

DUBLIN UNIVERSITY COMEDY SOCIETY CONSTITUTION

Name:

1. The Society shall be called "Dublin University Comedy Society", to be abbreviated "D.U. Comedy".

Objects:

2. The objects of this society are to promote appreciation of all forms of comedy (which include but are not limited to film, TV, audio and comedy shows).

Membership:

3. Membership of the Society shall be open to all capitated students of the College and to all academic staff of the College.
4. Full membership will be granted for one year for a subscription of €2.

The Committee:

5. The Committee shall consist of the Chairperson, the Treasurer, the Secretary, the Public Relations Officer, the Librarian, the Events Officer, the Webmaster and a number of General Officers, to be decided at the Annual General Meeting of each year.
6. The Committee shall meet at least once every 2 weeks during term time, and as necessary during vacation. At least 48 hours notice should be given to Committee members for each meeting.
7. The quorum of the Committee at meetings is the Chairperson and four other committee members. In the cases where financial decisions are being made, the quorum must consist of the Chairman, Treasurer and three more officers.
8. Officers and Committee may be removed from office by three quarters of all society members present at an Extraordinary General Meeting.

The Annual General Meeting and General Meetings:

9. The Annual General Meeting will be held in Trinity Term. Notice will be given to all members not less than one week before the meeting.
10. The meeting will be open to all students and staff, but only full members will be allowed to vote. The current chairperson will chair the meeting, and in his/her absence the Treasurer will chair it.
11. 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.
12. A general meeting of the Society may be called by the Committee or by not less than 20 members of the Society presenting a signed petition to the

Committee. One week's notice, as provided for in the case of an Annual General Meeting, shall be given.

13. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.
14. 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.
15. No one shall be admitted to membership once an Annual General Meeting or Extraordinary General Meeting has been announced.

The Officers:

16. The officers are each to be elected by a separate vote and their term of office will commence from the end of Trinity Term.

The Chairperson:

17. Shall oversee the general running of the Society and shall be answerable to the Committee.
18. (S)he must countersign all cheques with the Treasurer.
19. (S)he will have the deciding vote in all non finance matters.
20. (S)he must countersign all correspondence to the college authorities.

The Treasurer:

21. Shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts.
22. Furthermore (s)he shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.
23. (S)he will hold the chequebook and countersign all cheques with the Chairman.
24. (S)he 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.
25. (S)he will have the deciding vote in all finance matters.

The Secretary:

26. Shall maintain records and minutes of all meetings of the society and committee.
27. Shall prepare the agenda for Committee meetings.
28. Shall maintain the member list.
29. Shall conduct correspondence of the society and shall keep a record of it.

The Public Relations Officer:

30. Shall be in charge of the publicity of society events including, but not limited to, postering and flyering.

The Librarian:

31. Shall be responsible for the upkeep of the society's video and audio collection.
32. Shall keep an up to date catalogue of all items in the collection, their worth and condition.

The Events Officer

33. Shall organise the major events of the society.

The Webmaster

34. Shall be responsible for the design and maintenance of the society's websites.

The General Officers

35. Shall be involved in the general running of the society.
36. Shall be assigned positions as needed.

Amendments:

37. This constitution may be amended by a vote of a simple majority of those present at an Extraordinary General Meeting or an Annual General Meeting or by a unanimous vote of all those present at a regular, quorate Committee meeting.
38. This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

February 2008