department of Biochemistry, T.C.D., shall be eligible to become a Vice-President of the society, and may be appointed such by the committee.
  - (vi) No person may hold the same office for more than one year, with the exception of the President and Vice-President.
  - (vii) In the event of any post referred to under Articles 5 and 6, being vacated prematurely, nomination for the filling of these posts shall be accepted by the committee within two weeks of the post becoming vacant, and election of these posts shall be accepted by the committee within two weeks of the post becoming vacant, and election of these posts shall take place at the Ordinary General Meeting immediately following the closing date for nominations.
  - (viii) Only members, whose subscriptions have been paid in full for the present session, associated members, and honorary members may vote at elections of the officers and the committee. Elections shall be by a simple majority vote.
- The Auditor shall appoint returning officers to provide over such elections and their verdict shall be final.

Article 8 Duty of Officers:

- (i) The Auditor shall oversee the general running of the society and shall be answerable to the committee.
- (ii) The Secretary shall be responsible for all the correspondence of the society, and for keeping the minutes, and shall be answerable to the committee.
- (iii) The Treasurer and the Auditor shall be jointly responsible for the financial affairs of the society. Although the affairs of the society shall be generally conducted according to the vote of all the committee members, if the committee overrules the advice of the Auditor or the Treasurer on financial matters, or the committee proceeds in the absence of the Auditor or the Treasurer on such a matter, then the Auditor and the Treasurer either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C., in which case the committee will hold responsibility for the consequences of the decision in question. If only one of the said officers dissociates himself from the decision then the other officer assumes complete responsibility. Neither the Auditor nor the Treasurer shall sign a

cheque for any item for which they are not prepared to accept full responsibility, neither will they be forced to do so by a vote of the committee or of the society, though they may be called upon to resign by the due process of the society, in which case such former officer shall bring the case to the notice of the C.S.C.

(iv) Since on election to office the Auditor and the Treasurer assume joint responsibility for the financial affairs of the society, no cheques can be paid without their joint signatures.

(v) Although it shall be the duty of the Treasurer to maintain accounts of the society and present details of these accounts to the C.S.C., when requested, the Auditor bears with the Treasurer responsibility for the accuracy of these accounts.

(vi) The Treasurer, or the Auditor, or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C., to provide information concerning the finances of the society. If a prima facie case exists that the society funds have been mis-used or mis-appropriated and a full hearing before the C.S.C. Executive of the person or persons involved establishes that there is sufficient evidence of personal liability, then the C.S.C., may request the person or persons involved to repay the money by a specific date. The C.S.C., may ask the Senior Dean to declare the person or persons concerned indebted to the College. (N.B. Students who are indebted to the College may not be permitted to register for the following academic year or to have his (her) degree conferred.)

(vii) The Treasurer shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provisions of estimates for expenditure. All communications shall be in writing to the Secretary.

It shall be the Treasurer's duty to:-

- a) Obtain C.S.C. Grants for the academic year following his/her election.
- b) Provide the C.S.C., with accounts for the financial year during which he/she is elected.
- c) Provide his/her successor with all information reasonably required to manage the society's finances in the following year.
- d) Ensure receipt of forms from the C.S.C. for estimated annual expenditure of the society at the A.G.M., of the C.S.C.
- e) Provide estimates of annual expenditure of the society on these forms to the C.S.C., before the start of the first week of Michaelmas Term.
- f) Forewarn the C.S.C. of anticipated exceptional activities for which grants may be sought, and to provide estimates for these as soon as practicable. (Exceptional activities are those which have

not recurred in the two previous years and which may cost more than thirty pounds).

g) Submit to the Treasurer of the C.S.C., before the end of the fifth week of the Hilary Term the name of the person who has agreed to audit the annual accounts of the society for that financial year.

h) Furnish the C.S.C. with audited accounts of the society for the financial year during which he held office. The accounts shall have been audited by a professional accountant or a member of staff of T.C.D., and shall be presented to the Treasurer of the C.S.C., by 14th April. No grants shall be obtained for the succeeding year until the accounts of the previous year have been submitted.

(viii) If the Auditor or the Treasurer ceases to hold office he will submit to the Treasurer of C.S.C. and to his successor in the office of the society, a statement of the finances of the society. In the case of a Treasurer this will include a complete set of accounts to the date on which he/she left office, with details of unpaid accounts, debtors and creditors as well as any other information which may be reasonably required by his successor in his/her duty to ensure proper financial managements.

(ix) In order that a member of the society who is standing for election to the office of Auditor or Treasurer will be fully aware of his/her duties and responsibilities if elected, he/she will sign a form of the following content before he/she can be considered a candidate:

"I have read the sections of the constitution describing the duties and responsibilities of the Auditor and the Treasurer. I am willing to accept those responsibilities pertinent to the office of (Auditor or Treasurer) if elected to either office".

(x) It is the duty of the Treasurer, or failing him, the Auditor to provide these forms to the candidates for these offices and to explain their significance.

(xi) Invoices or receipts will be presented to the society Treasurer before a member is reimbursed for expenses at Conferences, etc. (The society cannot be reimbursed by the C.S.C. for travel and conference expenses, etc. until invoices or receipts are submitted).

(xii) It is the duty of the Secretary of the society to provide the Secretary of the C.S.C. (before the 14th April), with a record of the activities of the society during his/her term of office. This record will provide sufficient information as to allow an accurate assessment of the society's performance during that time and so will include a description of each meeting of the society, the names of the guest

speakers, the attendance figures and the place of meeting. The total number of members will be provided, etc.

If the Secretary fails to do this it is the duty of the incoming committee to censure him/her according to the rules of the society, and to appoint a sub-committee to submit the said report before the end of the Trinity Term. (No grants can be obtained from the C.S.C. for the succeeding year until this report is submitted).

(xiii) The Auditor shall take the chair at all society and committee meetings. In his absence a representative appointed by him shall take the chair. At the beginning of the address at an Ordinary General Meeting, the Auditor (or his stand-in) shall invite the visiting chairman, if any, to take the chair. A visiting chairman may be invited by the Auditor, in consultation with the person giving the address.

The chairman can suspend any member for the period of that meeting.

(xiv) The Auditor has the right to make a ruling on any matter relating to the society and not covered by this constitution. This ruling may be rejected by a majority vote of the committee or of the members at an Ordinary General Meeting.

(xv) The Officers of the society, or the committee members, may be ejected from office by a 2/3 majority at an Ordinary General Meeting, attended by at least 2/3 of the members of the society.

(xvi) The other members of the committee shall be assigned duties as the committee sees fit.

#### Article 9: Meetings of the Society:

##### (A) Ordinary General Meetings:

i) Ordinary General Meetings of the Society shall normally be held weekly during the term. They shall be called by the Auditor or by the Secretary at the Auditor's request, or by a majority of the Committee. Three calendar days' clear notice shall be given by placing notices where the committee deem fit.

The quorum at such meetings where private business is discussed shall be 1/3 the membership of the society.

ii) The order of business at an Ordinary General Meeting shall be:

a) Minutes of previous meeting (read by the Secretary and signed by the Auditor, if there are no objections from the members. The Auditor must ask the house if there are such objections, before he signs the minutes.)

b) Correspondence (read by the Secretary) and matters arising from such.

c) Private Business.

- d) Address
- e) Discussion.

The Address may be replaced by films, debates or other suitable material, at the discretion of the committee.

- iii) Only members may vote at meetings of the society.  
Motions shall normally be carried by a simple majority vote. This shall be determined by a show of hands of the members present at a meeting. If this is disputed by the members present, the chairman may hold a ballot. The chairman has the casting vote in the event of a tie.
- iv) Visitors may speak at a meeting of the society, only with the Auditor's permission.

(B) Annual General Meeting:

- i) This shall be held annually during the Trinity Term, and shall be chaired by the outgoing Auditor.
- ii) The order of business shall be:
  - a) Minutes of last A.G.M.
  - b) Officers Reports, and discussion arising.
  - c) Election of new officers and committee.
  - d) Installation of new Auditor and committee.

(C) Inaugural Meeting:

The Inaugural Meeting shall be a public meeting, chaired by the Auditor, and shall be held annually in the Michaelmas Term. The Address shall be given by a person invited by the President in consultation with the committee.

(D) Committee Meetings:

- i) A committee meeting shall be held at least once every two weeks during term. It shall be called by the Auditor, the Secretary, at the Auditor's request or by a majority of the committee members. The chair shall be taken by the Auditor or in his absence a committee member designated by him, or by a majority of those present.
- ii) The secretary shall keep a clear and unambiguous account of the business discussed and the decisions taken.
- iii) A vote shall be carried by a simple majority of those present.
- iv) The quorum for a committee meeting shall be five members.
- v) The chairman shall have the casting vote in the event of a tie.

Article 10: Prizes and Awards

Annual prizes or awards of the society shall normally be presented by the President of the society at the A.G.M. If the president cannot attend, the outgoing Auditor shall make the presentations.

Article 11: Access to society's records and constitution:

Each members has the right to examine the records of the society, upon application to the appropriate officer. Each member should be issued with a copy of the constitution or have ready access to one.

Article 12: Constitution:

This constitution is binding as from the date of being passed by the society and can only be altered by a 2/3 majority of a ballot of the society's members.