

DCSA Club/Society Constitution

Constitution of the Darwin College.....

1. Name

1.2 In accordance with the Statutes of Darwin College, there shall be a Darwin College.....Society, hereafter called the DC.....

2. Aims and Objectives

2.3 The objectives of the DC..... shall be pursued without distinction of race, nationality, disability, religion, sexual orientation and independent of any political party or religious body, but positive discrimination in favour of any disadvantaged section of society shall be permissible.

2.4 The objectives shall be to promote the welfare and particular interests of DC..... members and act on their behalf.

3 Government

3.1 The Constitution defines the framework for the general conduct of the DC..... insofar as it does not conflict with College Statutes and Ordinances or the DC.... Constitution and Rules.

3.2 The day to day responsibility for interpreting the Constitution and regulations shall devolve to the Executive Committee subject to instructions from, and being answerable to, General Meetings.

4 General Meetings

4.1 The DC..... General Meetings shall be the supreme policy making body of the DC.....

4.3 General Meetings shall be held once an academic year.

4.4 Minutes shall be kept of all General Meetings and be submitted for approval at the next General Meeting and to the DC.....

4.5 The quorum for a General Meeting shall be 50% of the full membership.

4.6 Decisions of an inquorate General Meeting shall be of an advisory and not binding nature.

5 Extraordinary General Meetings

5.1 Extraordinary General Meetings must be called by the Executive on the receipt of a written request from 5 DC.... members.

5.2 Notice for convening an Extraordinary General Meeting must specify a date not less than one week and not more than two weeks after the receipt of a request for an Extraordinary General Meeting.

5.3 No business shall be conducted at an Extraordinary General Meeting except the discussion of the motion or motions cited in the request on the basis of which the Meeting was convened.

6 The Executive Committee

6.1 The Committee shall consist of at least the following 3 members

- a) President
- b) Secretary
- c) Treasurer

6.2 Executive Committee Meetings

- a) The quorum for an Executive Committee Meeting shall be 50% of Executive serving and eligible to vote.
- b) Reasonable notice shall be given to all members of the time and place of Ordinary and Extraordinary meetings.
- c) Except by the specific consent of the majority of those present and eligible to vote at the meeting, no persons other than the Committee and a DC.... representative maybe present at meetings and only the Committee can vote.
- d) Minutes of the committee meetings shall be made available to the membership, and DC....

6.3 General responsibilities of the Executive Committee

- a) Be empowered to represent the DC.... or any member of the DC.... on matters relating to the objectives of the DC....
- b) Be responsible for the day to day running of the DC....
- c) Carry out mandates from General Meetings and ensure that DC.... policy is implemented.
- d) Make recommendations to General Meetings.
- e) Deal with the emergency business of the DC.... when appropriate within the bounds of this Constitution

6.4 Individual Responsibilities of Executive Members

- a) The President shall have the following powers, duties and functions:-
 - i) Overall co-ordination of the DC....
 - ii) Spokesperson of the DC.... and chief representative of the DC....to College
 - iii) Liaison with College and the DC....
 - iv) The President or his/her nominee shall chair General Meetings and Executive Committee Meetings.
- b) The Secretary shall have the following powers, duties and functions:-
 - i) Responsibility for the daily administration of the DC....
 - ii) Taking and circulation of the Minutes of General Meetings and Executive Committee Meetings.
 - iii) Maintaining up-to-date files of the DC....'s affairs, minutes and policy documents.
- c) The Treasurer shall have the following powers, duties and functions:-
 - i) Responsibility for overseeing the finances of the DC....
 - ii) Preparing the annual budget at the beginning of the financial year.
 - iii) Responsibility for all requests for payments in and out of the DC....accounts.
 - iv) Making recommendations and advising the Executive Committee and General Meetings on the financial implications of proposals and decisions.

7 Terms of Office

7.1 Executive Committee Members will serve for a period of one year.

7.2 Any officer wishing to resign his/her post must put their resignation in writing to the President or Secretary.

8 Removal of a Committee Member or Representative

8.1 Any Committee member or Representative who

- a) fails to carry out the work allotted to their position, or
- b) fails to attend 2 or more consecutive meetings which by their job description they are obliged to attend, or
- c) engages in activities of a nature damaging to the financial, social or legal status of the DC.... without notifying the President or Secretary as to a satisfactory reason, shall be deemed by the President or Secretary to have resigned and the President or Secretary will thus propose a motion of no confidence at the next General Meeting.

8.2 A member of the Committee shall cease to hold office upon the passing of a motion of no confidence at a DC.... General Meeting.

9 Co-option

9.1 In the event that an officer of the DC.... resigns or is deemed to have resigned, the Executive Committee shall have the power to co-opt a person to fill the vacancy, only until such time as a bye-election can be held.

10 Indemnity

10.1 Every Committee member of the DC.... shall be entitled to be indemnified out of the assets of the DC.... against losses or liability which maybe sustained or incurred in or about the execution of their duties or otherwise in relation thereto, and no Committee member shall be liable for any loss damage or misfortune which may happen to be incurred by the DC...., providing that nothing in this clause shall affect their liability for the consequences of negligence or of overspending of the DC.... budget, on their part, or on the part of their membership.