

The Constitution of the Dublin University Science Fiction & Fantasy Society

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1. Name

The Society shall be called the Dublin University Science Fiction & Fantasy Society.

2. Objectives

The object of the Society shall be to provide a means of access to science fiction and fantasy in general and to show films and television series of specific or general interest.

3. Fundamental Regulations

- a. The Session of the society shall extend from the annual general meeting to the next annual general meeting.
- b. The Society's facilities shall be available for use by the members of the Society and their guests. At least one member of the Committee must be present in the Society's room in order for the facilities to be used.

- c. Members shall be responsible for the behaviour of their guests. Visitors attending Committee meetings shall be deemed guests of the Committee for the duration of the meeting.
- d. At the beginning of each academic year the Society shall make any and all agreements which are necessary regarding the usage of the room with any other societies sharing the room.
- e. All of the above regulations shall not be applied to any other societies.

4. Membership

- a. The Society shall consist of ordinary members and honorary members.
- b. All those whose names are on College books or who are undertaking full or part-time study in the College, and who have paid a capitation fee, or who are registered as staff of the college, shall be eligible for ordinary membership.
- c. The annual subscription shall be no less than three euro for ordinary members and no more than the limits set by the C.S.C. Membership runs from the time of payment until the end of the academic year.
- d. Prospective members become members immediately upon paying the subscription. Membership is closed 7 days before any general election
- e. The candidate's name shall not be added to the roll of the Society unless his/her subscription has been paid and his/her name has been read over. Membership shall extend from the date of payment until the end of the session in question.
- f. Honorary members are those whom the Society may from time to time elect on the basis of long or outstanding service to the Society. These members are not eligible for seat on the Committee nor are they entitled to vote at elections.

5. The Committee

- a. The management of the Society shall be entrusted to a Committee consisting of seven annual officers and a number of general officers as follows:
 - The Auditor
 - The Secretary
 - The Treasurer
 - The Public Relations Officer
 - The Librarian
 - The Techmaster
 - First Year Rep
- b. Between three and six general officers will sit on the Committee in addition to the annual officers. The specific number of general officers for each coming year shall be set by the Committee at least two weeks before the Annual General Meeting.
- c. Up to three general officers upon their election may be delegated following titles by the annual officers in accordance with the needs of the committee:
 - i. Amenities Officer
 - ii. Entertainments Officer
 - d. iii. Online Community Officer
- e. All officers of the Committee shall be required to familiarise themselves with the Society's constitution and, in particular, their specific duties.
- f. The Committee shall have the general management of all affairs of the Society.
- g. The Committee shall have power to direct the officers in the fulfilment of their duties, subject to any resolutions of the Society.

- h. The Committee shall be empowered to interpret the Constitution of the Society by majority vote as necessary.

6. Committee Meetings

- a. The Committee shall meet once a week during term. The Secretary shall confer, in so far as is possible, with the other member of Committee and decide upon a time and date most convenient. The time and date should remain consistent during each session of the Society, allowing for exceptional circumstances.
- b. Half of the members of Committee shall be sufficient to form a quorum.
- c. The auditor shall take the chair at meetings of the Committee. In the event of his/her absence from any meeting a chair will be appointed by the Auditor. In the event that the Auditor fails to provide a chairperson, the Treasurer shall take the chair, and failing this the Secretary shall take the chair
- d. The Committee may, by a majority vote, decide to hold a meeting, or part of a meeting, in camera. Minutes from in camera meetings shall not be disclosed to anyone outside of the Committee.
- e. The order of proceedings at a Committee meeting shall be as follows:
 - i. After the chair has been taken the minutes of the last Committee meeting shall be read by the Secretary and after any objections to their accuracy has been decided upon, they shall be approved as valid by the chair.
 - ii. Matters Arising
 - iii. Communications to the society
 - iv. Reports from Officers and the committee
 - v. Nominations and Elections.
 - vi. Fines read over for the first time and fines made absolute
 - vii. Motions
 - viii. Any Other Business
- f. The chair shall allow, at their discretion, matters to be discussed as they arise.
 - i. Notice of motions shall be given by presenting the motion in question, together with the names of the proposer and second, to the Secretary at least a day before the Committee meeting
 - ii. No motion or notice of motion can be withdrawn without obtaining the leave of the Society.
 - iii. The chair shall have the right of refusing any motion that is, in their opinion, frivolous or improper. A privileged motion, if refused, may be reintroduced at that meeting if the proposer obtains the approval of a majority of the members present as supporters of the motion.
 - iv. The following shall be deemed privileged motions, and may be proposed and seconded at any time without previous notice:
 - 1. That the meeting be adjourned until such and such a time.
 - 2. That Standing Orders be suspended/reinstated.
 - 3. That Speakers be or be not heard.
 - 4. That leave of absence be granted.
 - 5. That the chairman do leave the chair and that a replacement be appointed.
 - 6. That the question be now put.

7. The Annual General Meeting and Extraordinary General Meetings

- a. Notice of no less than one week must be given to members ahead of either and Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
 - i. Notice must include the date, time, place and agenda for the meeting.
- b. The quorum for either an AGM or an EGM shall be twenty people, or one tenth of the membership of the society, whichever is lesser.
- c. Any member of the college may attend either an AGM or EGM but only fully-paid members of the society are entitled to vote.
- d. No persons admitted to membership less than twenty four hours prior to an AGM or an EGM shall be entitled to vote at that meeting.
- e. An EGM of the society may be called in accordance with the procedure laid out in Article 8.
- f. Nominations shall be opened for the officers of the coming session at the AGM. New officers shall be elected at the annual general meeting, or upon the calling of an extraordinary general meeting.
- g. The annual general meeting shall be held no later than the end of the Hilary Term of the college year.

8. Calling of an Extraordinary General Meeting

- a. When any seat on Committee is declared vacant, nominations shall be opened and an Extraordinary General Meeting of the Society shall take place. At the meeting, which must be held within two weeks of the vacation of the position, the election for the vacant seat shall take place. This election shall be subject to the laws for general elections, suitably interpreted.

9. Election of Committee Members

- a. The annual officers of the Committee shall be elected at the annual general meeting. They shall enter office upon election and shall hold office until the next general election.
- b. In order for a member to be eligible for election to the position of auditor they must have been a member of the Committee during the previous session.
- c. Up to six General Officers (G.O.s) shall be elected by a proportional representation system at an AGM or EGM. The number of positions shall be predetermined by the previous committee.
- d. The Ballot Committee shall:
 - i. Consist of two to three members of the society appointed by the executive, without bias. For the purposes of this section, "bias" means being a candidate in any election or canvassing for any other person who is a candidate in any election. "Bias" does not include voting in any election.
 - ii. Ensure that no non-members can vote at the AGM
 - iii. Count the votes from each election.
 - iv. Ensure that a person shall only stand for office if they have attended at least three meetings during the current session. Pursuant to this the Committee shall hold no more than one meeting a month in camera, unless there are exceptional circumstances.

- v. Ensure that a member may propose at most one person for each position of the Committee. He/she may also second the nomination of at most one person for each position.

10. Removal of persons from the Committee

- a. If any officer shall absent themselves from three consecutive meetings without permission of the Committee, on the third the Secretary shall give notice and the chair shall declare the office vacant. In addition, should an officer absent themselves from five non-consecutive meetings without permission of the Committee the Secretary shall give notice and the chair shall declare the office vacant, and should an officer absent themselves from half of the meetings in a term, with or without the permission of the Committee, the Auditor shall recommend to the Committee that the office in question be declared vacant. If an officer sends a deputy to a meeting in their place they shall not be considered absent
- b. Should a vote of no confidence be called at a meeting to remove an officer of the Committee then one half of the Committee members attending shall be sufficient to remove the officer. Any member may put forward a vote of no confidence, which must be seconded, and before the vote the officer in question may speak in his/her defence
- c. An executive decision can be called to remove a General Officer from their position if the need arises.
- d. All meetings where a vote of no confidence is called must be held in camera.

11. Co-opting of a Committee Member

- a. Following the promotion, resignation or death of a member as outlined in Article 10 the committee shall convene and shall co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM which should take place within two weeks.

12. The Role of Committee Members

- a. The committee shall be comprised of the holders of the positions listed in Section 5. The General officers' duties and the named officers', which consist of an Auditor, a Secretary, a Treasurer, a Public Relations Officer, an Amenities Officer, a Librarian, a Techmaster, an Entertainments Officer. Their respective roles are listed below.
- b. **The Auditor**
 - i. The Auditor shall take it upon themselves to see to it that all officers of the Committee fulfil their duties, and in such a case as an officer consistently fails to fulfil their duties the Auditor shall recommend to the Committee that a vote of no confidence be called to remove said officer from their position and create a vacancy thereof.
 - ii. It shall be the duty of the Auditor to direct the organization of Fresher's Week preparations or, if this cannot be done, to direct another Committee member to perform this role.

- iii. The Auditor shall have the power to fine those who commit a breach of order at a Committee meeting.
- iv. In case any office becomes vacant the Auditor shall temporarily promote the deputy of the office in question, assuming they currently hold a position on the Committee, until such time as the position can be filled by an extraordinary election. If no such deputy exists the Auditor shall select a substitute. If the office of the Auditor becomes vacant the aforementioned duty shall be filled by the Secretary, who shall install someone as the temporary Auditor until such time as the position can be filled by an extraordinary election.

c. The Secretary

- i. The Secretary shall carry on all the general correspondence of the Society.
- ii. The Secretary shall have, at each meeting of the Committee, the appropriate Minutes Files, in which they shall have recorded the proceedings at the last meeting of the Committee. They shall ensure that no account of any meetings held in camera shall be read out in the presence of strangers. In the minutes of a Committee meeting the secretary shall record the names of all absent Committee members.
- iii. The Secretary shall ensure that the minutes from meetings not held in camera are available publicly.
- iv. The Secretary shall take it upon themselves to see to it that the Auditor fulfils their duties, and in such a case as the Auditor consistently fails to fulfil their duties the Secretary shall recommend to the Committee that a vote of no confidence be called to remove the Auditor from their position and create a vacancy thereof.
- v. If it becomes necessary it shall be the duty of the Secretary to create a timetable of the hours at which the room is opened for the use of the Society's members and to ensure that all Committee members are present when they
- vi. It shall be the duty of the Secretary to fill out a secretary's report based on the Minutes Book as their last act. This duty shall be filled before the annual general meeting or shortly thereafter.
- vii. The Secretary shall, before the start of a new term, coordinate with the Entertainments Officer and Public Relations Officer to create a rough schedule of events for each upcoming term.
- viii. It shall be the duty of the Secretary to compile the membership list during Fresher's Week, and throughout the year they shall be responsible for updating it.

d. The Treasurer

- i. The Treasurer shall receive all subscriptions and fines. They shall keep an account of all sums received and expended, recording from whom received and how expended.
- ii. The Treasurer shall exhibit their account books for inspection when required by the Committee.
- iii. The Treasurer shall, after the last Committee meeting prior to the general elections close their accounts for the session and shall draw up an abstract thereof.

- iv. It shall be the duty of the Treasurer to receive subscription from new members, and upon payment the Secretary shall add the new member's name to the membership list.
- v. It shall be the duty of the Treasurer before each meeting to apply to any member, fined at the preceding meeting, for the payment of the fine or fines imposed.
- vi. It shall be the duty of the Treasurer to lodge money at the request of the Committee. Failure of the Treasurer to do this shall be seen by the Auditor as a failure to perform the Treasurer's duties, and appropriate action shall be taken.
- vii. Before the closing of the banks on each day of Fresher's Week, and during similar events, the Treasurer, his/her deputy, or any officer called upon to do so shall collect and lodge all money received on the day in question. The Treasurer shall be responsible for any lost funds should they neglect to perform this duty or designate someone else to do so for them.
- viii. It shall be the duty of the Treasurer to act as CSC liaison, to attend CSC meetings, and to report to the Committee, at such times as are appropriate, all important CSC activity.

e. The Public Relations Officer

- i. The Public Relations Officer is responsible for the spending of the Society's monies for publicity.
- ii. The Public Relations Officer is responsible for publicising events and general meetings of the Society within college.
- iii. The Public Relations Officer shall ensure that publicity materials are distributed at least one day in advance of any event or general meeting. He/she is also responsible for ensuring that any publicity materials that are removed are quickly replaced.
- iv. The Public Relations Officer can assign Committee and subcommittee members to aid in his/her distribution of publicity materials.
- v. The Public Relations Officer shall coordinate alongside the Techmaster in the publicising of events and general meetings online.
- vi. Any officer who, after being informed that they are to put up posters, fails to do so without reasonable justification shall receive an appropriate fine and shall be brought to the notice of the Auditor.
- vii. At the beginning of a session the Public Relations Officer will select areas in which to put up posters around campus. It shall be the duty of the Public Relations Officer to assign poster duty to general officers and/or subcommittee members. It shall also be the duty of the Public Relations Officer to ensure that all posters are put up correctly.
- viii. It shall be the duty of the Public Relations Officer to design and print tickets in coordination with the Entertainments Officer.
- ix. It is the duty of the Public Relations Officer to maintain and update public forums of the society.

f. The Librarian

- i. The Librarian shall oversee the maintenance and upkeep of the book, graphic novel, manga, film/television, and video game libraries, along with any other forms of media that come available that fall under the remit of the Society. In addition, the Librarian shall direct all purchases of media pertaining to these libraries, subject to the direction of the Committee.
- ii. The Librarian shall keep a catalogue of all media in the library using an electronic database. The Librarian shall keep the database up to date.
- iii. The Librarian shall manage the rental and borrowing of physical media by Society Members, including but not limited to the setting of rental rates, rental period, late fees, and the upkeep of a physical and/or digital record book (which shall include contact details of all borrowers) in the Society room.
- iv. The Librarian shall at least once a term see that all media out for more than two months are either renewed or returned, and any late fees paid.
- v. The Librarian shall have the duty to keep the library organised and in good condition. If at any time the library should reach too great a level of disrepair to be organised by the Librarian alone he/she may deputise Committee and subcommittee members to assist him/her in reorganising it at the discretion of the wider committee. At least once per year the Committee shall appraise the state of the media library and act accordingly.
- vi. The Librarian shall work with the Public Relations Officer to ensure that all video showings, book readings, and events involving the media libraries are publicised and promoted to the satisfaction of the Committee.
- vii. The Librarian shall also arrange for the showing of videos, reading of books, and display of relevant Science-Fiction Media in accordance with the Society Objective. He/she is responsible for booking suitable venues for these events.

g. The Techmaster

- i. The Techmaster shall have general supervision over the society website. The Techmaster will also, in association with the Librarian, have general supervision over the videogame library. The Techmaster will be responsible for the purchase of videogames, the society website, and other technologies of the society, subject to the direction of the Committee.
- ii. The Techmaster shall keep a catalogue of all videogames, consoles, computers, and digital storages within the society and shall ensure their maintenance.
- iii. The Techmaster shall maintain an electronic database of the catalogue.
- iv. The Techmaster must ensure that the website has adequate hosting and that the domain name is renewed annually. They should be done with consultation of the Treasurer and/or the C.S.C. regarding domain costs.
- v. The Techmaster shall organise various videogame tournaments throughout the session of the Society and shall be present for each tournament. If the Techmaster cannot be present for a tournament, they shall appoint a deputy to attend.
- vi. The Techmaster shall ensure that prizes for tournaments have been acquired before the tournaments takes place.

- vii. The Techmaster shall work with the Public Relations Officer to ensure that all videogame tournaments are publicised to the satisfaction of the Committee and to oversee the maintenance of the Society's groups on social networking sites.
- viii. The Techmaster may fine society members for leaving the gaming facilities in unsatisfactory condition.
- ix. The Techmaster shall work with the Amenities officer to ensure that the gaming facilities are kept in good order and to prevent loss or damage to equipment.

h. General Officers

- i. G.O.s shall have all of the regular powers of Committee members, including the power to vote and to open and keep open the room.
- ii. G.O.s can be called upon as deputies by named officers in any capacity provided for in the laws of the Society.
- iii. G.O.s can not refuse a duty given to them by a higher ranking officer unless they have a reasonable and sufficient excuse.
- iv. The G.O. delegated the role of Amenities Officer, will be responsible for advising the committee on matters relating to the layout, cleanliness and contents of the society room, and ensuring that the society room is kept orderly and free of refuse.
- v. The G.O. delegated the role of Entertainments Officer, will be responsible for advising the committee on matters relating to the time and venue of events organized by the society, and will be responsible for booking venues and acquiring refreshments to be served at events.
- vi. The G.O. delegated the role of Online Community Officer, will be responsible for advising the committee on matters relating to communal social media platforms, online threads and message boards maintained by the committee, and helping moderate these platforms to ensure compliance with college guidelines on them.

i. First Year Rep

- i. The First Year Rep shall hold the same duties and responsibilities of that of a General Officer and shall be elected in an EGM no later than the Reading Week (7th Week) of Michaelmas Term following the society's AGM.
- ii. Only a Junior Fresh (1st year) student shall be eligible for nomination to the position.

13. Amendments

- a. The laws of the Society shall not be added to nor altered except by a motion passed at an extraordinary or an annual general meeting. No such votes shall be taken at in-camera meetings.

- b. It shall be the duty of the Auditor to maintain an official copy of the constitution of the Society and to enter in it all alterations and additions to the laws which the Committee has voted on and approved, and to then submit these changes to the Central Societies Committee. Should the Auditor fail in this duty the responsibility shall fall to the Secretary and then, failing that, to the Treasurer.

April 2021