

DUBLIN UNIVERSITY CARD AND BRIDGE SOCIETY

(Revised 2014)

All previous constitutions of the D.U. Bridge Club are hereby rescinded.

The Society shall be called the Dublin University Card and Bridge Society, but may operate under the name: the Trinity Card Society.

Aims and Objectives:

1. To encourage and facilitate the playing of all card games in the University.
2. To arrange card-playing meetings and competitions among the members.
3. To provide tuition for members.
4. To represent College in competitions throughout Ireland
5. To be recognised by the Contract Bridge Association of Ireland (C.B.A.I.)

SECTION A: Basic Constitution

- (a) The Society shall consist of the President, Life Members and Ordinary Members. All capitated students of the College shall be eligible for ordinary membership. Only ordinary members may vote at elections.
- (b) All members of staff of the college shall be eligible for associate membership in return for an annual subscription of €3.
- (c) The annual subscription shall be payable before the last day of March.
 - (i) Student members shall subscribe €3 annually.
 - (ii) Any student member on leaving College shall be eligible for life-membership on subscribing €5.
 - (iii) After the 1st day of April all members whose subscriptions are not paid shall cease to be members of the Society.
- (d) Any person who signs the attendance sheet at a general meeting is entitled to participate in play. An extra €2 fee shall be charged for non members.
- (e) The Society shall have the following officers:
 - The Hon. Auditor*
 - The Hon. Treasurer*
 - The Hon. Secretary*
 - The Hon. P.R.O.*
 - The Hon. Cardmaster*
 - The Hon. Bridge Officer*
 - The Hon. Maverick*
- (f) The society shall be managed by the committee, whose membership is laid out in Section B.

SECTION B: Officers and Committee

- (a) The Committee shall consist of the Society Officers laid out in Section A, part e, as well as no more than 8 ordinary committee members, who shall be selected from among the ordinary membership by the committee. One of these members must be in First year and an election will be held in the first term of the proceeding academic year to fill this position.
- (b) The Committee shall meet at least once a term

- (c) Committee meetings shall be held at times appointed by the Auditor or Secretary, and shall be conducted in the following manner.
 - (i) The Chair shall be taken by the Auditor or next most senior member present.
 - (ii) The Chair shall declare the meeting open and ask for the minutes of the last Committee Meeting to be read.
 - (iii) The Minutes shall be read by the Secretary, and shall, on approval, be signed by the Chair.
 - (iv) Matters arising from the minutes shall then be discussed.
 - (v) The Chair will then ask that any business of the Society be discussed.
 - (vii) The Chair shall declare the meeting closed.
- (d) A quorum shall be formed at such meeting when there are at least three officers present.
- (e) Officers may be removed from office before the completion of their term of office only by the vote of 30 members or 60% of those members of the Society present at an Extraordinary General Meeting (see Section C), whichever is lesser.
- f) The Committee shall arrange all Society activities either business or social.
- g) It shall be a duty of the Committee to elect on merit any teams that are to represent the Society in competitions.
- j) The Committee shall be responsible for the awarding of prizes.

SECTION C: Ordinary Meetings

- (a) A quorum shall be formed at any meeting of the society when there are at least four members present, including at least one officer.
- (b) The Annual General Meeting of the Society shall be during Hilary term.
- (c) A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than three days before the meeting giving date and time of the meeting and the fact that elections to the Committee will take place thereat.
- (d) The meeting shall be open to all students and members of the college staff, but only ordinary members of the Society shall be entitled to vote.
- (e) An Annual General Meeting shall take place in the following manner:
 - (i) The Chair shall be taken by the Auditor or the next most senior member present.
 - (ii) The Chair shall declare the meeting open.
 - (iii) The Officers shall read their reports of the Society's activities for the year.
 - (iv) The election of a new Committee shall take place.
 - (v) Any other business shall be attended to
 - (vi) The Chair shall declare the meeting closed.
- (f) General Meetings of the Society may be called by the Committee or by 25% of the members of the Society presenting a signed petition to the Committee. Three days' notice as provided for in the case of an Annual General Meeting shall be given.
- (g) Such General Meetings shall usually consist in the main of events such as card-playing, competitions or talks, as well as discussion of Society business.
- (h) General Meetings of the Society shall be conducted in the following manner:
 - (i) The Chair shall be taken by the Auditor or the next most senior member present.
 - (ii) General meetings shall be composed of either Private Business, Public Business, or both.

- (iii) Private Business:
 1. Matters the Officers' Committee feel should be discussed with the ordinary members, shall be brought before the meeting by the Chair.
 2. Ordinary members shall be allowed to put forward for discussion any issues they feel relevant to the Society, subject to the discretion of the Chair.
- (iv) Public Business:
 1. The events organised for the meeting shall take place.
- (v) The Chair shall close the meeting.
- (i) An Extraordinary General Meeting of the Society may be called in the same manner as a General Meeting and shall be conducted in the manner of an Annual General Meeting.
- (j) All ordinary members of the Society shall have the right to vote in the election of Officers.
- (k) To be eligible to take office, a candidate must:
 - (i) be an ordinary member of the Society
 - (ii) have attended at least three general meeting.
 - (iii) Be proposed and seconded by ordinary members of the Society who are eligible to vote.
- (l) To be eligible to take on the roles of Hon. Auditor, Hon. Treasurer, or Hon. Secretary a candidate must have previously been a member of the Committee or an ordinary committee member.
- (m) No one shall be admitted to membership less than 24 hours before an Annual General Meeting or an Extraordinary General Meeting shall be entitled to vote at that meeting.

SECTION D: Duties of Officers

- (a) The Auditor shall be responsible for the efficient working of the Committee and Society. The Auditor shall assist all officers in the carrying out of their duties. The Auditor shall also organise the inaugural meeting.
- (b) The Secretary shall keep minutes of all Committee Meetings and of any discussion at Ordinary Meetings. The Secretary shall also carry out any other duties involving records and merit systems. This shall include the maintaining of a list of all ordinary and life members. The Secretary shall also carry on the general correspondence of the Society, including any communication with the College media and Press. The Secretary shall supervise the organisation of all meetings and other functions as well as supervising the sending of all invitations to all such events. The Secretary shall also 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.
- (c) The Treasurer shall collect subscriptions of members and shall account for all passage of monies to and from the Society. The Treasurer shall, when required to do so by the Committee, exhibit his/her accounts for inspection. The Treasurer shall be responsible for all the finances of the Society and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.

- (d) The P.R.O. shall see to the publicising, within College, of all Society events. This shall include the designing of posters for display around College and also supervising the distribution of such posters.
- (e) The Cardmaster's duties shall consist of the provision of cards, boards and counters for any Society meetings as well as the arranging and supervision of tables. The Cardmaster shall also be responsible for the good upkeep of the Society's room and of the room's contents. The Cardmaster is also responsible for the lending and the upkeep of the society's books.
- (f) The Bridge Officer's duties shall involve organizing Bridge events, maintaining the society's other bridge related activities, including correspondence to the C.B.A.I. and keeping the rest of the committee updated regarding all activities.
- (g) The Maverick Officer's duties shall consist of organization and co-ordination of entertainment events. The Maverick officer shall instigate entertainment evenings for society members and with the assistance of the Committee shall ensure the smooth running of any such event.
- (h) The Ordinary Committee Members shall perform duties as delegated by the Auditor, Secretary or the Committee.
- (i) In addition to the above duties, the Officers shall abide by the rules as laid down by the Central Societies Committee.
- (j) The Treasurer and the Auditor 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 the members of the Committee, if the Committee overrules the advice of the Auditor and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Auditor and Treasurer on such a matter, then the Auditor 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 disassociate 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 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 C.S.C.
- (k) The Treasurer or the Auditor or any other 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.
- (l) The Treasurer shall close his/her accounts on the 28th of February 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.
- (m) 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.

SECTION E: Amendments to this Constitution

- (a) This constitution may be amended by a vote of two-thirds majority of those present at an Extraordinary General Meeting or an Annual General Meeting (See Section C).
- (b) 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 the Chair is taken.
- (c) This constitution is binding as and from the date of being approved by both the Society and the Central Societies Committee.

September 2010