



UNIVERSITY OF BRISTOL SPELAEOLOGICAL SOCIETY

1. NAME

**The Society shall be known as the University of Bristol Spelaeological Society and shall be affiliated to the University of Bristol Students' Union (Bristol SU).**

2. OBJECTS (AIMS)

The Society shall abide by the Union's Code of Conduct and any other policies laid down by the Union's Board of Trustees.

The objects of the Society shall be:-

- a. Primarily the discovery, exploration and study of caves and their contents.
- b. The study of archaeology, relating especially to caving areas, and the allied study of the history of cave and archaeological research.
- c. The preservation and communication of the Society's history and heritage.
- d. Publication - in the public domain - of scholarship relating to a, b, c and d above by members and collaborators.
- e. The maintenance of a museum and library relating to a, b, c and d above.

3. MEMBERSHIP

The members of the Society are categorised as follows:-

- a. Ordinary members of the University of Bristol Students' Union.
- b. Staff of the University of Bristol and Bristol SU.
- c. Former members under rule 3.a. and 3.b. who wish to continue membership of the Society.
- d. Outside members.
- e. Honorary members.

All members under 3a have the right to vote in Society elections. Members under 3 b, c, d and e have the right to elect from their number voting members not exceeding one half of the number of members under 3a so that at least two thirds of the voting members are full members of Bristol SU. Members under 3 b, c, d and e shall have a mentoring and supporting role within the Society.



#### 4. PRIVILEGES OF MEMBERS

- a. All members shall be entitled to participate in all the activities of the Society.
- b. To receive or to purchase the publications of the Society under rule 6.

#### 5. ELECTION OF MEMBERS

- a. Members under rule 3.a. shall not require election.
- b. Members under rule 3.b. shall not require election.
- c. Members under rule 3.c. shall not require election provided that they apply to continue their membership of the Society before December 31st of the year in which their membership expires, under rules 3.a. and 3.b. Failing this their election shall fall under rule 5.d.
- d. Outside members must be proposed and seconded by members of the Society. Their nomination must be approved by the committee at two consecutive quorate meetings.
- e. Honorary members must be proposed and seconded by members of the Society. Their nomination must be approved by the committee at two consecutive quorate meetings and their election must take place at an AGM.
- f. Voting members under 3. b, c, d and e must be proposed and seconded annually by members of the Society and elected at the AGM.

#### 6. SUBSCRIPTIONS

- a. Members under rule 3.a. shall pay a student subscription which shall be fixed at the March Committee Meeting and shall be entitled to receive one copy of the Proceedings of the Society when published without further charge.
- b. Members under rules 3.b., 3.c. and 3.d. shall pay an annual subscription which shall be fixed at the Annual General Meeting and they shall be entitled to receive one copy of the Proceedings of the Society when published without further charge.
- c. Honorary members shall pay no subscription and shall receive one free copy of the Proceedings of the Society when published.
- d. All subscriptions under rule 6.b. shall be due in advance on the first of March of each year. If a subscription under rule 6.b. remains unpaid for a period of more than one year then membership shall be deemed to have been forfeited.
- e. The Student subscription is due at the beginning of the Autumn term. If any student member fails to pay the by December 31st of the year in which it

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becomes due, then that membership shall be terminated, unless that member has applied for membership under rule 5.c.

- f. Joint members. Members under rules 3.b., 3.c. and 3.d. who are married or in a civil partnership may apply for joint membership at an annual rate equal to one and a half times the subscription fixed under rule 6.b. and shall be entitled to receive one copy of the Proceedings of the Society when published.

## 7. MEETINGS

All meetings other than field meetings shall be held during the academic year and within the precincts of the University. Meetings may be held by digital means at the discretion of the committee.

The meetings of the Society shall be:

- a. Sessional Meetings.
- b. An Annual General Meeting which shall be held during the Spring term. The Annual General Meeting may act in an advisory and consultative capacity but any voting shall be limited to voting members under rule 3.
- c. At this meeting twice the number of elected committee members plus one other personally present shall form a quorum.
- d. An Extraordinary General Meeting, which shall be called on the written request of not less than ten members. Fourteen days' notice of such meetings shall be given. At this meeting twice the number of elected committee members plus one other personally present shall form a quorum.
- e. Field Meetings.

Elections carried out in meetings should use a 'First Past The Post' system, whereby the candidate with the most votes is elected. In case of a tie, the Student President shall have the right to cast an additional deciding vote.

## 8. THE OFFICERS AND COMMITTEE

- a. The Officers of the Society shall be an Honorary President, Honorary Vice-presidents, a Student President, a Student Secretary, an Honorary Treasurer and a Student Treasurer.
- b. The Student President and Student Secretary shall be members under rule 3.a. They shall conduct the correspondence of the Society and the Student Secretary shall keep the minutes of meetings.
- c. The Student Treasurer shall manage the day to day finance of the Society and subscriptions of members under rule 3.a. The Honorary Treasurer shall be responsible for the bank accounts and for the collection of subscriptions from members under rules 3. B, c and d.
  - i. Both Treasurers jointly shall:-

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- ii. Draw up the annual accounts in February, have them examined and presented to the Society at the AGM.
  - iii. Prepare the annual budget and present it to the committee.
  - iv. Present the accounts and estimates to the Audit Sub-committee of the Bristol SU.
  - v. The Student Treasurer shall not serve after March of their final year.
- d. There shall be a committee, which shall consist of the Officers and six other members. Of these six at least four must be members under rule 3.a. Only one Honorary Vice-president may vote on any one motion. In exceptional circumstances, where there are less than four members under rule 3.a available for committee, voting members under rule 3.b. 3.c. or 3.d. may be elected.
- e. Roles of the committee include but are not limited to: Equality Officer, Tackle Warden, Social Secretary, These roles can be held as individual titles or shared between general committee members and the officers.
- f. The Officers and committee must be voting members of the Society and shall be elected at the Annual General Meeting and shall be eligible for re-election.

## 9. EXAMINATION OF ACCOUNTS

The accounts shall be examined by an appropriately qualified person who shall be appointed by the committee.

## 10. POWERS OF THE COMMITTEE

The committee, subject to the Ordinances of the University and to the Bye-laws of Bristol SU, shall have the management of the affairs of the Society and shall:

- a. Make alter or rescind any Bye-law of the Society.
- b. Appoint officials to be responsible under its direction for particular areas of the work of the Society including but not limited to Safety Officer, Honorary Museum Curator, Student Museum Curator, Honorary Librarian, Student Librarian, Newsletter Editor and Honorary Proceedings Editor. These roles can be held as individual titles or shared with general committee members and the officers.
- c. Publish annually in the Spring term the examined accounts of the Society.
- d. Have the power to co-opt any person, who shall be entitled to a vote only if they are replacing an elected member.
- e. Have the power to exclude members from the activities of the Society and its facilities.

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## 11. QUORUM

The quorum for a meeting of the committee shall be five members personally present.

## 12. MEETINGS

Meetings of the committee shall be convened by the Secretary and not less than seven days' notice shall be given of a meeting. Meetings of the committee may be convened on the written request of five of its members. Ordinarily meetings of the committee shall be held once a month during the academic year.

## 13. ALTERATIONS TO THE CONSTITUTION

Proposals for alteration of the constitution must be notified to the Secretary a minimum of four weeks before the Annual General Meeting or the Extraordinary General Meeting convened for the purpose. The Secretary must inform all members in writing of the proposals at least two weeks before the date of that General Meeting. No alteration of the constitution shall be made except at the Annual General Meeting or at the Extraordinary General Meeting convened for the purpose. At any General Meeting for the alteration of the constitution not less than eighteen members shall form a quorum and for alteration of the constitution not less than two thirds of the voting members present shall be in favour of such alteration. All such amendments must be submitted to Bristol SU for ratification.

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