

DUBLIN UNIVERSITY ARCHAEOLOGICAL SOCIETY CONSTITUTION

Article 1.

Name: The society shall be known as the Dublin University Archaeological Society.

Article 2.

Objectives.

- 2.1. To promote interest in the importance of the subject of archaeology.
- 2.2. To increase awareness of the importance of protection of heritage sites, especially those in Ireland.
- 2.3. To provide students, archaeological and otherwise with information on excavations, events, temporary employment and career opportunities in the archaeological, historical and heritage professions.
- 2.4. The organisation of field trips to places of archaeological and historical interest.
- 2.5. The organisation of functions, presentations and lectures to provide students with an opportunity to hear guest speakers give papers on topics of archaeological interest and importance.

Article 3.

Membership:

- 3.1. Membership shall be open to all capitated students of the university.
- 3.2. Membership shall be open to all members of staff of the university.
- 3.3. Ordinary membership shall be granted to capitated students in return for a subscription of 2 euro or any figure as shall be decided by the committee or Annual General Meeting within the limits set by the Central Societies Committee.

Article 4.

4. The Committee shall consist of the following officers:

- The Auditor.
- The Secretary.
- The Treasurer.
- The Public Relations Officer.

Article 5.

5.1. The Committee shall meet at least once in every week with the exception of holidays and the last 4 weeks of Trinity term.

5.2. The general function of the committee is to manage the affairs of the society. These would include the financial affairs, organisation of events; lectures, functions, presentations and excursions.

5.3. Quorum: The fixed number of members of the committee that must be present to pass a motion or make a decision of importance shall not be less than five.

5.4. In the event of an equal number of opposing votes amongst committee members the Auditor shall have the casting vote.

Article 6.

6.1. An Officer or committee member may be removed from office before the completion of his term of office only by a majority of seventy-five percent of those members present at an Extraordinary General Meeting.

Article 7.

7.1. The Annual General Meeting of the Society shall be held before the 5th week of Trinity term.

7.2. A notice shall be posted on the Society's noticeboard not less than three days before the meeting giving the place, date and time of the meeting with the fact that the elections to the committee will take place thereat.

Article 8.

8.1. The Annual General Meeting shall be open all to capitated students and members of the academic staff at the University but only members of the society shall be entitled to vote.

8.2. The Auditor shall chair the meeting.

8.3. 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.

Article 9.

9.1. A General Meeting of the Society may be called by the committee or by fifty percent of the members of the society presenting a signed petition to the committee. Three days notice shall be provided, see 7.2.

9.2. An Extraordinary General Meeting may be called following the procedure set out for General Meetings, see 9.1.

Article 10.

10.1. Candidates for election must be members of the society and each candidate must be nominated and seconded by a member of the Society.

10.2. No person shall be admitted to membership of the society less than twenty-four hours before an Annual General Meeting or an Extraordinary General Meeting.

Article 11.

11.1. The Auditor shall oversee the general running of the Society and shall be answerable to the Committee thereof.

Article 12.

12.1. The Secretary shall be responsible for all of the correspondence of the Society and shall keep a record of it, also for keeping the minutes of all meetings of the society and of the committee and to provide the Secretary of the Central Societies Committee with a record of the society's activities during his term of office not later than the date set by the Central Societies Committee for submission of this report, and shall be answerable to the Society Committee.

Article 13.

13.1. 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 Central Societies Committee on financial matters including the provisions of estimates of expenditure.

Article 14.

14.1. The Public Relations Officer shall be responsible for public relations and correspondence with specific reference to the seeking of sponsorship for the society and to the arrangement of fieldtrips for the society, a record of such activities shall be kept and produced on request.

Article 15.

15.1. The Treasurer and the Auditor shall be jointly responsible for the financial affairs of the Society.

15.2. Although the affairs of the Society shall be in general conducted according to the vote of all the members of the committee, if the Committee overrules the advice of the

Treasurer and the Auditor on a major financial matter or proceeds in the absence of the Treasurer and the Auditor on such a matter, then the Treasurer and the Auditor shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the Central Societies Committee, in which case the Committee shall hold responsibility for the consequences of the decision in question.

15.3. If only one of the said officers disassociates him/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating him/herself be forced to accept responsibility by the vote of the committee or the Society, though he/she may be called upon to resign by the due process of the Society, in which case the said officer shall bring the case to the notice of the Central Societies Committee.

Article 16.

16.1. The Treasurer or the Auditor or persons may be requested to appear before the Central Societies Committee, or officer or sub-committee of the Central Societies Committee to provide information concerning the finances of the Society.

16.2. If a prima facie case exists that the Society funds have been misused or misappropriated, the Central Societies Committee 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 permitted.

Article 17.

17.1. The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as possible arrange for accounts to be audited as provided by the Central Societies Committee and these accounts shall be presented to the Committee of the Society and the Central Societies Committee for approval.

Article 18.

18.1. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Auditor, Treasurer and Secretary.

Article 19.

19.1. The ordinary members of the Committee shall be delegated any other duties by the Auditor as are seen fit.

Article 20.

20.1. This constitution may be amended by a vote of a majority of those present at an Extraordinary General Meeting or an Annual General Meeting.

20.2. Notices of such a amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of such a meeting before her/she takes the chair.

Article 21.

21.1. This constitution is binding as and from the date of being approved by both the Society and the Central Societies Committee.

January 2009