

Dublin University Caledonian Society Constitution

Society objectives

The objectives of the society are to act as a forum for the celebration of Scottish cultural heritage within Trinity College and to educate members in the various aspects of Scottish culture.

Membership

Membership will be open to all registered students and staff of the university. Ordinary membership will be granted to registered students for a subscription of €2.00.

The Committee

The Committee shall consist of the following officers:

- I. The Chairperson
- II. The Secretary
- III. The Treasurer
- IV. Public Relations Officer
- V. The Ents Officer
- VI. A maximum of two other ordinary members

The Committee shall meet once every two weeks during term time.

The Chairperson, the Secretary, the Treasurer and the Public Relations Officer shall form the society's executive.

Officers and Committee members may be removed from office before the completion of their term of office only by a unanimous vote of no confidence from all committee members at an Extraordinary General Meeting or at least 20 votes cast by members of the society present at an Extraordinary General Meeting.

The Annual General Meeting and Extraordinary General Meetings

The Annual General Meeting of the society shall be held in Trinity Term, the details of which must be agreed by a majority of the committee. A notice will be posted on the Society's noticeboard and publicized to its members not less than three days before the meeting giving the date, time and place of the meeting and that there will be elections to the committee taking place.

The meeting shall be open to all students but only full members of the society will be entitled to vote.

The meeting shall be chaired by the Chairperson or Secretary unless there is a 2/3 majority vote by the committee for another Committee member to chair.

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

A general Meeting of the society may be called by the Committee or by thirty members of the society presenting a signed petition to the Committee. Three days notice is needed for an Annual General Meeting or an Extraordinary General Meeting.

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

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

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

The Officers

The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.

The Secretary shall be responsible for all the 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 the submission of this report, and shall be answerable to the Committee.

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.

The Public Relations Officer shall be responsible for the maintenance of the society's social media presences as well as ensuring the competent promotion of society events including the design and production of posters advertising for aforementioned events.

The Ents Officer will be primarily responsible for the organization of all society events. This is included but not limited to the identification and booking of event-appropriate venues, the contacting and negotiations involved in securing guest speakers to the society and liaising with the college's staff in ensuring the availability of on-campus venues if required.

It is of paramount importance that a strict division is maintained in the allocation of duties between the officers of the committee.

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 dis-associate themselves from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating themselves be forced 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.

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.

The Treasurer shall close their accounts on March 31st of each year and thereafter as soon as may be possible and 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.

All cheques and withdrawal forms from the Society's bank account shall be signed by the two of the designated officers: either Chairperson and Secretary or Treasurer.

The ordinary members of the Committee shall be delegated any other duties by the Chairperson or Secretary as are seen fit.

Amendments

This constitution may be amended by a vote of a majority of 2/3rds of those present at an Extraordinary General Meeting or an Annual 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.

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