

DUBLIN UNIVERSITY ENGINEERING SOCIETY

Founded 1867 Revived 1892

CONSTITUTION

Revised 1930 1960 1965 1970 1973 1977 1992 2007 2009 2010 2019

Revised and amended constitution of the Dublin University Engineering society as recommended, and seen fit to be recommended by the general committee of 2018/19 to the members of the society.

Accepted by a vote of the members in 2019

All previous constitutions of the Dublin University Engineering Society are hereby rescinded.

The Constitution may only be changed by at least 50% of the total valid poll voting in favour of the change in a referendum.

This Constitution is binding as from the date of being approved by both the Society and the C.S.C.

1. OBJECTIVES

- a. The Society shall be called the Dublin University Engineering Society, hereby referred to as The Society or in its abbreviated form, DU Eng. Soc or DUES.
- b. The objects of the society shall be to afford to its members opportunities of discussing and promoting matters of engineering and allied matters of educational or social interest.
- c. To hold meetings as laid down in Section 5
- d. To arrange visits, field trips and other events as laid down in Sections 6 to 8.
- e. To hold social events as laid down in Section 8.
- f. To make public comment or private recommendations where the interests of members so dictate.

2. BASIC CONSTITUTION

- a. The Society shall consist of the Patron, President, Vice-Presidents (Honorary & Ordinary), life members and ordinary members.
- b. All present students of the College shall be eligible for ordinary membership on payment of the annual subscription.
 - i. Ordinary members shall subscribe an amount as ruled by The Committee, in accordance with the rules of the Central Societies Committee, hereafter referred to as the CSC.
- c. All staff members of the School of Engineering, present or past, shall be eligible for life membership.
- d.
 - i. The Provost shall be ex-officio patron of the Society.
 - ii. The Head of the School of Engineering shall be ex-officio President of the Society.
 - iii. Ex-Presidents and such other persons as the Officers and committee members (Section 2.(e).ii) of the Society see fit shall be Honorary Vice-Presidents.
- e.
 - i. The Management of The Society shall be entrusted to a Committee, as elected by the Ordinary members (see Section 3), consisting of Officers, Ordinary Committee Members and committee year representatives, hereafter referred to as The Committee.
 - ii. The Officers shall be as follows (in order of seniority)
 1. The Honorary Auditor

- 2. The Honorary Secretary
- 3. The Honorary Treasurer
- 4. The Honorary Entertainments Officer
- 5. The Honorary Technical Officer
- 6. The Honorary Public Relations Officer
- 7. The Honorary Graphics Officer
- iii. The Officers shall take office immediately following their election
- iv. The year representatives shall be those as laid down in Section 3.(g).
- f.
 - i. The Session of the Society shall begin on the first day of Michaelmas term (Semester 1).
 - ii. The Session shall end on the last day of Trinity Week.
- g. Any member on leaving the college shall be eligible for life membership on subscribing an amount as ruled by The Committee.
- h. Members of the Society shall be eligible to wear the Society tie and scarf.

3. ELECTIONS

- a. The election of officers and Ordinary Committee Members will take place at the Annual General Meeting, as laid down in Section 8.
- b. General elections for the positions of Junior Freshman class representatives shall be held on a suitable date, as set down by the Officers of the Society, during the first three weeks of Michaelmas term.
- c.
 - i. All Ordinary members of the Society shall be eligible to vote in the election of the Officers, on production of their membership card of the Society.
 - ii. Ordinary members of each year shall be eligible to vote to elect class representatives for their own, and only their own year, on production of their membership card of the society.
- d. All candidates standing for Officer position must be proposed and seconded by members of the society who are eligible to vote.
- e. Class representatives must be proposed.
- f. To be eligible to take office a member must
- g.
 - i. Not have held the office before, for more than a term and a half, if there's another candidate standing for the position.
 - ii. Have joined the Society more than 3 weeks previous to the AGM.
 - iii. Not have been previously ejected from the Society as per Section 9.(g).
 - iv. Have previously been a member of The Committee, for the offices of Auditor, Secretary and Treasurer only, if there's another candidate standing for the position who have met this requirement.
 - v. The requirement of previously having been a member of The Committee may be waived, at the discretion of the outgoing Officers and committee, by majority vote, each case being decided on its own merit.
- h. Students of the Engineering School shall be represented on The Committee as follows:
 - i. Two class representatives from the Junior Fresh year group.
 - ii. Three Ordinary Committee Members, each registered as a Senior Fresh or above.
 - iii. The Officers of the Society.
- i. In the case of any of the class representative positions not being filled by election, then an ordinary member may be appointed to the position at the discretion of the elected Committee.

- j. In the case of any of the Officer positions not being filled by election, having rerun the election if necessary, then that position shall be filled from the already elected class representatives, by majority vote of The Committee.
- k. Election shall be by private ballot and decided upon by simple majority.

4. COMMITTEE

- a.
 - i. Committee meetings shall be held in the Society room at times appointed by the Auditor or Secretary and shall be conducted in the manner as laid down in Section 5
 - ii. The Secretary shall inform The Committee members of the date and time of Committee meetings, as they see fit.
- b. The Committee shall have the power to appoint and elect Sub-Committees as they see fit, subject to the following rules:
 - i. The chairperson of the Sub-Committee must be a member of The Committee.
 - ii. Members of the Sub-Committee need not be elected committee members, although they will not be entitled to attend Committee Meetings, unless invited to do so by one of the Officers.
 - iii. Meetings of the Sub-Committee shall be governed by the same rules as apply to Committee meetings, as laid down in Section 5.
 - iv. Sub-Committees will be disbanded by The Committee, as soon as their work is complete and their books and reports, as required by The Committee, are in order and have been presented to The Committee.
 - v. Sub-Committee members will be governed by those rules as they apply to The Committee members.
- c. All committee members shall undertake to act in a professional manner in their dealings with each other and with those outside of The Committee.
- d. All Committee members shall endeavour to hear all other Committee members' ideas with an open mind and to debate them honestly and openly and to accept the majority decision of The Committee.
- e. When a personality clash or other clash occurs, then one week's cooling off period shall apply, before any action shall be taken.
- f. If an Officer or Committee member of the Society wishes to resign, then they must announce their intentions at a meeting of The Committee together with a written notice of intent being given to the Auditor, giving one week's notice in addition to the cooling off period.
- g. All Committee members shall be provided with a copy of this Constitution, by the Secretary, and shall undertake to abide by it.

5. COMMITTEE MEETINGS

- a. All meetings must be carefully minuted by the Secretary and be read and agreed at the following meeting.
- b. A Summary of all Committee Meeting minutes shall be posted on the society noticeboard, for perusal by the members of the society, not more than two days after the meeting takes place.
- c. A copy of the society Constitution (this document) must be open during all meetings and shall be referred to as needed.
- d. A quorum shall be formed when there are at least two Officers and four class representatives present.
- e. The chair shall be taken by the Auditor or the next most senior Officer present, as laid down in Section 2.e.ii

- f. An Agenda must be used. Matters arising from the previous meeting's minutes shall be dealt with before the Agenda.
- g. The Officers shall give an account of their duties since the last meeting.
- h. The class representatives shall give an account of their duties since the last meeting.
- i. All matters must be decided upon by common consent or where there's a disagreement, by majority vote.
- j. The date and time of the next meeting shall be decided upon at the end of each meeting.

6. GENERAL MEETINGS

- a. General meetings shall include visits, field trips and the presentation of papers.
- b. A list of those who attend the meeting must be kept.
- c. Short minutes shall be taken by the Secretary, or another member of The Committee, as appointed by the Secretary, and these minutes shall be presented to the next meeting.
- d. Alternative forms of meetings may be arranged at the discretion of The Committee. Where possible, they shall abide by the rules as given in Section 6.c as above.
- e. An entrance charge may be made, at the discretion of The Committee.

7. THE ANNUAL GENERAL MEETING (AGM)

- a. The AGM shall be held between weeks 8 and 11 of Hilary Term (Second Semester), on a date as decided upon by the Committee.
- b. The AGM will be open to all members of the Society, on presentation of their Society membership card.
- c. The President of the Society shall attend if possible.
- d. The Secretary shall chair and minute the meeting.
- e. A report of the year's activities shall be presented by the Auditor.
- f. The Society Accounts shall be presented, in full, by the Treasurer.
- g. The elections for Officers, as laid down in section 3, shall take place during the AGM.
- h. Members shall have the opportunity to address questions to the chair.

8. SOCIAL EVENTS

- a. Social events shall include all events which are not meetings, guest lectures, panel discussions or workshops.
- b. Social events shall be organised by the Entertainments Officer, with the assistance of a sub-committee where appropriate.
- c. Accounts and receipts must be kept by the organisers and must be presented to the Society Treasurer, at the next Committee Meeting.
- d. The organising Committee and Sub-Committees shall endeavour to obtain a 'break-even' financial position on the organised events.
- e. The organising committee and sub-committees shall endeavour to hold those events as requested by a large block of the Ordinary members.
- f. An Annual Engineering Ball shall be held, where possible, during the Session of the Society

9. DUTIES OF THE COMMITTEE

- a. The Committee members shall be responsible for the efficient organisation of the D.U. Eng. Soc. And shall abide by its Constitution and rules, and shall support and assist the Officers of the Society.
- b. Committee members must endeavour to attend all Committee meetings.

- c. Committee members shall organise, as part of a Sub-Committee, at least one meeting (Section 6 to 8 inclusive) during their term of Office.
- d. The Committee, in conjunction with the Treasurer, shall ensure that the accounts of the Society are audited in accordance with the rules of the CSC.
- e. The Committee or a Sub-Committee shall represent the members of the Society in any dealings with the CSC or in any dealings with a body within or outside of the College.
- f. The Committee shall ensure that elections are held in a fair manner and in accordance with Section 3.
- g. The Committee shall endeavour that the good name of the Society, the School of Engineering, or the College, is not tarnished by any activities of the Society, but those members who tarnish the good name shall ultimately be responsible for such actions, and may be expelled from the society for such actions, having been given a chance to defend themselves before The Committee at the discretion of The Committee.
- h. The Society is not responsible for any personal charges incurred by any individual member of the Society at any time.
- i. They shall uphold and abide by the rules of the CSC.

10. DUTIES OF THE OFFICERS

- a. The duties of the Officers shall include the duties of The Committee, as set out in Section 10.
- b. The duties of the Auditor shall also include:
 - i. The efficient working of The Committee and the society.
 - ii. Leadership of the other Officers and Committee members in advising and where necessary, assisting them.
 - iii. The drawing up of a programme of events to be held each term in conjunction with the other Officers
- c. The Secretary's duties shall also include:
 - i. The keeping of careful separate minutes of both Committee meetings and the general proceedings of the Society.
 - ii. Ensuring that the minutes book of the proceedings of the society shall be open to inspection by any member of the society.
 - iii. Ensuring at least two weeks' clear notice of elections is made available to all ordinary members and that the requirements, as specified in Section 3.f and 3.g, are also made available
 - iv. The posting of election results, summary of Committee meetings minutes and notice of forthcoming events.
 - v. Holding a copy of all external correspondence sent by any member of The Committee and the holding of all incoming correspondence to the Society.
 - vi. The safe keeping of a copy of the membership list, to be kept in the Society room at all times. A copy shall be made available, which may be removed from the Society Room, for the taking of new membership. The Secretary shall ensure that all copies of the membership are consistent.
- d. The duties of the Treasurer shall also include:
 - i. The collection and recording of all subscriptions of members. They shall provide a list of members to the Secretary.
 - ii. The accounting of all monies into and out of the Society. This shall include, but is not limited to, subscriptions, locker rent, grants from the CSC, admission charges to meetings or social events and correspondence expenditure.

- iii. Shall present The Committee, at each Committee meeting, with an ongoing statement of the finances of the Society, and shall advise The Committee of any difficulties therein.
 - iv. Shall endeavour that all monies owed to or owed by the Society are paid.
 - v. Shall arrange to have the final accounts of the Society prepared as required by the CSC.
 - vi. They shall discuss with The Committee members any misappropriation of Society funds, by any member of the Society, and produce any necessary evidence to ensure the recovery of such funds, endeavouring not to wrongly accuse any member of such a deed.
- e. The duties of the Entertainments Officer shall also include:
- i. The responsibility for Social Events, as laid down in Section 9.
- f. The duties of the Technical Officer shall also include:
- i. The management and maintenance of any and all Society equipment.
 - ii. The organisation of technical workshops, towards the furthering of objective 1.b.
- g. The duties of the Public Relations Officer shall also include:
- i. The promotion of the society, both within and outside the college
 - ii. Maintenance of media presence, not limited to:
 - 1. Website
 - 2. Social Networking Accounts
 - 3. Email
 - iii. Endeavouring to obtain sponsorship throughout the course of the year in order to fund the activities of the society.
 - iv. Inviting guests to speak to the society at such events as detailed in Sections 7-8.
- h. The duties of the Graphics Officer shall also include:
- i. Responsibility for the design of all promotional material related to the society.