

JOLY GEOLOGICAL SOCIETY

CONSTITUTION

1. Name

The Society shall be called the Joly Geological Society, hereafter to be known as the 'Society'.

2. Aim

The aim of the Society shall be to promote interest in geology and related subjects by providing lectures, field trips and other meetings.

3. Membership

There shall be three types of membership:

- i) Ordinary Membership. Ordinary membership shall be open to anyone whose name appears on the books of T.C.D. on payment of the annual subscription which shall be fixed by the Committee.
- ii). Honorary Membership. Honorary Membership may be conferred upon any person who has rendered outstanding service to the Society. Candidates for honorary membership shall be proposed by the Committee of the Society, and subject to ratification by the Society at the next Annual General Meeting.

4. President

The President of the Society shall be appointed annually by the Committee. It shall be an honorary post.

5. Committee

The Committee of the Society should consist of eleven people, five of whom shall be elected at the Annual General Meeting (AGM), and one Freshman Representative who is to be co-opted in the Michaelmas Term. Chairperson, Secretary, Treasurer, Public Relations Officer

and Events Officer shall be held annually at the AGM. The Chairperson, Treasurer and Secretary must be Sophisters at the time of their election. Each officer of the society shall provide a hand book for their successor which must be given to their successor no later than 2 weeks after election.

In the event of resignations from the Committee and Extraordinary General Meeting shall be called to elect an ordinary member to fill the vacancy.

6. Committee meetings

The committee shall meet once every two weeks or more regularly as deemed necessary by the Executive Officers. All committee meetings shall be open to all members of the society. Notice of two days must be given before a committee meeting. Attendance is compulsory for all committee members and failure to attend three consecutive meetings without sending apologies to the Secretary shall result in the removal of persons from the committee. Quorum for the committee meetings shall be two thirds of the committee and at least one executive officer must present. Minutes of the committee meetings shall be kept by the Secretary and made available to ordinary members on request.

7. Officers

The following posts shall be filled by members of the Committee:

Executive Officers

1. Chairperson
2. Secretary
3. Treasurer

Other Committee

4. Public Relations Officer
5. Events Officer
6. Junior Sophister Representative (1)
7. Junior Sophister Representative [(2) if necessary]
8. PostGraduate Representative
9. Freshman Representative
10. Ordinary committee member

11. Ordinary committee member

Each post shall be elected by members of the Society at the AGM (As said on Article five) or EGM if necessary

8. Role of committee members:

All Committee Members shall be answerable to the committee and are obliged to attend all committee meetings. Committee members shall attend all society events where possible and have a responsibility to promote the society to members of the college. The committee shall help in the planning and running of events.

In addition to these duties each officer shall be responsible for the following:

i). The Chairperson:

The Chairperson is ultimately responsible for the Society. It is his/her duty to preside over and organise. Committee meetings and meetings of the Society, including EGMs and AGMs. . It is his/her duty to arrange for the visits of guest speakers, their transport, accommodation and entertainment. It is his/her duty to organise field trips, the transport, accommodation and leader. It is his/her duty, with the help of the Committee, to organise the meetings of the Society. In the event of a deadlock vote, the Chairperson shall cast the deciding vote. The Chairperson shall represent the society in all dealings with the college.

ii). The Secretary:

It is the duty of the Secretary to carry on all official correspondence of the Society and its Committee. S/He shall work closely with the Chairperson in the organisation of Society business. S/He shall keep minutes of all committee meetings and meetings of the Society. It is the secretary's responsibility to ensure the minutes are sent out promptly to all relevant parties. The Secretary shall be responsible for sending out Society emails detailing society events.

iii) The Treasurer:

It is the duty of the Treasurer to manage the finances of the Society. S/He shall collect subscriptions from members and keep record of members' names. All expenses and petty

cash shall be administered by him/her. The Chairperson or Secretary must also sign cheques on the Society's accounts as is deemed necessary. The Treasurer shall at all times keep accurate and detailed accounts of the Society's finances. S/He shall prepare the accounts to be audited at the end of each year. The Treasurer is to be crucially involved in filling out the Grant Application to the Central Societies' Committee (CSC) and is to claim money from the CSC. In matters of financial concern, the Treasurer has the final say within the society with regards to expenditure or fund raising.

iv). The Public Relations Officer:

The Public Relations Officer (PRO) shall be responsible for promoting the society within the college. They shall oversee the design and printing of the society materials, including but not limited to posters and membership cards. The PRO shall also be responsible for the online presence of the society such as on social networks and the website.

v). The Events Officer:

The Events Officer shall aid in the generating of new ideas for events and society promotion. They shall co-ordinate the bookings of rooms or equipment for society events and organise who shall do the shopping for events where necessary. The Events Officer shall play an important role in the organisation of society trips and aid the Chairperson and Secretary as much as possible.

vi) Junior Sophister Representatives:

They shall be a maximum of two Junior Sophister Representatives of equal status. It is their duty to liaise with the Committee and take account of Junior Sophisters' and rising Sophisters' interests. He/She/They shall also be responsible for promoting Society events and business among Junior Sophisters and rising Sophisters. The Junior Sophister Representative(s) will be responsible for at least one event held by the Society, under the guidance of the Chairperson.

vii) Postgraduate Representatives:

It is the duty of the Postgraduate Representative to liaise with the Committee and take account of postgraduates' interests. S/He shall also be responsible for promoting Society events and business among postgraduates.

viii) Freshman Representative:

It is the duty of the Freshman Representative to liaise with the committee and take account of both Junior Freshman and Senior Freshman's interests. It is their role to advertise events and society activity to freshman students.

9. Annual General Meeting

The Annual General Meeting shall be held once a year during Hilary Term Trinity Term. The election of the Committee for the coming year will be held at this meeting. Election of positions shall be held by secret ballot.

Candidates for the Committee must be ordinary members of the Society, proposed and seconded by members of the Society.

The positions elected at the AGM shall be as follows and done so in the following order: Chairperson, Secretary, Treasurer, Public Relations Officer and Events Officer.

Any candidate running for the positions of Chairperson, Secretary or Treasurer must have expressed previous interest to run via email, no more than 24 hours before the AGM. Candidates must also have been present for at least 3 committee meetings before the AGM. This will be overlooked in a situation where no candidates come forward for election.

Any candidate running for the position of Public Relations Officer shall submit a sample of their work to be displayed at the AGM before the vote.

Voting at the AGM may only be done by fully paid members of the society who have held a paid membership for no less than one week.

The Secretary shall give at least 2 weeks notice of the AGM

Any member of the college may attend the AGM but only fully paid members of the society may vote in elections or constitutional changes.

All motions must be proposed and seconded by members of the Society.

Amendments to the motion may be submitted by members of the Society, at any time and handed on paper to the Secretary. All motions may be proposed at the AGM.

A period of at least two hours shall be made available for the AGM.

Two thirds of the vote of members of the society is necessary to change the Constitution.

The quorum for the AGM shall be one fifth of the Ordinary Membership of the Society.

10. Extraordinary General Meetings

Extraordinary General Meetings may be called at the request of at least one quarter of the ordinary members of the Society and also in the event of a resignation from the Committee.

One EGM shall take place no later than week 4 of Michaelmas term to elect the positions of Postgraduate Representative, both Junior Sophister Representatives and the two Ordinary Committee Members.

The voting in an EGM shall be carried out in the same manner as an AGM as described above.

An EGM may be called to amend the constitution should the circumstances arise, two-thirds of the vote at the EGM being necessary to change the constitution.

The meeting, once called, shall be fixed not earlier than one week.

11. Co-Opting of a committee member

The position of Freshman Rep shall be elected by an Appointments Panel which shall consist of the Chairperson, Secretary and Treasurer. If a conflict of interest arises between an applicant and a member of the Appointments Panel, the PRO or Events Officer shall step in in place of the Executive Officer in question.

The position of Freshman Rep shall be advertised in the society emails and interested parties shall submit their applications via email no later than week 6 of Michaelmas term. The Appointments Panel shall convene and decide on applicants, with the result announced no later than the end of Week 6 of Michaelmas term.

Eligible candidates for the position shall be limited to Ordinary members of the society. It is permissible for candidates to make themselves known to committee and ordinary members in advance of the decision.

12. Removal of a Committee Member

Any committee member may resign at any point during the year by providing written notice to the Chairperson and Secretary, with one weeks' notice. An EGM shall be called to replace the committee member as outlined in Article 10.

Any committee member who, while representing the society, breaks college regulations or society regulations shall be deemed to have resigned from the committee.

A committee member may be impeached for their failure to fulfil their constitutional duties. This must be passed by a supermajority of two thirds of the committee. The voting shall be done by secret ballot and the person in question shall have the chance to address the committee beforehand.

Any committee member may be removed from the committee due to a failure to attend committee meetings in accordance with the procedure outlined in Article 6.

Any member who has been removed from or resigned from committee may not be elected on to committee again during that society's session or at the society AGM of the college year, in which they resign.

13. The Constitution

The constitution of the society shall be made available to all members on request. A hard copy of the constitution shall be kept within the society locker at all times.

Changes to the constitution must first be agreed and voted on by committee members and be in accordance with CSC regulations.

Amendments to the constitution shall be sent to members before voting shall take place at an AGM or EGM. A two third majority of ordinary member votes shall be needed to pass the amendments. Any ordinary member of the society shall be allowed to speak in favour or speak against the amendments at the AGM or EGM. A time limit of two minutes per speaker shall be allowed.

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