

Dublin University Psychological Society

CONSTITUTION

April 2008

Article 1: NAME OF THE SOCIETY

The name of the society shall be “Dublin University Psychological Society” (hereafter called “the Society”).

Article 2: OBJECTS OF THE SOCIETY

The objects of the Society are:

1. To promote and maintain the welfare and status of all members of the Society.
2. To arrange lectures, discussions, conferences and other related functions of psychological interest.
3. To foster and encourage social contacts between all members of the Society, and also with members of other student Psychological societies.

Article 3: MEMBERSHIP

Membership shall be open to all members of Trinity College Dublin, and affiliated colleges. All undergraduate and postgraduate Psychology students shall be encouraged to be active members of the College community through involvement in the Society. The Committee shall have the power to elect others to associate membership of the Society. Associate members shall have the power to vote at meetings of the Society.

1. Responsibility of members:

- 1.1 To observe the provisions of all the articles of the constitution, rules etc. of the Society currently in force.
- 1.2 To uphold the dignity and welfare of the Society.

2. Infringement of Articles 3.1.1 and 3.1.2 may result in disciplinary action by the Committee.
3. The annual subscription shall be fixed by the Committee.
4. No person shall be eligible to attend Committee or General meetings, or vote at any election or on any other matter before the Society, unless that person's annual subscription shall have been paid.

Article 4: THE EXECUTIVE

1. The executive body of the Society shall be a Committee, which shall have sole control relating to the management and organisation of the Society, subject to the articles of the Constitution, and policies and guidelines laid down at any General Meeting or at any Extraordinary General Meeting.
2. The officers shall be elected at the Annual General Meeting.
3. The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, a Secretary, a Treasurer, a Publicity Officer, two (2) Entertainments Officers, a Webmaster, an Education Officer, and a Liaison Officer. If all undergraduate years are not represented on the Committee by the officers listed above, a representative from those undergraduate years without representation shall be invited to serve on the Committee, before Week 3 of the following Michaelmas term. A postgraduate representative shall also be invited to serve on the Committee.
4. Positions not filled at the Annual General Meeting shall be re-advertised and sought to be filled before the end of the third (3rd) week of the following Michaelmas term. Where possible, outgoing and incoming Committee members shall meet before the end of the third (3rd) week of the following Michaelmas term to ensure continuity, brief them on officer roles, and discharge any outstanding business.
5. A member of the Committee shall cease to hold office if:
 - 5.1. A resignation from office is received, in writing or in email, by the Committee.
 - 5.2. Attendance at meetings is not satisfactory.
 - 5.3. He/she is guilty of any conduct, which in the opinion of the Committee is prejudicial to the interests of the society.
6. The Committee shall have the power to co-opt.
7. No Committee member shall enter into any contract or pledge the credit of the Society or hold out such that any member has the power to do so without specific instructions from the Committee.
8. All retiring Committee members shall be eligible for re-election.
 - 8.1. The Chairperson and Vice-Chairperson shall be nominated annually by the Committee.
 - 8.2. In the event of either the Chairperson or Vice-Chairperson ceasing to be able to act, the Committee shall have authority to appoint a person to fill the vacancy.
9. With the exception of Chairperson, Vice-Chairperson, Treasurer & Secretary, officer positions may be shared by more than one person if desired. Similarly, with the exception of the four (4) aforementioned positions, committee members may take

on more than one (1) officer position, but only where there are insufficient applicants to fill all available positions.

Article 5: DUTIES OF OFFICERS

1. The Chairperson.

To take the chair at all meetings and to enforce the articles of the Constitution at such meetings (the above duties may be delegated to another Committee member, for a specific meeting, with the approval of the Committee), and to guide the Society and its Committee.

1.2. The Vice-Chairperson

To deputise where necessary for the chairperson in his/her absence or at the direction of the chairperson. This position may be combined if desired with another officer position, notwithstanding Article 4.9.

2. The Secretary:

The secretary shall:

1. Co-ordinate the work of the Committee and any sub-committees.
2. Present an Annual Report to the membership on the work of the Society and its Committee at the Annual General Meeting and to the Central Societies Committee
3. Record minutes of the Annual General Meeting, extraordinary General Meetings and Committee meetings (another member of the Committee may be so designated to the Secretary with the approval of the Committee).
4. Keep Society members updated with information of upcoming functions and meetings by email.

3. The Treasurer.

The Treasurer shall control expenditure on behalf of the Committee. The treasurer shall:

1. Be responsible for keeping accounts of all monies received and expended.
2. Present a record on the financial position to the Annual General Meeting.
3. Arrange a balance sheet for the previous year for presentation to the Society at the annual General Meeting and to the Central Societies Committee.
4. Negotiate with the Central Societies Committee on all matters financial.

4. Entertainments Officer:

The Entertainments Officer shall be responsible for:

1. All matters in relation to social events, which have been approved by the Committee.
2. Booking venues and obtaining permission (where necessary) for all functions organised by the Committee.

5. Publicity Officer

The Publicity officer shall be responsible for publicity for all functions organised by the Committee. This shall include designing and printing posters for Society functions. The Publicity Officer shall be chiefly responsible for the distribution of posters and fliers, but shall receive the assistance of the entire Committee.

6. Liaison Officer

The Liaison Officer shall be responsible for liaison with other psychological societies, and others, outside the College, in order to receive and disseminate information etc.

7. Education Officer:

The Education Officer shall be responsible for:

1. Sourcing guest speakers for the Society, and all subsequent communication with them.
2. Promoting events of psychological interest among the members and other Psychology students, including the Psychological Society of Ireland's annual Student Congress.

8. Webmaster

The Webmaster shall be responsible for:

1. Updating and maintaining the society's website and any other Internet pages of the Society.
2. Updating the Central Societies Committee (CSC) events page on the CSC website.

Article 6: FINANCE

1. The funds of the Society may be used by the Committee to meet expenditure incurred in furthering the objects of the Society as laid down in Article 2 and in the general management of the Society.
2. The Treasurer and the Chairperson shall be responsible for the funds of the Society as laid down in the appropriate articles of the Constitution.
3. All monies belonging to the Society shall be lodged in an approved Bank.
4. Authority to sign cheques and all other forms of withdrawal to meet any expenditure approved by the Committee shall be rested on the Chairperson, Treasurer and Secretary, and any two (2) of these three (3) signatures shall be required.

Article 7: ANNUAL GENERAL MEETING

1. The Annual General Meeting (AGM) of the Society shall be held in Trinity term, and two (2) weeks' prior notice shall be given by posting notices around the School of Psychology Trinity College, and also by email to the members.
2. Each full member shall have one (1) vote on each issue.
3. Proxy voting shall not be allowed.
4. In the case of an equality of votes, the Chairperson (or the designated chairperson) shall have the casting vote.
5. Voting at the Annual General Meeting shall be by ballot or by such method as the chairperson shall direct.
6. No resolutions shall be passed at the Annual General Meeting except with regard to business on the agenda. Resolutions to be placed on the agenda must be received by the Secretary not less than seven (7) days before the meeting and any such resolutions shall be posted by the Secretary on the Society notice board in the School of Psychology, Trinity College, not less than four (4) days before the meeting.

Article 8: EXTRAORDINARY GENERAL MEETING

1. An Extraordinary General Meeting shall be called at the request of the Committee.
2. An Extraordinary General Meeting shall be convened by the Committee on the demand of not less than twenty (20) members, such demand to be made in writing or by email to the Secretary.

Article 9: RECORDS

All records of the Society shall be available for inspection by a member of the Society, having given one (1) week's notice to the Secretary.

Article 10: AMENDMENTS OF THE CONSTITUTION

1. Any provision of the Constitution may be amended, whether by way of variation, addition, or repeal in the manner provided in 10.2.
2. Every proposal for an amendment of this constitution shall be by way of written notice of motion or by email, signed by two (2) members and submitted through the Honorary Secretary to the Committee. Each proposal shall be submitted by the Committee at the next General or Extraordinary Meeting of the Society and a decision be taken thereon. A two-third's ($2/3^{\text{rd}}$'s) majority of those members present and voting shall be required to pass the motion.

D.U. Psychological Society

April 2008