

D.U. GEOGRAPHICAL SOCIETY

CONSTITUTION

1. **Name:**

The Society shall be known as Dublin University Geographical Society.

2. **Objects:**

2.1 The objects of the Society are based on the subject of Geography (in its widest form), which we aim to promote in Trinity College Dublin.

2.2 With this in mind we aim to:

- a) Act as an apolitical and non-denominational body of association for students and staff in the college who take any interest in any area of Geography.
- b) To organise events and activities for our members.
- c) Events and activities may take the form of debates, invited guest speakers, etc. which is at the discretion of the Committee.
- d) The Society whenever financial and other considerations permit, shall publish or help to publish a magazine called 'ATLAS'.
- e) To meet with other student Geographical organisations in Ireland.
- f) To hold social activities for our members.

3. **Membership:**

Membership shall be open to all students and staff of the university. Ordinary membership shall be granted to students and staff in return for a subscription of €2 or such figure as shall be decided by the Annual General Meeting.

4. **The Committee:**

4.1 The Committee shall consist of the following officers and members: The Chairperson, the Treasurer, the Secretary, the Public Relations Officer, the Librarian, the Postgraduate Representative, the Field trip coordinator, the Junior Freshman and Senior Freshman representatives and the Junior Sophister and Senior Sophister representatives, as well as one Member of Committee.

4.2 The Committee shall meet at least once during term.

4.3 Any Ordinary member of the society may attend a committee meeting but will have no vote on the Committee regarding any issues.

4.4 The functions of the Committee shall be:

- a) To allocate the financial resources of the Society.
- b) To organise Society events and activities such as debates, invited guest speakers, social meetings, field trips etc. as it sees fit.
- c) For the Librarian to decide and approve the content of 'ATLAS' that the society may decide to produce if financial and other considerations allow.
- d) To appoint annually a member of The Geography Department as

President to the society.

e) To look after any other issues that may arise with regard to the society each year.

- 4.5 The quorum for a committee meeting where decisions of importance are to be taken and any motions to be passed shall be four members of the committee.
- 4.6 Officers and committee members may be removed from office before the completion of their term of office only by a two-thirds majority or 60 of those members of the society present at an extraordinary general meeting, whichever is the lesser.
5. The Annual General Meeting or General Meetings:
 - 5.1 The Annual General Meeting shall be held at the end of Hillary Arts lecture term.
 - 5.2 A notice shall be published on the society's notice board or otherwise publicised to the members no less than three days before the meeting, giving the date and time of the meeting and the fact that elections to the committee will take place thereat.
 - 5.3 The meeting shall be open to all students and members of academic staff, but only ordinary members of the society shall be entitled to vote.
 - 5.4 The Meeting shall be chaired by the President of the Society. If (s)he is unable to attend then the meeting shall be chaired by a member of the society elected as chair at the beginning of the A.G.M.
 - 5.5 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.
 - 5.6 A general meeting of the Society may be called by the committee or 40 members/ 20% of members (whichever is the lesser) of the Society presenting a signed petition to the Committee. Three days' notice as provided for in the case of A.G.M.'s shall be given.
 - 5.7 An Extraordinary General Meeting of the Society may be called following the procedures set out for General Meetings.
 - 5.8 Candidates for election must be full/ordinary members of the Society, and each candidate must be nominated and seconded by a full/ordinary member of the Society.
 - 5.9 No one shall be admitted to membership less than 24 hours before an annual general meeting or an extraordinary general meeting.

6. The Officers:

6.1 The Chairperson

- a) The Chairperson shall be responsible for the general running of the Society.
- b) The Chairperson shall be responsible for the chairing of Society meetings, delegating authority and overseeing events.
- c) The Chairperson shall be responsible for the signing of cheques and withdraw forms from the Society's bank account (see Art. 6.11).
- d) The Chairperson shall appoint the President of the Geographical Society, a member of the Trinity College Dublin academic staff.
- e) All his/her actions concerning the Society shall be answerable to the Committee.

6.2 The Secretary

- a) The Secretary shall be responsible for all correspondence of the Society and keeping a record of same.
- b) The Secretary shall be responsible keeping the minutes of all meetings of the Society and of the Committee.
- c) The Secretary shall be responsible providing 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.
- d) The Secretary shall be responsible for the signing of cheques and withdraw forms from the Society's bank account.
- e) All his/her actions concerning the Society shall be answerable to the committee.

6.3 The Treasurer

- a) The Treasurer shall be responsible for all the finances of the Society and maintenance of accounts.
- b) The Treasurer shall be responsible for the collection of all subscriptions.
- c) The Treasurer shall be responsible for seeking sponsorship for the academic year, if necessary, which the society may require for upcoming events and activities.
- d) The Treasurer shall be responsible for conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.
- e) The Treasurer shall be responsible for closing the Society's accounts on March 31st 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.
- f) The Treasurer shall be responsible for the signing of cheques and withdraw forms from the Society's bank account (see Art.6.11).
- g) All his/her actions concerning the Society shall be answerable to the committee.

6.4 **The Public Relations Officer**

- a) The Public Relations Officer shall be responsible publicising the objectives and events of the society through the most appropriate means.
- b) All his/her actions concerning the Society shall be answerable to the Committee.

6.5 **The Field Trip Coordinator**

- a) The Fieldtrip Coordinator shall be responsible for organizing excursions and field trips for members of the society.
- b) The Field Trip Coordinator shall organise the Society's annual international field trip.
- c) All his/her actions concerning the Society shall be answerable to the Committee.

6.6 **The Librarian**

- a) The Librarian shall be primarily responsible for the up-keep and cataloguing of the current Library
- b) The Librarian shall be responsible for suggesting content, deciding the layout and the production and the distribution of 'ATLAS' if financial and other considerations permit publication, with consultation from the Public Relations Officer.
- c) She/he shall also be responsible for the expansion of the library media, and maintaining subscriptions to journals and other historical publications.
- d) She/he shall also be responsible for the up-keep of the society room.
- e) All his/her actions concerning the Society shall be answerable to the Committee.

6.7 **The Postgraduate Representative**

- a) The Postgraduate Representative shall be responsible for informing his/her fellow postgraduates as to the upcoming events in the Society.
- b) The Postgraduate Representative shall be responsible for encouraging postgraduate involvement in the society.
- c) All his/her actions concerning the society shall be answerable to the Committee.

6.8 **The Junior and Senior Freshman Members of Committee**

- a) The two Freshman representatives shall be a member of a Junior Freshman and Senior Freshman year, and students studying in Trinity College Dublin.
- b) The Freshman Members of Committee shall be responsible for informing their class as to the upcoming events in the Society.
- c) The Freshman Members of Committee shall be responsible for encouraging their classes' involvement in the society.
- d) The Junior Freshman representative shall be elected at an EGM which is to be held in the Michaelmas term of college, while the Senior Freshman, Junior Sophister and Senior Sophister year representatives

shall be elected at the AGM in Hilary term.

- e) All year representatives of committee actions concerning the society shall be answerable to the Committee.

6.9 **The Junior Sophister and Senior Sophister members of committee**

- a) The two Sophister representatives of Committee shall be a member of a Junior Sophister and Senior Sophister year, and students studying in Trinity College Dublin.
- b) The Sophister representative of Committee shall be responsible for encouraging their classes' involvement in the society.
- c) All year representatives' actions concerning the society shall be answerable to the Committee.

6.10 **The ordinary Member of Committee**

- a) The ordinary Member of Committee shall be responsible for the assistance of all other committee members where necessary.
- b) All his/her actions concerning the society shall be answerable to the Committee.

6.11 The Treasurer and the Chairperson 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 the members of the Committee, if the Committee over-rules the advice of the Auditor and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Auditor and the 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 disassociates 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 of 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 the C.S.C.

6.12 The Treasurer, the Chairperson or any 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 misappropriated, 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.

6.13 All cheques and withdraw forms from the Society's bank account shall be signed by two of the following designated officers:
The Auditor, the Treasure and the Secretary.

7. **Amendments:**

- 7.1 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.
- 7.2 Notice 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 (s)he takes the chair.
- 7.3 This constitution is binding from the date of being approved by both the Society and the C.S.C.

October 2017