
CONSTITUTION OF THE CIVIL STRUCTURAL SOCIETY

The following definitions apply throughout this document:

"AGM" means Annual General Meeting.

"EGM" means Extraordinary General Meeting.

Article 1 Name of the Society

The name of the Society shall be the MTU Civil Structural Society.

Article 2 Aims and Objectives

The Aims of the Society shall be to:

2.1 Create a comfortable environment for members to enjoy themselves and to socialise with other students in the department.

2.2 Introduce members to various opportunities in the field of civil and structural engineering through academic events.

2.3 Foster an inclusive and diverse environment for students within the department, regardless of race, religion, disability, social class etc.

Article 3 Membership

3.1 Membership of the Society shall be confined to full-time students of MTU only.

Article 4 The Committee Structure

4.1 A committee shall conduct the business of the Society.

4.2 The Committee shall consist of the following members Chairperson, Vice-Chairperson, Secretary, Treasurer, Public Relations Officer, First Year Rep, Second Year Rep, Third Year Rep, Masters Rep, and Social Media Officer all of whom shall be elected at the AGM to hold office until the next AGM.

4.2 At least one first-year student from the civil and structural course must be elected to a position on the committee.

4.3 Meetings of the Committee shall take place at least once a week per term.

4.4 The Quorum for a meeting of the Committee shall be 5 committee members

4.5 At least 2 days' notice of a committee meeting shall be given by the Chairperson or Secretary to the members of the Committee.

4.6 In the event that a member of the committee fails to attend two consecutive meetings without reasonable explanation, they will be deemed to have resigned from the committee.

Article 5 Duties of the Committee Officers

- 5.1 The **Chairperson(s)** shall have overall responsibility for the affairs of the Society. They shall be responsible to lead the Societies work, allocate work amongst the society committee and also preside at all meetings of the Society. In the absence of the Chairperson, the vice chairperson shall delegate the work.
- 5.2 The **Vice Chairperson** shall oversee the overall functioning of the society. They shall be responsible for sharing the delegation and responsibilities of work to committee members, and also preside all meetings of the Society.
- 5.2 The **Secretary** shall keep the non-financial affairs of the Society, including the official membership list. Notifying the committee members of meetings and activities. Record and retain the minutes of all meetings of the Society. Prepare an annual report for submission to the AGM and to the relevant MTU Committee.
- 5.3 The **Treasurer** shall manage the financial affairs of the Society, in consultation with the Chairperson. Maintain a clear, detailed and accurate record of all financial transactions of the Society. Obtain receipts for all expenditures incurred by the Society and maintain all records necessary to satisfy the relevant MTU Committee regarding the spending of monies allocated. Notify the relevant MTU Committee of all funding received by the Society from other sources as they occur and the use to which such funds were put and account for the same. Present a detailed Financial Report including Accounts in a standard format to the AGM and send a copy of this report at the time to the relevant MTU Committee.
- 5.4 The **Public Relations Officer** shall be responsible for advertising the meetings, events and activities of the Society to members and to the public as well as Booking rooms and venues. Students are informed about events through text messages, emails, posters on notice boards, SU magazine, social media and Societies Office promotion channels.
- 5.5 The **Social Media Officer** shall be responsible for creating media to advertise events and endorse the society. Managing all social media platforms such as Instagram, Twitter, LinkedIn ect and keeping them up to date by posting photos and updates regularly about events (both past and future), events by other academic societies and academic opportunities.
- 5.6 The **Year Representatives** shall be responsible for promoting any events which we are planning with their relevant class groups. The year representatives shall relay any questions or concerns regarding any events or society practices.

Article 6 Amendments to Constitution

- 6.1 Amendments to the Constitution may only be made at the AGM or EGM.
- 6.2 All amendments require a two-thirds majority of those present and entitled to vote.

Article 7 Annual General Meeting

- 7.1 All office-bearers shall be subject to election annually at the AGM of their society. At least five working days notice must be provided to all members of an AGM taking place and it must be accessible for all members to attend. The Societies Office must be notified of the intent to hold an AGM. Prominent notice of an AGM on a minimum of 3 different communication methods is required.

Article 8 Extraordinary General Meeting

- 8.1 An EGM may be convened to hold an election to fill a vacancy on the committee, consider a proposal to amend the constitution or to address unforeseen circumstances.
- 8.2 An EGM may be requested by a majority decision of the committee or in writing by at least 10 members of the Society.
- 8.3 At least five working days notice must be given for an EGM and the Secretary must post a prominent notice of an EGM on a minimum of 3 different communication methods. The notice must include the agenda and the reason why the EGM has been called and by whom. The Societies Office must be notified of the intent to hold an EGM.

Article 9 Resignations from the Committee

- 9.1 The resignation of any member of the committee must be put in writing to the Secretary of the Society and to the Societies Office.

Article 10 Revocation

- 10.1 This constitution is effective as of October 11th. All previous constitutions are hereby rendered null and void.
- 10.2 It is every member's right to have access to or have a copy of the constitution if desired. Copies of the constitution shall be presented to the Societies Office.

Article 11 Code of Conduct

All members of the society must abide by the following :

- 11.1 Conduct yourself responsibly and appropriately for the location and context of the event.
- 11.2 The committee reserves the right to bar any members, by a majority vote of the committee, from society meetings and all events if they have been found to have behaved inappropriately towards another person(s) i.e Unwanted sexual advances, bigoted remarks, physical/verbal aggression ect.