

# CONSTITUTION OF THE DUBLIN UNIVERSITY ZOOLOGICAL SOCIETY

## 1. Name:

The Society shall be known as the Dublin University Zoological Society, hereafter referred to as the "Society".

## 2. Objectives:

The aims of the Society shall be as follows:

- i) To promote interest in zoological related studies by means of lectures, papers, discussions, films and any other activities that the Committee deem appropriate.
- ii) To engage in field studies and excursions of a zoological nature.
- iii) To act as a focal point intellectually and socially for members of the university with zoological interests.
- iv) To support relevant biological conferences.
- v) To participate in fund-raising activities to promote the above aims.

## 3. Membership:

3.1 Three forms of membership shall exist:

- i) Ordinary membership shall be open to all capitated students of the University and academic staff. Ordinary membership shall be granted in return for a subscription as decided by the Committee within the limits set by the C.S.C.
- ii) Honorary membership which may be awarded by the Committee to non-members of the university.
- iii) Life membership which may be awarded to the founding members of the Society and in exceptional cases to members of the Society for outstanding service to zoology in college.

3.2 Only ordinary members may vote at General Meetings of the Society

## 4. The Committee:

4.1 The Committee shall consist of, at least, the following officers:

- i) Chairperson
- ii) Secretary
- iii) Treasurer
- iv) Entertainment Officer
- v) **Events Officer**
- vi) Public Relations Officer
- vii) Third Year Representative\*

*And, If the committee deems necessary*

- vii) Junior Representative\*
- ix) Any number of Ordinary Committee Members.\*

\*These shall be elected to the Committee in accordance with section 4.4 of this constitution.

4.2 The Chairperson shall have been on the books of T.C.D. for two academic years at the time of their election.

4.3 The Chairperson and Treasurer shall also have been on the books of the Society for at least the previous academic year.

4.4 The Third Year Representative, the Junior Representative and ordinary committee members shall be picked by the Committee during their first month in office.

4.5 In the event of resignations from the Committee, an ordinary member shall be picked by the Committee to fill the vacancy.

4.6 The Committee shall meet at least once a month during the term.

4.7 Any Committee member who does not attend two consecutive meetings without giving the Committee a reasonable excuse shall be deemed to have resigned.

4.8 Committee members may be removed from office before the completion of their term of office only by a simple majority vote of Society members present at an Extraordinary General Meeting.

## **5. The Annual General Meeting and General Meetings:**

5.1 The Annual General Meeting of the Society shall be held in the final month of term.

5.1 A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than a week before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.

5.2 The meeting shall be open to all students and members of the academic staff of the college but only ordinary members of the Society shall be entitled to vote.

5.3 At the meeting the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.

5.4 A general meeting of the Society may be called by the Committee or by a simple majority of members of the Society presenting a signed petition to the Committee. As in the case of an Annual General Meeting at least a weeks' notice shall be given.

5.5 An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.

5.6 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.

5.7. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

## **6. The Officers:**

6.1 The Chairperson is ultimately responsible for the running of the Society. It is his/her duty to preside over ordinary and general meetings of the Society, and with the help of the Secretary to organise such meetings. In the case of a tied vote, the Chairperson has the deciding vote.

6.2 The Secretary shall be responsible for all the official correspondence of the Society and shall keep a record of it, and for keeping the minutes of all meetings of the Society and of the Committee and to provide the Secretary of the C.S.C. with a record of the Society's activities during his/her term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee. They shall also ensure that a venue is fixed for all Society meetings and that the necessary equipment is present.

6.3 The Treasurer shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.

6.4 The Treasurer and the Chairperson shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Chairperson and the Treasurer on such a matter, then the Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question. If only one of the said officers disassociates himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the 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.

6.5 The Treasurer or the Chairperson 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 Society funds have been misused or mis-appropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.

6.6 The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C.

and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.

6.7 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.

6.8 The Entertainments Officer is responsible for organising and facilitating all the society's social events that cannot be defined as educational or of academic interest, e.g. socializing events. This includes, but is not limited to, a minimum of one Fresher's Week event, a Christmas Party, a field trips (if financially viable), and a minimum of three event's per term excluding those listed above, e.g. Table Quizzes, Coffee Mornings and Evening Entertainments. Further to this, the Entertainment Officer is mandated to report to the Chair with respect to all events.

6.9 The responsibility for any incident related to any social event, shall ultimately lie with the Entertainments Officer. To this end, where any other member of committee wishes to organise a social event, they must do so in conjunction with the Entertainments Officer.

6.10 The Events Officer is responsible for organising and facilitating all society events that may be defined as educational or of academic interest, e.g. liaising with potential guests and/speakers, liaising with college authorities with respect to appropriate health and safety measures. This includes, but is not limited to, a minimum of one Fresher's Week event and a minimum of 5 events per term. Further to this, the Events Officer is mandated to report to the Chair with respect to all events.

6.11 The Public Relations Officer: It shall be the duty of the Public Relations Officer to coordinate sufficient advertising of all Society activities. He/she shall advertise and attract new members at all times. He/she is also responsible for maintain the Society website, any social media outlets the Society may have as well as managing the Society library

6.12 The Third Year Representative: It shall be the duty of the Third Year Representatives to alert the Junior Sophister members of the Society to what is going on within the Society and to encourage their participation.

6.13 The Junior Representative: It shall be the duty of the Junior Representatives to alert the Freshman members of the Society to what is going on within the Society and to encourage their participation.

6.14 The Ordinary Members of the Committee shall be delegated any other duties by the Chairperson as are seen fit.

6.15 It is the duty of the Committee as a whole to run the affairs of the Society in an efficient and active manner.

## **7 Amendments:**

7.1 This constitution may be amended by a vote of a simple majority of those present at an

Annual General Meeting or an Extraordinary General Meeting. Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of that meeting before he/she takes the chair.

7.2 This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

September 2014