

DUBLIN UNIVERSITY HISTORY SOCIETY
CONSTITUTION

1. General

- 1.1. The Society shall be called the Dublin University History Society.
- 1.2. The object of the History Society shall be to:
 - 1.2.1. Provide students of history within the college with facilities to aid their studies.
 - 1.2.2. To allow all students of any academic discipline to pursue their interests by active participation in history.
 - 1.2.3. To encourage inter-year integration.
- 1.3. The session of the society shall run from the opening of Michaelmas Term to the end of Hilary Term.

2. Membership

- 2.1. The society shall consist of President, Vice-President, Committee Members, Honorary Members, Lifetime Members and Ordinary Members.
 - 2.1.1. The President, who is a permanent member, shall be a member of the staff of the University of Dublin, Trinity College, shall be President of the Society from his election by the Society until such time as he ceases to be a member of the staff of the University of Dublin, Trinity College.
 - 2.1.2. The Vice-President shall be elected by the society for life, or until their resignation or incapacitation.
 - 2.1.3. Honorary membership shall be extended to such such figures who are deemed by the society to have made an extraordinary contribution to the advancement of historical study. Honorary membership shall be conferred at the discretion of the committee. Honorary membership shall confer no additional honours, privileges or obligations.
 - 2.1.4. Lifetime membership shall extended, as a token of service, to those current or former members of the society who are deemed by the Secretary to have made an extraordinary contribution to the society. Lifetime membership shall be confirmed at the Annual General Meeting. Lifetime membership shall confer no additional honours, privileges or obligations.
 - 2.1.5. All undergraduates, postgraduates and staff of Dublin University shall be eligible for ordinary membership. A person shall become an ordinary member by paying the annual subscription which can be paid at any point in the academic year.

3. Committee

- 3.1. The committee of the society shall consist of the following officers: Auditor, Secretary, Treasurer, Public Relations Officer, Social Secretary and Librarian. These officers shall be aided by eight ordinary committee members comprising of representatives for each undergraduate year and two further ordinary members. For each of the Sophister years there shall be one representative while for each of the Freshman years there shall be two representatives on committee.
- 3.2. The Junior Freshman Representatives shall be elected at an Extraordinary General Meeting before the end of Michaelmas term

- 3.3. The committee shall meet at least once every two weeks during the term. The committee meetings shall function as an occasion to review officer reports, propose ideas and plan events. The quorum for a committee meeting is any four ordinary members of committee and any two of Auditor, Secretary and Treasurer. In the cases where financial decisions are being made the quorum must include the Treasurer
- 3.4. The incoming and outgoing Committee must hold at least one joint meeting before the end of Hilary Term. The purpose of this meeting shall be to formalise the crossover of committee and present the committee-elect with an accurate and up-to-date record of the affairs of the society as well as completed Secretary and Treasurer's reports.
- 3.5. No member of the committee shall order or buy anything on account of the society without having previously obtained the consent of the Treasurer or Auditor. In the event of a dispute, the final decision shall rest with the Auditor.

4. **Duties of the Committee Members**

4.1. **The Auditor**

- 4.1.1. The Auditor will be primarily responsible for the running of the society and answerable to the committee. The Auditor will be responsible for calling and chairing meetings, delegating authority and overseeing events.
- 4.1.2. In the absence of the Auditor the Secretary shall act in their place and perform all functions of the Auditor.
- 4.1.3. At the Annual General Meeting of the Society the Auditor shall present a report on the functioning of the Society during the Session.

4.2. **The Secretary**

- 4.2.1. The Secretary shall carry on the general correspondence of the Society. They shall deal with all correspondence transmitted to them by the officers of the Society, and be responsible for the keeping of meetings and a report on the activities of the society.
- 4.2.2. The Secretary shall also be the Secretary of the Committee of the Society. They shall be responsible for informing the Members of upcoming meetings and events of the Committee through various communication media when instructed by the Auditor.
- 4.2.3. It is the responsibility of the Secretary to provide a Secretaries Report as required by the CSC. At each Committee Meeting this secretary shall give an account of communications received or sent by him/her.
- 4.2.4. The Secretary shall co-operate with the Auditor in the invitation of guest speakers.
- 4.2.5. The Secretary shall be responsible for the proposal of nominations for Honorary and Lifetime membership.

4.3. **The Treasurer**

- 4.3.1. The Treasurer shall be responsible for managing the accounts of the society
- 4.3.2. The Treasurer shall receive the subscriptions of the members of the society and be responsible for the keeping of all financial correspondence, receipts etc.
- 4.3.3. The Treasurer shall clear all debts of the Society to members and Officers of the Society, in or before the first week of each term.
- 4.3.4. The Treasurer shall conduct all routine communication with the CSC on all financial matters. They shall obtain CSC grants and shall forewarn the CSC of exceptional expenses for which grants may be sought and provide estimates for those as soon as possible.
- 4.3.5. The Treasurer shall present the CSC with an audited account for the financial year. The outgoing Treasurer shall present their successor with a separate account of the financial dealings of the year. These accounts shall be incorporated in their successor's submission to the CSC. The outgoing Auditor and Treasurer shall be responsible to the Society for the accounts of the previous Hilary Term.
- 4.3.6. The Treasurer and Auditor will hold joint responsibility for all the financial transactions of the Society and be answerable to CSC on all financial matters. Should the committee proceed on a major financial decision against the advice of the Auditor and Treasurer then the Auditor and Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the CSC in which case the Committee shall hold responsibility for the consequences of the decision in question.
- 4.3.7. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers who shall be the Chairperson, Treasurer and Secretary.

4.4. **The Public Relations Officer**

- 4.4.1. The Public Relations Officer shall have responsibility advertising the Society's events and meetings through both electronic and physical media. They shall instruct the year representatives to advertise meetings of the Society to their respective years.

4.5. **The Social Secretary**

- 4.5.1. The Social Secretary shall a special role in organising social events for the Society, including, but not limited to: all Annual Society events such as Balls.
- 4.5.2. The Social Secretary shall be responsible for all catering arrangements and alcohol permission required by the Society.

4.6. **Librarian**

- 4.6.1. The primary responsibility of the Librarian shall be to act as the society's record secretary.
- 4.6.2. The Librarian shall also have primary responsibility for the maintenance and cataloguing of the society Library and for the orderly up-keep of the society's physical resources.
- 4.6.3. This shall include but not be limited to cupboards, safes and the society room (Room 9, The Atrium).

4.6.4. In accordance with these duties, the Librarian shall act as the society's amenities officer where appropriate.

4.6.5. The Librarian shall also be responsible for the expansion of the library media, and maintaining subscriptions to journals and other historical publications.

4.7. **Ordinary Committee Members**

4.7.1. Ordinary committee members shall assist in the duties of the officers. They may be required to act as deputies and shall be delegated duties by the Auditor when appropriate.

4.8. **Year Representatives**

4.8.1. The Year Reps shall be responsible for communicating between their respective classes and the Society. The rep is also responsible for informing Members of the Society in their year of any events held by the Society.

4.8.2. The year representatives shall co-operate with the Public Relations Officer in advertising the activities of the Society.

4.9. **General Responsibility**

4.9.1. All members of Committee are responsible for the activities of the Society during Fresher's Week

4.9.2. Every member of the Committee should strive to attend all committee meetings and events. Times for committee meetings shall be decided by the entire Committee. If a member does not attend three consecutive meetings without due reason, they may be impeached for dereliction of duty.

Regarding the proceedings of the Committee

4.9.3. The proceedings of the Committee are confidential.

4.9.4. All decisions taken by the Committee shall be binding on the Committee as a whole.

4.9.5. Any changes to the constitution must be passed with a simple majority within the Committee and then ratified at the Society at a General Meeting by a majority of those in attendance

5. **Order of General Meetings**

5.1. i.) The Minutes.

ii.) Matters arising from the Minutes.

iii.) Discussion of Motions. (Fifteen-minute limit). The Chairperson shall have the discretion to extend the time.

iv.) Officer Reports.

v.) Matters Arising.

vi.) Elections.

vii.) Any Other Business.

5.2. General Meetings shall always be held at the discretion of the Committee, except when demanded in writing by sixteen Members of the Society.

6. **The Annual General Meeting**

6.1. The election of Officers and Members of the Committee for the coming Session (with the exception of Junior Freshman representatives, as provided for in 6 (i)) shall take place at the Annual General Meeting which will be held at the end of Hilary Term. Three days notice of an Annual General Meeting must be given to all members of the society.

6.2. The Annual General Meeting shall be open to all students and members of academic staff at Trinity College but only ordinary members of the society and members of the committee shall be entitled to vote. The current Auditor will chair the meeting and in their absence the Secretary will chair it.

6.3. All candidates for election must be ordinary members of the society, and each candidate must be nominated and seconded by an ordinary member of the society.

6.4. No one shall be admitted to Membership within 24 hours of an Annual General Meeting or an Extraordinary General Meeting.

6.5. If there are more than two candidates for any post the election shall be conducted by the single non-transferable vote system. All voting will take place by secret ballot.

7. **Constitution**

7.1. Proposed amendments to the Constitution must be brought before the Committee. If passed by a simple majority of the Committee they shall be ratified at a General Meeting by a majority of those in attendance.

8. All constitutional amendments shall come into operation once it has been ratified by the CSC Executive.

9. **Impeachment**

9.1. In the event of dereliction of duty by any member of the Committee, that member may be impeached at a General Meeting of the Society. The notice of Impeachment shall be addressed to the Auditor or to the Secretary. It must be in writing and signed by sixteen Members of the Society or two-thirds of the Committee. The notice of Impeachment must include the charges laid against the Member and an outline of the evidence supporting this charge.

9.2. At the General Meeting at which the charge is heard, the impeached Member and the complainants must be present and must be given equal opportunity to speak. In the event of the impeachment of the Auditor, the chair shall be taken by a nominee of the Committee.

9.3. The decision on the guilt of the impeached and the punishment to be inflicted – dismissal – shall be taken by a two-thirds majority of the Members present at the General Meeting at which the hearing takes place.