

Constitution of the  
Dublin University Werner Chemical Society  
Established 1949

Amended April 2016

1. **Name**  
This Society shall be known as the Dublin University Werner Chemical Society.
2. **Objects**  
The objects of this Society shall be:
  - (a) To promote the chemical sciences within the University of Dublin,
  - (b) To arrange for lectures of distinguished persons who have made contributions to chemistry and its related fields,
  - (c) To arrange both formal and informal social meetings and events in order to assist in the dissemination of knowledge and understanding of chemistry.
3. **Membership**  
Any member of staff or student of the University upon payment of the membership fee may become a member of the Dublin University Werner Chemical Society. No new Member may be admitted to the Society less than two days prior to a General Meeting.
4. **The Committee**  
The committee shall consist of the Chairperson, Treasurer, Secretary and up to seven others, including any other named positions such as a Public Relations Officer. As such, the Committee may have a maximum of ten members.
5. **Officers**
  - (a) The Society may elect an honorary President at the Annual General Meeting of the Society. Candidates for the position of President of the Society shall be distinguished scientist.
  - (b) The Chairperson shall be elected at the Society's Annual General Meeting. The Chairperson's duties shall include:
    - (1) The introduction of the Society's guest speakers,
    - (2) The arranging of the Society's committee meetings.
  - (c) A Secretary shall be elected annually at the Society's Annual General Meeting.  
The duties of the Secretary shall be:
    - (1) To invite guest speakers to address the Society,

- (2) To arrange suitable times and places for all Society meetings and events,
- (3) To arrange suitable times and places for all Committee meetings,
- (4) To record minutes at meetings of the Committee,
- (5) To provide before the 14<sup>th</sup> April, the Secretary of the C.S.C., with a record of the activities of the Society during their term of office. This record will provide sufficient information as to allow an accurate assessment of the Society's performance during that time, and so will include a description of each meeting of the Society, the names of the guest speakers, the attendance figures and place of meeting. The total number of members will also be provided. In the event that the Secretary fails in their duty to do this it is the duty of the incoming committee to appoint a sub-committee to submit said report before the end of the Trinity term.

A Public Relations Officer may also be elected. The duties of any such Public Relations Officer shall be:

- (1) To notify all members of forthcoming meetings,
- (2) To arrange refreshments at gatherings of the Society as necessary.

(d) A Treasurer shall be elected at the Annual General Meeting of the Society; A deputy Treasurer may also be elected.

The Treasurer shall be fully aware of the duties and responsibilities which they will undertake.

The duties of the Treasurer shall be:

- (1) To maintain accounts of the Society and to present details of these accounts to the C.S.C. when requested, the Treasurer and the Chairperson bear the responsibility for the accuracy of these accounts,
- (2) To conduct routine communications with the C.S.C. on financial matters including the provisions of estimates for expenditure in writing to the Secretary,
- (3) To apply for C.S.C. grants for the Academic year following their election,
- (4) To provide the C.S.C. with accounts for the financial year during which they are elected,
- (5) To provide their successor with all information reasonably required to manage the Society's finances in the following session,
- (6) To provide estimates of annual expenditure of the Society on these forms to the C.S.C. before the start of the first week of Michaelmas term,
- (7) To forward the C.S.C. of anticipated exceptional activities for which grants may be sought, and to provide estimates for these as soon as practicable. To submit to the Treasurer of C.S.C. before the end of the fifth week of Hilary Term the name of that person who has agreed to audit the annual accounts of the Society for that financial year,

- (8) To furnish the C.S.C. with audited accounts of the Society for the financial year during which they held office. The accounts shall be presented to the Treasurer of the C.S.C. by the 14<sup>th</sup> April. No grants for the succeeding year will be given until the accounts of the preceding year are submitted.

6. **Resignations**

Any officer or member of the Committee may be called upon to resign by a majority vote of the Committee.

If the Chairperson or Treasurer during their term of office resigns, or otherwise ceases to hold office, they will submit to the Treasurer of the C.S.C., and to their successor in the office of the Society, a statement of the finances of the Society. In the case of resignation of a Treasurer this will include a complete set of the accounts to the date on which they left office with details of unpaid accounts, debtors and creditors, as well as any other information which may be reasonably required by their successor in their duty to ensure proper financial management.

If the Secretary, Chairperson or Treasurer resigns or otherwise ceases to hold office, then their role shall be assumed by another Committee member on a temporary basis until the next General Meeting. A General Meeting shall be held no later than four weeks after a resignation during term time. If a resignation occurs outside of term, a General Meeting shall be held within the first two weeks of the next term.

7. **General Meeting**

General Meetings may be called by the Committee with a minimum of seven days' notice by correspondence to both the Membership and the School of Chemistry. Quorum for General Meetings shall be ten non-Committee Society members or one tenth of the Membership, whichever is the greater. Amendments to this Constitution and other motions may be passed by a simple majority vote of the Membership present at the General Meeting.

The Annual General Meeting shall be held during Hilary term and the business shall include:

- (1) The adoption of Secretary's reports of the session's activities,
- (2) The adoption of the Treasurer's reports and balance sheet,
- (3) The election of Members of the Committee.

An Extraordinary General Meeting may be called by the Committee or by petition by one fifth of the Membership at any time, allowing for a notice period as specified above.

8. **Finances**

The subscription may be revised by majority vote at the Annual General Meeting. The Financial Year will close on the 31<sup>st</sup> May.

On election to office the Chairperson and the Treasurer assume joint responsibility for the financial affairs of the Society. No person shall perform the role of both Treasurer and Chairperson at the same time.

Although the affairs of the Society are in general conducted according to the vote of all of the members of the Committee, if the Committee overrules 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 Treasurer either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee will hold responsibility for the consequences of the decision in question. If only one of the said Officers dissociates themselves from the decision then the other Officer assumes complete responsibility. Neither the Chairperson nor the Treasurer shall sign a cheque for an item for which they are not prepared to accept full responsibility, neither will they be forced to do so by 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 will bring the case to the notice of the C.S.C.,

All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated Officers who shall be Chairperson, Treasurer and/or Secretary,

The Chairperson, Treasurer or any other persons may be requested to appear before the C.S.C., or an 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 misappropriated, and a full hearing before the C.S.C. Executive of the person or persons involved establishes that there is sufficient evidence of personal liability, the C.S.C. may request the person or persons concerned to repay the money by a specified date. The C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to College,

It is specifically the duty of the Treasurer and Chairperson to know the purposes for which grants are given by the C.S.C. and to ensure that they are used for said purposes, or purposes which can be reasonably seen as similar. It is the duty of the Treasurer in drawing up the annual accounts to show how particular items of expenditure are related to particular grants, and to have receipts to substantiate their payments.

9. **Amendments to the Constitution**

Amendments to the Constitution may be made only if notice is given to all members of the Committee along with copies of the proposed amendments. Amendments shall be discussed with the C.S.C. before being put to the Membership. Discussion and voting on the proposed amendments shall take place at a General Meeting:-

November 2016