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## Constitution of the Society of Student Engineers, College of Technology, Bolton Street

Dublin Institute of Technology

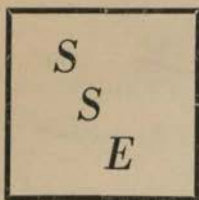
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# CONSTITUTION

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*Society of Student Engineers*

COLLEGE OF TECHNOLOGY BOLTON STREET DUBLIN

**CONSTITUTION OF THE  
SOCIETY OF STUDENT ENGINEERS  
College of Technology, Bolton Street, Dublin**

**A—NAME**

The Society shall be known as "The Society of Student Engineers of the College of Technology, Bolton Street, Dublin".

**B—OBJECTS**

The objects of the Society shall be :

1. To foster the technical, social and professional development of its members.
2. To represent its members in all matters relating to their welfare within the context of this Constitution.

**C—MEMBERSHIP**

1. The Society shall consist of (a) Hon. President, (b) Hon. Vice-Presidents, (c) Hon. Life-Members, (d) Ordinary Members, (e) Associate Members.
  - (a) (i) The Hon. President shall be a person of Authority and standing closely associated with the Science of Engineering, the Engineering Industry or Engineering Education or a person of standing who has rendered a singular service to the Society.
  - (ii) The Hon. President shall take precedence over all other officers and members of the Society and when present at meetings of the Society shall take the chair.

- (iii) The President shall be elected as hereinafter provided.
- (b) (i) Hon. Vice-President—as (i) above.
  - (ii) The number of Hon. Vice-Presidents at any one time shall not exceed five.
  - (iii) As (iii) above.
- (c) (i) All persons who have been associated with the Society and have rendered it service shall be eligible for election as Hon. Life Members.
  - (ii) Any member may propose at any meeting of the Society that a worthy person be admitted as Hon. Life Member but the motion must be seconded by the chairman (if the chairman is the Hon. President, Hon. Vice-President or the Auditor) before being put to the vote and must be carried by two-thirds majority of the members present.
  - (iii) Hon. Life-Membership may not be rescinded.
- (d) (i) Ordinary members must be students taking the Wholetime Course in Engineering at the College.
  - (ii) Ordinary members are entitled to vote at meetings of the Society.
- (e) (i) Association members shall be students of the College, who, though ineligible for ordinary membership are undergoing training in the Engineering Department of the College. They shall be admitted to the class of Associate membership singly or in groups, by two-thirds majority of the ordinary members voting on a motion of admission of which notice shall have been given at least 7 (seven) days prior to the vote.

- (ii) Termination of Associate Membership of individuals or groups shall be by two-thirds majority of ordinary members voting on a motion of termination of which 7 (seven) days notice shall have been given.
  - (iii) In all cases of admission to or termination of associate membership the Hon. President shall be consulted and his advice presented at the meeting at which the motion is moved.
  - (iv) Associate members shall always have the right to speak at Society meetings. They shall not have the right to vote except on matters specifically concerning them, individually or as a group, as ruled by the Auditor [subject C. (e) (ii)]. Prospective ordinary members shall pay a fee to the Society on becoming members and also the prospective associate members. The amount of such fee shall be determined from time to time by resolution of the Society on the recommendations of the committee.
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- (i) Ordinary and associate membership shall date in each session from the date on which the appropriate membership fee has been paid. Proof of membership shall be the possession of valid receipt. A valid receipt shall be dated receipt for membership fee signed by the Auditor and Treasurer and issued by the Treasurer in the performance of his duties as specified in D 13 (iii). Membership shall terminate on the day prior to the opening of the following College Session for the Wholetime Engineering course, except as provided for in the case of committee members.
  - (ii) The Hon. President and Hon. Vice-Presidents shall hold office until such time as their successors have been elected. At no time shall the period of office exceed one year by more than four weeks.

3. During the period of membership as defined above the members shall be entitled to the privileges and benefits of the Society appropriate to their class of membership, as determined by the Society from time to time.
4. Counterfoils for valid receipts issued shall constitute the list of ordinary and associate members.
5. All members shall be bound by the constitution of the Society and such rules as shall be made binding on the members under the constitution.
6.
  - (i) A member deemed to have contravened the constitution or rules of the Society or to have otherwise conducted himself in a manner prejudicial to the good name or welfare of the Society or College shall be liable to have his membership suspended for a period not exceeding 8 (eight) days if the Auditor so rules at a meeting of the Society.
  - (ii) If he considers it necessary the Auditor may having given 7 (seven) days notice propose a motion of censure on an offending member and if carried by two-thirds majority at a meeting of the Society the said member shall forthwith cease to be a member of the Society for that session. A refund of membership fee shall not be made.
  - (iii) A person deprived of his membership by a vote of censure may be readmitted on a motion of readmission duly proposed and seconded and carried by two-thirds majority of the Society. The readmission shall be subject to such conditions as the Society shall approve by simple majority.

#### **D—MANAGEMENT**

1. The management of the Society shall be entrusted to a committee of management (hereinafter called the "Committee") which shall be responsible in the performance of its duties only to the Society.

2. The committee shall consist of (i) Officers, (ii) The Group Delegates—as described hereafter.
  - (i) The officers shall be (a) the Auditor (b) the Hon. Secretary (c) the Hon. Treasurer.
  - (ii) The Society shall decide as the need arises what constitutes a group for the purposes of electing group delegates.
3. The committee members shall be ordinary or associate members of the Society at laid down in F. 6.
4. The committee members shall hold office from the time of their election until their successors have been elected. This period shall not exceed one year by more than 4 (four) weeks.
5. The committee shall be responsible for the safe custody of all property of the Society during their term of office.
6. When a committee or member of a committee vacates office it/he shall hand over to the incoming committee/committee member all apparatus, materials, funds and records held by it/him in the name of the Society.
7. It shall be the duty of the Auditor and committee to see that all the affairs of the Society are conducted according to the constitution, rules, precedents and traditions of the Society and according to the wishes of its members as expressed by resolutions carried at meetings of the Society.
8. A committee deemed not to have fulfilled its duties shall be liable to be censured by the Society. Motion of censure must be proposed and seconded in the usual way and carried by a two-thirds majority of the ordinary members present at a meeting of the Society. Notice of such motion having been given at least 7 (seven) days in advance. If such a motion is carried all the members of the committee with the exception of the Auditor shall vacate office and a new committee shall be elected within 7 (seven) days. Members of the old committee shall be eligible for re-election. The Hon. Secretary elected after such a motion of Censure has been carried shall as soon as the new

committee has been formed, inform the Hon. President of the Vote of Censure and the composition of the new committee.

9. (i) The committee may appoint and discharge all sub-committees and directors or Secretaries of such sub-committees.  
(ii) The committee may appoint and discharge all delegates to represent the Society on all associations, committees and other organisations with which the Society shall decide from time to time to be affiliated.
10. (i) Any member shall be deemed to have vacated his seat on the committee and thereby to have vacated any office or any place on a sub-committee under any one of the following conditions :—  
(a) On the receipt by the committee of his resignation in writing. (b) Absence without valid reason from two consecutive Society or committee meetings. (c) On a motion of Censure being carried at a meeting as in C 6(ii).  
(ii) Vacancies shall be filled by election within 15 (fifteen) days of their occurrence and 7 (seven) days notice shall be given. Vacation time shall not form part of the times specified.
11. The officers of the Society shall be ordinary members.
12. *The Auditor :*
  - (i) The Auditor of the Society shall take the Chair at all meetings of the Society, except when the Hon. President or a Visiting Chairman be present (in which case such a person will take precedence), and be in full control of such meetings. Any ruling made by him on points of procedure or the manner of conduct of such meetings shall be (subject to the Constitution) final and binding on all members.



- (ii) The Auditor shall also preside at all meetings of the committee. All resolutions of the committee shall be subject to his consent thereto. If the Auditor refuses his consent to any resolution of a properly constituted committee meeting such resolution shall not be final until it has been adopted at a meeting of the Society. Such a meeting may be specially summoned under the hand of not less than three committee members and 7 (seven) days notice shall be given in the ordinary way. A simple majority shall suffice to pass such resolution.

13. *The Treasurer :*

- (i) The treasurer shall in the absence of the Auditor act as chairman of the committee.
- (ii) The treasurer shall receive on behalf of the Society all monies coming into the hands of the Society. He shall give receipts for such monies and keep careful record thereof. He shall make on the authority of the committee and with the consent of the Auditor, all payments to be made of monies on behalf of the Society.
- (iii) It shall be the duty of the treasurer to approach prospective members and to satisfy himself of their eligibility. He shall collect membership fees and issue a dated receipt, duly signed by him and the Auditor, from a proper receipt book specially provided for membership fees. He shall not issue a receipt prior to obtaining the fee monies. A receipt so issued shall not be valid. The treasurer shall retain the counterfoils for all receipts.
- (iv) The treasurer shall lodge all funds belonging to the Society in the Bank of Ireland. All cheques shall be signed by the Auditor, one Hon. Member as well as by the treasurer.

- (v) The treasurer shall be empowered to have in his keeping a maximum petty cash account of £3 (three-pounds). This amount may be increased for special purposes with the express approval of the Hon. President.
- (vi) The treasurer shall bring to the attention of the Auditor the presence of non-members at Society and committee meetings.
- (vii) At the Annual General Meeting he shall give an account, *endorsed by the President*, of all receipts and payments of monies on behalf of the Society and the monies held by him to the credit of the Society. At this meeting it shall be open to all the members to review the financial conditions of the Society and censure by the Treasurer on the conduct of his office. Furthermore it shall be open to any member of the Society at any meeting of the Society to question the treasurer on the conduct of his office.
- (viii) The treasurer shall exhibit his account books for inspection when required by the committee.

14. *The Hon. Secretary :*

- (i) The Secretary shall in the absence of the Treasurer act as Treasurer of the Society unless the committee with the approval of the Auditor otherwise provides.
- (ii) The Secretary shall conduct all correspondence and inform the Society of such correspondence and shall be responsible for the Society Notice Boards.
- (iii) (a) The Secretary shall convene all meetings of the Society and Committee, and shall give normal notice of such meetings. (b) The society shall decide from time to time what shall be considered adequate notice.

- (iv) The Secretary shall make and keep minutes of all meetings of the Society and the committee.
- (v) The Secretary shall keep a record of all visitors at meetings of the Society.
- (vi) He shall have on hand at least one copy of the constitution at all meetings of the Society and committee and shall make them available to members, on request, for perusal.
- (vii) The secretary, shall, on behalf of the Society do all other things, suitable to his office, directed by the committee which have the approval of the Auditor.
- (viii) He may with the approval of the Auditor and the committee enlist the help of members of the Society in carrying out his duties. Such extra helpers, unless delegates shall not have a vote in committee.

15. *Delegates :*

- (i) There shall be one delegate elected from Society members in each of the classes making up the wholetime Engineering Course at the College.
- (ii) A class shall elect a second delegate where the first delegate has been appointed an officer of the Society.
- (iii) Delegates representing groups of Associate members shall be elected by their own groups but such delegates shall not number more than one from each group.

**E—MEETINGS**

- 1. The Society shall meet at least twice in each term.
- 2.
  - (i) The A.G.M. shall be held in the third term and two weeks notice of this meeting shall be given to the members.
  - (ii) The order of business at the A.G.M. shall be— :
    - (a) Minutes of previous meeting; (b) Business

- arising from the Minutes; (c) Secretary's report; (d) Treasurer's report; (e) Auditor's report. Election of (1) Auditor; (2) Hon. Secretary; (3) Hon. Treasurer; (4) Hon. President; (5) Hon. Vice-Presidents; (6) Any other business.
3. Ordinary meetings shall be held in a manner to be decided by the committee. At least 7 (seven) days notice shall be given to the members of such meetings, with an account of the proceedings or Agenda planned for such meetings.
  4.
    - (i) Extraordinary meetings of the Society may be convened by resolution of the committee. In such cases any abridgement of the time for notice of such meetings (which shall normally be 7 days) may be made by the committee subject to such abridgement being approved at such extraordinary meeting by a simple majority of those members present.
    - (ii) Extraordinary meetings may be called under the hand of not less than five ordinary members. Such a request shall be acceded to by the committee and the secretary shall convene a meeting of the Society within 10 days of the receipt of the request in writing and shall give 7 days notice in the ordinary way with the motion for discussion proposed by the said five members as the sole item on the agenda.
  5. The Quorum of the Society meetings other than ordinary meetings shall be (half) of all ordinary members of the Society.
  6. The committee shall meet at least once a fortnight except during vacations.
  7. The Quorum of committee meetings shall be (half) of delegates and officers.
  8. At all meetings other than ordinary meetings the Auditor shall adjourn the meeting, when it is brought to his notice that a quorum is not present.

## **F—NOMINATIONS and ELECTIONS :**

1. Election of Hon. President, Hon. Vice-Presidents, Auditor, Hon. Secretary, Hon. Treasurer for the following College Session shall take place at the Annual Meeting in the third term of the College Session.
2. Nominations for the above positions, duly proposed and seconded, shall be taken at the Annual General Meeting.
3. All the above officers shall take up office on election.
4. All proposers and seconders of candidates for the above positions shall be ordinary members of the Society.
5. Election for seats on the committee shall take place within three weeks of the commencement of the College Session for the Wholetime Engineering Course.
6. Nominations of candidates for seats on the committee shall be by members of the group entitled to representations. Candidates must be members of the group they represent.
7. The Secretary or his deputy shall act as returning officer at elections of members to the committee.
8. Candidates for the position of Auditor must be at least in the Second Year of the Course.
9. The outgoing Auditor shall not stand for re-election as Auditor or for election as Hon. Secretary or Hon. Treasurer for the following College Session.
10. Voting by Proxy shall not be accepted as valid form of voting.
11. All elections shall be by secret ballot and shall be conducted as follows— :

Each voting member shall record the name of his choice on his ballot paper. He shall record one name only. The candidate receiving the smallest number of votes shall be eliminated and the second ballot taken on the reduced number of candidates. This procedure shall continue until one candidate only shall remain and he shall be deemed elected. If at any stage a tie occurs it shall be decided by toss of coin.

## G—INTERPRETATIONS and AMENDMENTS :

1. This constitution shall be interpreted by the Auditor and committee and such interpretations as are made shall be binding on all members until set aside by the Society by a simple majority of all Ordinary members at a meeting held next after the ruling by the Auditor and committee or a meeting specially convened by the Secretary for that purpose.
2.
  - (i) Any provision of this constitution may be amended whether by way of variation, addition, or repeal in the manner provided herein.
  - (ii) The proposed amendment bearing the name of the proposer, seconder and at least five supporting members of the Society shall be submitted to the Hon. Secretary of the Society who shall immediately inform the Auditor and Hon. Treasurer and shall within two days publish the proposed amendment on the Society Notice Boards, or otherwise bring it to the notice of all members. A meeting of the Society shall be convened by the Hon. Secretary specially for the purpose of considering and voting on the proposed amendment, not earlier than twenty-one days after the first day of publication or notification and not later than twenty-eight days after the said day. Notice of such meeting specifying date, time and venue shall be given by Hon. Secretary at the same time as the publication or notification of the proposed amendment.
  - (iii) On the same day a list of the ordinary members of the Society shall be published by the treasurer and only such members as shall have been members prior to the publication of the proposed amendment, by the Hon. Secretary shall be eligible to vote on the motion of amendment. The

quorum for the special meeting shall be one half or next highest whole number of those eligible to vote.

(iv) A motion of amendment shall be deemed lost :  
(a) If the meeting convened as above fails by lack of a quorum. (b) If less than half or next highest whole number of the members of the Society eligible for voting do not vote for the amendment.

3. Due regard to the good name and welfare of the College as a whole shall be paid in the business and all activities of the Society.
4. The constitution of the Society in force immediately prior to the date of the coming into operation of this constitution shall be and is hereby repealed as and from that date.
5. This constitution came into force 2.30 p.m., March 20th 1958.

DESIGNED AND PRINTED AT THE SCHOOL OF PRINTING  
COLLEGE OF TECHNOLOGY, BOLTON STREET  
DUBLIN