

# DUBLIN UNIVERSITY PHOTOGRAPHIC ASSOCIATION

## CONSTITUTION AND RULES

### 1. Membership

1.1 Membership is open to all staff and students on the books of Trinity College Dublin, and to graduates of Trinity College Dublin who have been a paid-up member of D.U.P.A. for at least one year while in college.

### 2. Committee

2.1 The Committee shall consist of:

- A Chairperson
- A Secretary
- A Treasurer
- An Exhibitions Officer
- A Darkroom Officer
- A P.R.O.
- A Visual Communications Officer
- A Classes and Speakers Officer
- An Equipment Officer
- A Travel Officer
- And two OCMS

2.2 All Committee members must be elected at a meeting of D.U.P.A. subject to 2.5.

2.3 The new Committee shall be elected for the next academic year during Trinity term, before Trinity Week, at an AGM Organisation for the next academic year should begin then and be in place for Freshers' Week.

2.4 Each candidate for election to the Committee must be a member of D.U.P.A. and should be nominated and seconded by D.U.P.A. members at the meeting. Nominations will be taken at an AGM. If an eligible candidate is not able to make the AGM a proxy may stand in their place if membership of candidate is validated.

2.5 For election of more than one Committee member, or for election of a named Committee member, a quorum of at least fifteen paid-up members of D.U.P.A. or ten per cent of the total membership (whichever is less) is required at the meeting.

**2.6** Resignation of a Committee member must be notified in writing to the Committee.

**2.7** Subject to 2.5, the Committee may appoint a replacement for the resigned member. This may be confirmed at the next Ordinary Meeting.

**2.8** The functions of the Committee should include:

1. Provision of darkroom classes for members, including colour and monochrome, advanced and basic.
2. Maintenance and updating of darkroom facilities.
3. Purchase of materials and equipment for members' use, including passing on cheaper materials to members.
4. Provision of other services which increase awareness and knowledge of Photography; for example, competitions, workshops and lectures.
5. Overseeing all financial matters, i.e. D.U.P.A.'s accounts. The Committee shall ensure that no money (especially membership money) "disappears".
6. Enforcement of the D.U.P.A. Constitution.
7. The Committee exists to serve D.U.P.A. members, not itself.
8. Committee members have an obligation to improve and further the society in any feasible way.

**2.9** Should a Committee member be unable to attend a meeting, advance notice in writing should be left for the Secretary. Should he/she not attend two successive meetings, he/she should state reasons for this to the Committee. Should these be found lacking, the remaining members of the Committee may request that member's resignation from the Committee.

**2.10** Should a Committee member not fulfil his/her duties subject to 2.12 to 2.15 then that member's resignation may be requested by the remaining members of the Committee. Similarly, ten per cent of the total membership of D.U.P.A. or fifteen paid-up members (whichever is less) may call for that member's resignation.

**2.11** Responsibility for D.U.P.A. activities and decisions shall be divided between all members of the Committee, including the ordinary members, subject to 2.12 to 2.15.

**2.12** The Chairman shall direct all meetings, co-ordinate all activities and delegate responsibility for these. He/she is expected to perform all those duties which fall between the task definitions of and take charge of the other officers. He/she shall also be responsible for the accounts of D.U.P.A. together with the Treasurer.

**2.13** The Secretary shall be responsible for records of all meetings and for all correspondence. He/she shall be the typographer and shall be in charge of all printing and advertising. The Secretary shall also have an intimate knowledge of the Constitution and is expected to apply this whenever necessary.

**2.14** The Treasurer shall be responsible for all accounts (i.e. financial matters) of D.U.P.A. This covers D.U.P.A. cheque and cash accounts and any sponsorship money gained. The Treasurer can be called upon to present the finances of the Association at any time. These should be updated weekly.

**2.15** The Exhibitions Officer is to run and organize the D.U.P.A. exhibitions throughout the year.

**2.16** The Darkroom Officer manages the upkeep and organization of the Darkrooms as well as organizing the various classes that will be ran throughout the year for D.U.P.A. members.

**2.17** The PRO is to be in charge of the online presence of D.U.P.A., ensuring that all members have access to the information involving our society events.

**2.18** The Visual Communications Officer is responsible for the design of posters and publications.

**2.19** The Classes and Speakers Officer is the main organizer and facilitator of classes available to D.U.P.A. members' throughout the college year.

**2.20** The Equipment Officer manages the equipment owned by D.U.P.A. This is in reference to the upkeep, renting, and logging of equipment.

**2.21** The Travel officer organizes all trips taken by D.U.P.A. throughout the college year, including but not limited to the international trip and field trips.

**2.22** Ordinary Committee members are expected to share decisions and activities with the officers, although they shall have no specific responsibilities.

### **3. Meetings**

**3.1** A meeting may be called by:

1. The Chairperson
2. Three members of the Committee
3. Fifteen ordinary members or ten per cent of D.U.P.A.

**3.2** There shall be four categories of meetings

1. AGM: There shall be two of these. The first, to elect a new Committee, shall be held in Trinity Term. The second will introduce new members of D.U.P.A. to the Association and will be held within fifteen days of Freshers' Week. An agenda for the year will be provided at the latter.

2. EGM: which may be called at any time to deal with immediate and urgent items of business.

#### 3. Committee Meetings

Committee meetings shall take place at least bimonthly, preferably weekly. Committee meetings should be called by the Chairman, but may be called by any member of the Committee. All Committee meetings shall be advertised four days in advance and shall be preplanned by the Chairperson. All paid-up member of D.U.P.A. are allowed to attend any Committee meeting but are not allowed to vote. A quorum at a Committee Meeting will be taken as four members of the Committee including at least one of the officers. A record of all Committee Meetings must be kept in the Minutes' Book by the Secretary.

#### 4. Ordinary Meetings

For routine business, these shall be held once a term. These will give ordinary members who are not on the Committee a chance to contribute to the Association.

**3.3** At least seven days' notice must be given for an AGM or an Ordinary Meeting and it must be advertised for the period of the notice.

**3.4** EGM must be advertised at least three days (excluding Saturday and Sunday) in advance. This is reserved for urgent matters.

**3.5** Records of **all** meetings shall be made by the Secretary and kept in the Minutes' Book.

#### **4. Darkrooms**

**4.1** Any paid-up member of D.U.P.A. is entitled to use the darkrooms, subject to 4.2 to 4.7, with exceptions laid out in 4.8.

**4.2** Members must book the darkroom in advance on the D.U.P.A. notice board subject to 4.4.

**4.2** Access to the darkroom shall be gained by collecting the key from the porter's office (Front Arch) on production of a valid membership card and a form of photo ID. The member must also sign the key book provided for that purpose. Failure to do so will be viewed seriously. The D.U.P.A. membership card and photo ID given will be retained by the porter until the key is returned. On return the key shall be signed in.

**4.4** The maximum time allowed in any darkroom is three hours per day, no more than twice per week. Darkroom time is forfeit if one is more than thirty minutes late.

**4.5** Any pieces of equipment or materials found damaged or missing should be reported to the Committee within forty-eight hours. This includes all breakage's.

**4.6** No equipment may be removed from the darkrooms except by a member of the Committee. Even in such circumstance it will be for a short time period. Any member using the darkroom is responsible for the equipment and materials therein. Should damage or loss occur, members can be held responsible for the cost of replacement or repair. Theft of darkroom equipment or materials, including other members' materials, will lead to immediate loss of membership.

**4.7** Darkrooms must be left tidy after use.

**4.8** Infringement of the rules may be punished by withdrawal of membership for a period of time at the discretion of the Committee. Appeal may be made to a full Committee Meeting of D.U.P.A. Loss of membership card in this fashion will include loss of entitlements to all D.U.P.A. services, including darkroom space.

## **5. The Constitution**

**5.1** The Constitution shall be binding on all D.U.P.A. members. Committee members are required to read and sign this.

**5.2** This Constitution may be amended as follows:

1. The amendment shall be nominated to the Committee by a member and seconded by another member.
2. The amendment shall be decided upon by the Committee.
3. If accepted by the Committee, it shall then be put to an Ordinary or Extraordinary General Meeting of D.U.P.A. for a final decision. If passed by a majority, the amendment shall become part of the Constitution.

**5.3** The Committee shall keep a copy of the Constitution which shall be made available to any D.U.P.A. member on request.

**5.4** If there is any dispute about the interpretation of the Constitution, an officer of the Central Societies' Committee shall be called on to adjudicate.

**September 2019**