

The Constitution of the Dublin University Mathematical Society

1. Name

- a. The Society shall be known as DU Mathsoc, or Mathsoc.

2. Objectives

- a. The object of the Society shall be to encourage, promote, and facilitate the study of Mathematics.

3. Membership

- a. Ordinary Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription fee of €3.
- b. Honorary Membership may be granted at the discretion of the Committee. Honorary Members are not entitled to vote at an AGM or EGM, nor are they permitted to run for election for a position on the Committee, unless they are also Ordinary Members. Honorary Membership shall not preclude any person from also having Ordinary Membership and vice versa.

4. The Committee

- a. The Committee shall consist of list positions.
- b. The Executive Officers shall be elected as laid out in Article 8 and shall consist of the following:
 - i. Auditor
 - ii. Treasurer
 - iii. Secretary

- c. The Non-Executive Officers shall be elected as laid out in Article 8 and shall consist of the following:
 - i. Librarian
 - ii. Public Relations Officer (P.R.O.)
 - iii. Quizmaster
 - iv. Webmaster
 - v. Two Sophister Representatives
 - vi. Senior Fresh Representative
 - vii. Junior Fresh Representative
- d. The Honorary Committee Members shall consist of the following:
 - i. President
 - ii. Vice- Presidents
 - iii. Ex-Auditor
- e. No individual may be elected to more than one position on the Committee.

5. Committee Meetings

- a. The Committee shall meet on the summons of the Secretary, who shall provide adequate notice. The Secretary shall also call a Committee Meeting at the request in writing of any three Members of Committee within the next two Teaching Weeks.
- b. Attendance at Committee Meetings is compulsory for all Committee Members. Apologies for inability to attend must be sent to the Secretary before the meeting is scheduled to begin.
- c. Failure to attend a Committee Meeting without accepted apologies shall result in said Committee Member being recorded as absent.
- d. Quorum for Committee Meetings shall be six Committee Members, provided that two Executive Officers are present.

- e. Accurate minutes of the meetings shall be kept and distributed as outlined in Schedule 1.
- f. All Committee Members shall adopt the guidelines outlined in Article 11.
- g. The Crossover Committee Meeting shall be the first Committee Meeting of each Session, and each Session shall last from the beginning of one Crossover Committee Meeting to the beginning of the next. As such, the Committee shall have the management of the Society from the beginning of one Crossover Committee Meeting until the beginning of the next.

6. The Annual General Meeting and Extraordinary General Meetings

- a. Notice of no less than one Teaching Week must be given to Members ahead of either an Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
 - i. Notice must include the date, time, place and agenda for the meeting.
- b. The quorum for either an AGM or an EGM shall be twenty Members, or one twentieth of the membership of the Society, whichever is larger.
- c. Any member of the College may attend either an AGM or EGM but only Ordinary Members of the Society are entitled to vote.
- d. Only Ordinary Members who have been given membership before an EGM or AGM and who have attended at least one prior Society Meeting or Society event, during the current Session shall be entitled to vote.
- e. Members shall have the right to raise motions at General Meetings, including amendments to this Constitution.
 - i. A motion, along with signatures of approval of no less than one tenth of the Members of the Society, shall be presented to the Secretary no less than seven days before the General Meeting at which the motion may be

proposed to the Society. These signatures must be from Ordinary Members of the Society and must include the Member's College ID number and name. Should a motion be proposed to the Society at a General Meeting, then the motion shall be decided by a simple majority vote.

- ii. The Committee shall reserve the right to propose any motion to the Society and refuse any motion from being proposed to the Society at a General Meeting with the exception of motions of impeachment.
- f. An EGM of the Society may be called in accordance with the procedure laid out in Article 7.
- g. An AGM must be held once a year in Hilary term in accordance with the procedure laid out in Schedule 2.

7. Calling of an Extraordinary General Meeting

- a. The items brought before an EGM must be exceptional in nature and should refer to changes in the Constitution or to bring about an election to fill a vacancy on the Committee.
- b. The President may, at the request in writing of no less than one fifth of the Members of the Society, call and chair an EGM of the Society.
- c. An EGM of the Society may be called by 50% of the Members of the Society by submitting a signed petition stating clearly the reasons for the EGM, to the Secretary.
 - i. The petition must be signed by fully paid Members of the Society and should include each signatory's College ID number and name.
 - ii. Upon presentation of the petition, an EGM must be held within two term weeks.
 - iii. Notice for the EGM must be given in accordance with Article 6a.

8. Election of Committee Members

- a. Each election shall be of the form of Single Transferable Vote. In the case of there being only a single candidate for a position, the Ordinary Members shall be asked to ratify or reject this candidate using a “yes/no” option.
- b. Candidates must be Ordinary Members of the Society in order to be considered for election to the Committee. An Ordinary Member may only stand for election if they have attended - in the current Session - no less than three prior Society Meetings or Society events, or half of the Society Meetings and Society events rounded up, whichever is fewer.
- c. All Officers, with the exception of the Junior Fresh Representative, shall be elected in order of seniority at the AGM, subject to the election proceedings outlined in this Constitution, and shall enter office at the Crossover Committee Meeting of the coming Session.
- d. The Junior Fresh Representative shall be elected at an EGM before the beginning of Reading Week in Michaelmas Term, subject to the election proceedings outlined in this Constitution, and shall enter office at the end of said Meeting.
- e. Each candidate must be nominated and seconded by fully paid Members of the Society in accordance with Schedule 2. A Member may nominate at most one person for each position on Committee and may second at most one nomination for each position made by another Member. Candidates shall be required to accept their nomination should they wish to stand for election.
- f. Each candidate may participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure laid out in Schedule 2.
- g. Each Session, the outgoing Auditor shall, for the coming Session only, hold the office of Ex-Auditor. In the case of an Auditor being elected to the position for another

term, the Ex-Auditor shall remain in office to ensure that the current Auditor does not fill both positions.

- h. The Committee may appoint Vice-Presidents by majority vote. The Vice-Presidents are permanent Honorary Members of the Society. An outgoing President shall become a Vice-President of the Society.
- i. Each Session, at the Crossover Committee Meeting, the incoming Committee shall elect a President who shall be an Honorary Member of the Society and of Committee. The Committee shall invite their chosen candidate to accept the position and they shall have the right to refuse. Should the candidate refuse to accept their position, the Committee shall elect another President.

9. Removal of Persons from the Committee

- a. Any Committee Member who is recorded absent from three consecutive Committee Meetings without explanation shall be deemed to have resigned from the Committee and temporary replacement shall be appointed in accordance with Article 10.
 - i. Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.
- b. Any Committee Member who, while on Society business, breaks or attempts to break college regulations shall be deemed to have resigned from the Committee with immediate effect and a person to replace them shall be appointed according to Article 10.
- c. With the exception of the Secretary, any Committee Member may resign their position in writing to the Secretary. The Secretary may resign their position in writing to the Auditor.
 - i. Notice of resignation of at least two weeks must be given.

- d. Upon the death or incapacitation of a Committee Member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.
- e. A motion of impeachment may be put down against any Member of Committee and must be passed by a two-thirds majority at a General Meeting.
 - i. At the meeting to remove a Committee Member, the person being impeached may address the meeting prior to the vote taking place.
 - ii. Following the removal of the Committee Member a by-election shall take place immediately in accordance with the election procedure in Article 8.
 - iii. Any Committee Member who is removed from their position may not be elected to the Committee again during that Session.
- f. Following a position on Committee being declared vacant, an EGM to elect a new Member to Committee shall be held within 4 Term Weeks.

10. Co-opting of a Committee Member

- a. Following the promotion, resignation or death of a Committee Member as outlined in Article 9, the Auditor shall co-opt a Non-Executive Committee Member to fill the role vacated, in addition to their current role, on a temporary basis until the next available AGM or EGM.
- b. In the event that the position of Auditor becomes vacant, the Treasurer and the Secretary shall jointly assume the responsibilities of the Auditor until a new Auditor is elected.

11. The Role of Committee Members

- a. All Committee Members shall:
 - i. Be answerable to the Committee.
 - ii. Attend all Committee Meetings.

- iii. Attend all Society events where possible.
 - iv. Have a responsibility to promote the Society in the College.
 - v. Attend all training provided by the CSC or other bodies when deemed appropriate.
 - vi. Uphold the aims of the Society.
 - vii. Prepare a handbook for their successor.
- b. In addition to the duties of all Committee Members the Auditor shall:
- i. Oversee the general running of the Society.
 - ii. Chair all Committee Meetings and any EGMs or AGMs. Failing this, the Auditor shall appoint a Chairperson from the Committee Members. Failing this, a Committee Member elected by the Committee Members present shall take the Chair.
 - iii. Cast the deciding vote in all hung votes with the exception of fiscal issues in which the treasurer shall additionally have the right of veto. If the Auditor is not present, or is otherwise ineligible to make the casting vote, for example in the case of a conflict of interest, then the Treasurer shall have the casting vote subject to the same terms. Failing this, the Secretary, and failing that, the casting vote shall fall to the next most senior officer.
 - iv. Represent the Society in all dealings with the College.
- c. In addition to the duties of all Committee Members the Secretary shall:
- i. Be responsible for all correspondence of the Society.
 - ii. Take and record the minutes of all Meetings of the Society and of the Committee.
 - iii. Promptly make the minutes from all Meetings available to relevant parties within 24 hours of the Meeting ending.

- iv. Provide the secretary of the CSC with a written record of the Society's activities during their term of office not later than the date set by the CSC for submission of this report.
 - v. Inform the CSC promptly of any changes to the Constitution of the Society.
 - vi. Keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the Auditor and Treasurer to see it in the execution of their duties. They shall also keep an up-to-date list of the Officers and Honorary Committee Members and their positions, if applicable.
 - vii. Send out the weekly email outlining the Society's weekly events.
 - viii. Be responsible for providing speakers for talks. At such talks, the Secretary shall record the name of the speaker and the title of their paper.
- d. In addition to the duties of all Committee Members the Treasurer shall:
- i. Be responsible for all finances of the Society, and have final say on all matters of expenditure of the funds of the Society remaining conscious of the consensus of the Committee of the Society.
 - ii. Be responsible for the collection of annual subscriptions from Society Members.
 - iii. Be responsible for maintaining the Society accounts and shall exhibit their account books for inspection by the Committee at the request of the Committee.
 - iv. Have the duty of conducting routine communication with the CSC on financial matters including the provision of estimates of expenditure.
 - v. Prepare the grant application for submission to the CSC promptly each year.
 - vi. Be jointly responsible, along with the Auditor, for the financial affairs of the Society. If Committee overrules the advice of the Auditor and the Treasurer on a major financial matter or Committee proceeds in the absence of the

Auditor or Treasurer on such a matter, then the Auditor and the Treasurer shall either accept responsibility for the decision or communicate directly to the Treasurer of the CSC, in which case Committee shall hold responsibility for the decision and its consequences. If only one of the Auditor or Treasurer should distance themselves from the decision, then the other shall assume complete responsibility. Neither Officer dissociating themselves from the decision shall be forced to accept responsibility for the decision and its consequences by vote of the Committee or of the Society. They may, however, be called upon to resign by the due process of impeachment set out in this Constitution, in which case the Committee shall bring the case to the notice of the CSC.

- e. In addition to the duties of all Committee Members the Librarian shall:
- i. Be the Officer through whom all communications regarding the Library shall be made, and all purchase of books or other objects effected, subject to the direction of the Committee.
 - ii. Be responsible for the general supervision of the Society's rooms and the upkeep of the Library in accordance with the Laws Relating to the Library outlined in Schedule 3.
 - iii. Make all necessary arrangements for Meetings apart from those undertaken by the Secretary.
 - iv. Ensure that the names of all those present at, absent from, and excused from Committee Meetings are inscribed in the Attendance Book provided for the purpose.
 - v. Keep an up-to-date catalogue of all books in the Library and shall write in the front page of each book procured the catalogue number, the date of acquisition, and how it was acquired.

- vi. Keep available to Society Members a waiting list for the reservation of books.
 - vii. At least once per term, see that all books or periodicals loaned out for more than two months are either renewed or returned.
- f. In addition to the duties of all Committee Members the P.R.O. shall:
- i. Be responsible for all facets of the Society's promotion.
 - ii. Organise and oversee the design, printing and distribution of all the Society's printed materials including but not limited to posters, membership cards and leaflets.
- g. In addition to the duties of all Committee Members the Quizmaster shall:
- i. Be responsible for publishing problems of a mathematical nature for the Society and running problem solving events.
 - ii. Be responsible for Society matters relating to the Intervarsity Mathematical Competition and other competitions the Society may compete in.
- h. In addition to the duties of all Committee Members the Webmaster shall:
- i. Be responsible for the maintenance and upkeep of the Society's website and shall act in an administrative role with regards to other online profiles, such as email.
- i. In addition to the duties of all Committee Members the Year Representatives shall:
- i. Be responsible for informing Members within their year group(s) of any upcoming Society events.
 - ii. Communicate relevant issues arising within their year group(s) to the Committee at Committee Meetings.

12. Finances

- a. The Auditor or the Treasurer or any Member of the Society may be requested to appear before the CSC, or an officer or sub-committee of the CSC to provide

information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or misappropriated, the CSC may ask the Senior Dean to declare the person(s) responsible 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.

- b. The Treasurer shall close their accounts in accordance with CSC guidelines and as soon as may be possible, thereafter shall arrange for the accounts to be audited as provided by the CSC. In due course these accounts shall be presented to the Committee of the Society and the CSC for approval.
- c. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Auditor, Treasurer, and Secretary.

13. Amendments

- a. This Constitution may only be amended by a vote of a majority of those present at an EGM or an AGM. Notices of such amendments must be submitted to the Secretary no less than seven days before the date of the General Meeting and must be signed by a proposer and seconder, each of whom shall be Ordinary Members of the Society.
- b. Any motions of constitutional amendment, upon being submitted to the Secretary, should be circulated to all Ordinary Members of the Society and to the CSC no less than seven days before the date of the General Meeting.
- c. The Schedules of this Constitution may be changed by the Committee, only with a two-thirds majority at a quorate Committee Meeting.
- d. This Constitution is binding as and from the date of being approved by both the Society and the CSC.
- e. An up to date copy of the Constitution shall be available to Members upon request.

Schedule 1

The regulations for Committee Meetings shall be as follows:

1. Minutes of the previous Committee Meeting must be accepted at the beginning of the Meeting.
2. Non-Committee Members shall not be permitted to attend Committee Meetings, unless they are invited to attend by the Committee.
3. Minutes of the Committee Meetings shall be open to all Members of the Society, unless it is specifically agreed and recorded that one or more items from the Meeting are to be held in camera.
4. All decisions of the Committee shall be made by simple majority vote, except when otherwise stated in this Constitution. The Committee bears collegiate responsibility for all its actions except in exceptional circumstances, as outlined in this Constitution. Thus, if a matter is agreed by majority vote, each Committee Member must give that decision full public support, regardless of personal opinion.
5. Each Officer has a single vote on each issue. Honorary Committee Members are not entitled to vote at Committee Meetings. In the case of an equality of votes cast the Auditor has a single casting vote.
6. At the request of any Committee Member, voting shall be done by secret ballot and the votes shall be counted by two of the Committee Members present, chosen by the Committee.

Schedule 2

The agenda for an AGM or EGM shall be set out as follows:

1. Minutes
 - a. After the Chair has been taken, the minutes of the previous General Meeting shall be read by the Secretary and after any objection to their accuracy has been decided upon, they shall be signed by the Chairperson.
 - b. Matters arising from the minutes shall be addressed.
2. Reports from the Officers
 - a. These reports, which should be brief, may be delivered verbally with a written copy available on request.
 - b. The reports should be presented in the following order:
 - i. Auditor's Report
 - ii. Treasurer's Report
 - iii. Secretary's Report
3. Nominations and Elections to the Committee
 - a. Each candidate shall be allowed to address the AGM, if they wish, for a maximum of two minutes prior to the election.
 - b. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
 - c. For each election, three Members of the Society shall be appointed to a Ballot Committee by the Chairperson to collect and count votes.

- i. The Ballot Committee members shall have no personal interest in the elections which the Ballot Committee are elected to oversee. Personal interest shall include candidacy in the elections or canvassing for another nominated Member but shall not include voting in any election.
- ii. Returned ballots for each election must be securely held by the Ballot Committee for no less than 30 days, after which they shall be destroyed.

4. Motions

- a. Any motions submitted for consideration no less than seven days before the date of the General Meeting shall be put to the floor. Any such motions must have been circulated to all Members of the Society not less than two weekdays before the date of the General Meeting.

Schedule 3

The laws relating to the Library shall be as follows:

- a. There shall be two Trustees appointed for the purpose of receiving and investing the capital of any gift or bequest that the Society may receive, and of applying the income arising therefrom in accordance with the conditions of such gift or bequest
 - i. The current Auditor and Treasurer shall constitute the said Trustees.
- b. The Library shall be open for the lending of books to Members only. Up to and including three books may be borrowed by a Member at any one time. Books may only be let out at such times as the Librarian allows.
- c. All books must be returned or renewed on or before two weeks after the date of borrowing. An extended borrowing facility will be in operation over Reading Weeks whereby books borrowed on or after fourteen days before the start of these breaks will not be due back until one week after lectures resume.
- d. Books borrowed on the last or second last week of lectures during Michaelmas or Hilary Term need not be returned until one week after the end of that semester's examinations, including Foundation Scholarship Examinations in the case of Michaelmas term.
- e. Outside of Teaching Weeks, responsibility for returning books on time lies with the borrower since no guarantee that the Library will be open at the usual times will be made.
- f. Books may be continuously renewed provided that no reservation has been made for the book(s) in question.
- g. A fine of €0.20 will be imposed for each weekday or part thereof that a book is overdue, subject to a maximum of the replacement value of the book.

- i. Once a book is overdue, the Librarian shall post a notice of fines due to the borrower.
 - ii. The borrower will be liable to pay the fine from the time of posting, irrespective of whether they have returned the book before receiving the notice.
- h. Any Member retaining books over the summer break without the Librarian's express permission will be liable to pay the same fines above, subject to a maximum of the replacement value of the book.
- i. Any Member with outstanding fines shall not be permitted to borrow books from the Library.
- j. Any Member losing, damaging, or misusing Library property shall replace it with an equally good copy or pay the cost of replacement thereof, at the discretion of the Librarian.