

University of Glasgow
Exploration Society
CONSTITUTION

1. Name

The name of the Society will be University of Glasgow Exploration Society (GUExSoc).

2. Aims

The aims of the GUExSoc will be:

a) To facilitate the organisation of Expeditions involving its members.

Expeditions will be both educational and broadly scientific in character. The Society will not support Expeditions whose main aims are the raising of funds for travelling to a particular place. An important aim of GUExSoc Expeditions is to give undergraduate students from as many disciplines as possible the experience of both organising and participating in an Expedition which may take them abroad.

b) To organise social and educational meetings for its members and other people interested in Expeditions.

3. Membership

Membership is open to any student and member of staff of the University of Glasgow.

At the discretion of the Committee, others may be admitted to Associate Membership of the Society. Associate Members will lack voting rights but will be entitled to participate in Expeditions.

4. Committee

GUExSoc will be administered by a Committee elected from its membership. The Committee will comprise President, Vice-President, Secretary, Membership Secretary, Treasurer, Publicity Officer, Social Convenor and up to 8 ordinary Members. The Committee will be elected at an Annual General Meeting of the Society and should include at least one member of staff and, when possible, one post-graduate student. The Committee must include representation from more than one of the University's planning units. If a Committee member resigns or ceases to be a member of the University during a term of office, the remainder of the Committee may fill the post by co-option from the membership. The Committee may not include more than two co-opted members and may not fall below seven in total number. Committee meetings will be chaired by the President or Vice President. Committee decisions will require a simple majority of those present, with the Chair having a casting vote. Committee meetings will be inquorate if less than half the Committee are present. The Committee's function will be to administer the Society, including arranging publicity for the Society's activities.

Associate Members cannot hold office in the Society, nor vote at General Meetings of the Society.

5. Exploration Council

GUExSoc will be overseen by an Exploration Council, appointed by the University Court. A

member of Council cannot at the same time be a member of the Society Committee, but is eligible to participate in Expeditions.

The main function of the Council will be to scrutinise Expedition proposals that have been evaluated and forwarded with recommendations, if deemed necessary, by the committee (proposals include scientific purpose, financial arrangements, organisation, etc.) in the light of the Exploration Council Guidelines for Support. Proposals which satisfy the Council will be allowed to use the name of the University and will be eligible to apply, with Council support, for financial assistance from the University Court.

6. Annual General Meeting

The AGM will be held during the last two weeks of the second term or the first two weeks of the third term each session. Members will be given two weeks term-time notice of the AGM's date and venue by means of e-mail and prominently displayed notices. The business of the AGM will be to elect the Committee for the following year, to hear an account of the year's activities, to approve the independently examined accounts, to elect any Honorary Officers, to appoint an independent examiner for the next year's accounts and to discuss any other competent business.

Any member wishing to propose a motion to the AGM should submit it seconded and in writing or by e-mail to the Secretary at least one week before the AGM.

The AGM will be Chaired by the President, or by another office bearer in the President's absence. The quorum at the AGM shall be 10 members.

7. Extraordinary General Meetings

Members of the Society wishing to call an EGM must submit to the Committee a document outlining their reasons and with the signed support of at least ten of the members, or one tenth of the membership, whichever is the least. On receipt of such a document, the Committee must call an EGM within four weeks, the notice calling the meeting to be sent by e-mail to each member and also prominently displayed giving two weeks notice.

The EGM will be Chaired by the President, or by another office bearer in the President's absence. The quorum at an EGM shall be 10 members.

8 Minutes

It will be the task of the Secretary, or a Deputy, to keep Minutes of Committee Meetings, and General Meetings. The Minutes will be available to any member on request.

9. Subscription

The annual subscription to the Society will be fixed at the AGM, using the advice of the Treasurer. Rates for the various categories of member (staff, post-graduate, under- graduate and associate) may be different.

10. Finance

- i) The Society's income will be used to further the Aims of the Society.
- ii) Individual Expeditions must have their own bank accounts and be self- financing. The Society will not be liable for any losses made by an individual Expedition. Any monies remaining in the bank account of an individual Expedition once that Expedition's Report has been completed

and all its costs met must be transferred to the Society's account, and the Expedition's account closed. Exceptionally, when an Expedition is to have a follow-up in the next year, the Expedition's organiser may apply to the Committee for approval to keep the account open to use the remaining monies for the organisation of the next Expedition.

iii) The Committee is empowered to apply for grants to assist the Aims of the Society as a whole. Such grants may be used to help finance individual Expeditions.

iv) The Treasurer shall present to the Committee each year a Financial Statement for the year to the end of February. The financial statement shall be passed to an independent examiner appointed at the previous AGM. The accounts shall be passed to the independent examiner in time for them to be checked in advance of the AGM.

v) The financial statement for any year shall contain a summary of all the accounts for each Expedition completed during that year, in terms of total income, total expenditure and balance transferred to the Society.

11. Honorary Officers

The AGM may elect an Honorary President and up to three Honorary Vice-Presidents.

12. Amendments to the Constitution

Amendments to the Constitution may be made only at a General Meeting. Any proposal to amend the Constitution must be proposed and seconded by members of the Society and must be notified to the Committee at least three weeks in advance of the General Meeting at which it is to be discussed. Any proposed amendment must be included in the notice convening the meeting. Amendments to the Constitution will require a two thirds majority of those present and voting at the General Meeting.

13. Dissolution of the Society

In the event of the Society being dissolved, by a two thirds majority of an Extraordinary General meeting, all the assets of the Society will be transferred to the University Court. Any such dissolution will be handled by the Exploration Council at the request of the Society's Committee.

14. Organisation of Expeditions

i) It will be up to groups of members to organise Expeditions, not to the Society's Committee. Expedition proposals must be made public at an Open Meeting of the Society called for that purpose. Although a proportion of the membership of any proposed Expedition may have been chosen in advance of the Open Meeting, it must be possible for Society Members to apply to and become members of the proposed Expedition. The number of Associate Members of the Society contributing to the membership of an Expedition must always be less than 50 of the total membership of the Expedition. After the Open Meeting, each Expedition should submit a full Expedition Prospectus to the Committee. After a Prospectus has been examined by the Committee, the Committee will submit it to the Exploration Council for approval, with a recommendation concerning the level of support which the Expedition should be given.

ii) From time to time, the Committee of the Society will publish guidelines on the organisation of Expeditions. The Committee will also maintain up-to-date information useful to the planning of Expeditions. The Committee will also make available to groups preparing Expedition proposals the Exploration Council Guidelines on Support.

iii) All Expeditions must publish a report of their work, submitting one copy to the Committee, one to the Exploration Council and one to the University Library. All Expeditions will also give a verbal report of their work to an Open Meeting of the Society, and be prepared to submit some photographic record of their work to the Society's Publicity Officer for use in publicising the Society's activities. A brief account of each Expedition should also be sent, written by an Expedition member, to the Glasgow University 'Guardian' as a means of raising the Society's profile around the University.

Revised constitution approved by an EGM on 10th December, 1997, then forwarded to University Court for consideration.