

# UNIVERSITY OF BRISTOL SPELAEOLOGICAL SOCIETY

## CONSTITUTION

1. The Society shall be known as the University of Bristol Spelaeological Society and shall be affiliated to the University of Bristol Union.

### OBJECTS

2. The objects of the Society shall be:-
  - a. Primarily the discovery exploration and study of caves and their contents.
  - b. The study of archaeology.
  - c. The maintenance of a museum and library.

### MEMBERSHIP

3. The members of the Society are categorised thus:-
  - a. Ordinary members of the University of Bristol Union.
  - b. The academic and technical staff of the University of Bristol.
  - c. Former members under rule 3.a. and 3.b. who wish to continue membership of the Society.
  - d. Outside members.
  - e. Honorary members.

### PRIVILEGES OF MEMBERS

4.
  - 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.

### ELECTION OF MEMBERS

5.
  - 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 in writing 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 shall be proposed and seconded by members of the Society. Their nomination shall be approved by the committee. Notice of their nomination shall be posted on the Society's notice board for not less than fourteen days prior to the General or Sessional meeting at which election is to take place. At such a meeting a quorum of not less than twelve members shall be personally present.
  - e. Honorary members shall be elected in the manner prescribed for outside members, save that their nomination shall be considered by the committee at two consecutive meetings.

### SUBSCRIPTIONS

6.
  - a. Members under rule 3.a. shall pay the Union levy plus a student subscription which shall be fixed at a reasonable rate at the March Committee Meeting, and shall be entitled to purchase the Proceedings of the Society at a reduced price to be fixed by the committee.
  - 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 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 *gratis* one copy 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. Union Levy and student subscription is due at the beginning of the Autumn term. If any student member fails to pay the Union Levy and student subscription by December 31st of the year in which it becomes due, then that membership shall be terminated, unless that member has applied for ex-student membership under rule 5.c.
- f. Joint members. Married members under rules 3.b., 3.c. and 3.d. 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 without further charge.

## **MEETINGS**

- 7. All meetings other than field meetings shall be held during the academic year and within the precincts of the University.  
The meetings of the Society shall be:-
  - a. Sessional Meetings.
  - b. An Annual General Meeting which shall be held at the end of the Spring term. At this meeting twelve members personally present shall form a quorum.
  - c. 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 twelve members personally present shall form a quorum.
  - d. Field Meetings.

## **THE OFFICERS AND COMMITTEE**

- 8.
  - a. The Officers of the Society shall be a President, Vice-presidents, two Secretaries, a Senior Treasurer and a Student Treasurer.
  - b. The Secretaries shall be members under rule 3.a. They shall conduct the correspondence of the Society and keep the minutes of meetings.
  - c. The Student Treasurer shall receive all monies and make all payments, keeping a proper record of both. The Senior Treasurer shall sign all cheques and be responsible for the bank account and investments. the Senior Treasurer is responsible for collecting members' subscriptions.
 Both Treasurers jointly shall:-
  - 1. Draw up the annual accounts in February, get them audited and present them to the Society.
  - 2. Prepare the annual budget and present it to the committee.
  - 3. Present the accounts and estimates to the Audit Sub-committee of the University of Bristol Union.
 The Student Treasurer shall not serve after March of his 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 ordinary members of the University of Bristol Union. Only one Vice-president may vote on any one motion. In exceptional circumstances, where there are less than four student members available for committee, members under rule 3.b. 3.c. or 3.d. may be elected.
  - e. The Officers and committee shall be elected at the Annual General Meeting and shall be eligible for re-election.

## **AUDITOR**

- 9. There shall be an auditor who shall be appointed by the committee.

## **POWERS OF THE COMMITTEE**

10. The committee, subject to the Ordinances of the University and to the Bye-laws of the University of Bristol Union, 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 departments of the work of the Society.
  - c. Publish annually in the Spring term the audited accounts of the Society.
  - d. Have the power to co-opt any person, who shall be entitled to a vote only if he is replacing an elected member.
  - e. Have the power to exclude members from the use of the Society's facilities.
11. The quorum for a meeting of the committee shall be five members personally present.
12. Meetings of the committee shall be convened by the Secretaries and not less than ten 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.

## **ALTERATIONS TO THE CONSTITUTION**

13. Proposals for alteration of the constitution must be notified to the Secretaries six weeks before the Annual General Meeting or the Extraordinary General Meeting convened for the purpose. The Secretaries must inform all members in writing of the proposals at least four 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 members present shall be in favour of such alteration. All such amendments must be submitted to Union Council for ratification.

March 1982