

# CONSTITUTION OF THE ABERDEEN UNIVERSITY GEOLOGICAL ALUMNI ASSOCIATION

## **ARTICLE I: Name and Purpose**

### Section 1. Name.

The name of the Association shall be the "Aberdeen Geological Alumni" (A.G.A.). Hereinafter referred to as "the Association".

### Section 2. The main objectives of the Association shall be:

- a) To establish, encourage and maintain a mutually beneficial relationship between graduates and the staff and students of the Department of Geology and Petroleum Geology of the University of Aberdeen, hereinafter referred to as "the Department".
- b) To further the welfare of the Department and its staff and students by any means in the Association's power.
- c) To diffuse information about the Department's needs and to encourage alumni to support the Department.
- d) To promote goodwill links between the Department and industry, government and other universities through graduate contacts.

## **ARTICLE II: Membership**

The Association shall have four categories of members:

### Section 1. Ordinary Member.

Ordinary Membership shall be available to graduates, former students, holders of honorary degrees and staff members of the Department.

### Section 2. Student Member.

Student Membership shall be available to current undergraduate and postgraduate students of the Department. Students from other departments may be admitted at the discretion of the Management Committee.

### Section 3. Associate Member.

- a) Associate Membership shall be available to any individual or organisation sharing the objectives of the Association.
- b) Associate Members shall have all the privileges of regular membership except those of voting and holding office in the Association.

Section 4. Honorary Member.

Honorary membership may be awarded at the discretion of the Management Committee. Candidates for Honorary membership must be recommended to and approved by the Management Committee.

**ARTICLE III: Management Committee**

Section 1. Structure.

There shall be a Management Committee (hereinafter referred to as "the Committee") normally consist of a minimum of eight members selected from the Ordinary, Student or Honorary Membership.

Section 2. Office-bearers.

The officers of the Association, whose positions shall be honorary, shall be the President, Chairman, Vice Chairman, Secretary, and Treasurer.

- a) Except where other provision is made, the officers shall be members of the Association and shall be elected at the AGM.
- b) The President of the Association shall be an *ex-officio* member of the Committee with full voting rights and privileges for the duration of his/her term.

He/She shall be nominated by the Committee, in consultation with the Department.

- c) The Head of Department or his/her designee shall be an *ex-officio* member of the Committee with full voting rights and privileges.
- d) The Alumnus Officer of the University shall be an Honorary Member of the Association and shall serve as an *ex officio* member of the Committee with full voting rights and privileges for the duration of his/her term.

Section 3. Committee Membership

- a) At least one Committee Member shall be selected to represent the current Student Membership and at least one other to represent the staff of the Department.
- b) The Committee shall have the power to co-opt additional members at any time. Any member so co-opted shall serve out the unexpired portion of the term of the Committee.
- c) If the post of any Officer or Ordinary Committee Member should fall vacant after an election, the Committee shall have the power to fill the vacancy.

Section 4. Nomination.

Nomination to the Committee is open to any Ordinary or Student Member of the Association. Any Member may make nominations to the Committee. All nominations will be considered at the Annual General Meeting.

Section 5. Terms.

- a) Committee members shall be elected for one-year terms.
- b) An officer shall hold only one position at a time.
- c) All Committee members will stand down at the end of each year but may be nominated for re-election in any subsequent year.
- d) Office bearers may serve successive terms.

Section 6. Organisation and Meetings.

- a) The Committee shall have the power to manage the whole business of the Association competent in the terms of this Constitution and to allocate funds in keeping with the aims of the Association.
- b) The Committee shall meet at such times as it shall itself determine, but not less than twice in each year.
- c) At all meetings the Chairman, whom failing the Secretary, whom failing any Committee Member elected by the Meeting shall take the chair.
- d) The Committee may, at its discretion, invite any member of the Association or other person to attend a Committee meeting, but such members or persons shall not be entitled to vote at such meetings.
- e) The Committee shall have the power to set up sub-committees as shall be necessary to consider and report back on any matter within the responsibility of the Committee. At least two members a sub-committee shall be members of the Committee and one or the other of these shall act as Chairman at their meetings.
- f) The Secretary or his alternate shall be responsible for maintaining accurate records of all proceedings of the Association and the Management Committee. All minutes are to be distributed to the members of the Committee within 30 days following any Committee meeting.

Section 7. Quorum.

A quorum for business at Association meetings shall consist of those members present at the time the meeting is called to order. The Association shall act at any meeting by a majority vote of those members present and voting. In an equality of votes the Chairman shall have a casting vote.

## **ARTICLE IV: Finance**

### Section 1. Financial Year.

The financial year of the Association shall be from 1<sup>st</sup> October to 30<sup>th</sup> September.

### Section 2. Subscriptions.

- a) There shall be an annual subscription fee, the rates of which will be fixed by the Committee and which will fall due on the 1<sup>st</sup> October.
- b) Any changes to the level of subscription shall be notified to members one month prior to the due date.
- c) Any member whose subscription is not paid by January 31<sup>st</sup> shall, at the discretion of the Committee, cease to be a member.
- d) Members shall be entitled to a free copy of all communications and newsletters issued by the Committee. These may be in hard copy or electronic form.
- e) Where two payments are made by husband and wife, each shall have the full privileges of membership except that, where applicable, only one copy of all communications and publications shall be sent to the same membership address.

### Section 3. Treasurer

- a) The Treasurer shall receive and disburse the Association's monies as directed by the Committee, and other members of the Committee receiving or paying out money on its behalf shall be accountable to him.
- b) The Treasurer shall arrange for the keeping of proper accounts and for these to be inspected by the Auditor(s) appointed and laid before the Annual General Meeting for approval.

### Section 4. Signatories.

Cheques shall bear the signature of two Committee members, one of which shall be an officer of the Association.

### Section 5. Liability.

The Association's officers shall not be held responsible for any payments received from members in the form of cash or coin sent through the post.

## **ARTICLE V: Association Meetings**

### Section 1. Annual General Meeting

- a) An Annual General Meeting of the Association shall be held between 30<sup>th</sup> September and 31<sup>st</sup> December. The business of the meeting shall include:
  - (i) Report by the Committee on the business of the past year.
  - (ii) Accounts and Treasurer's Report.
  - (iii) Election of Office-bearers and other members of the Committee and Honorary Members if required.
- b) The Annual General Meetings shall be held in the Department unless otherwise agreed.
- c) All members of the Association shall be entitled to attend the meeting and to vote.

- d) Notice of the date and time of the Annual General Meeting shall be circulated with best endeavours to permit such notice to reach any member in the United Kingdom before the meeting.
- e) Any member of the Association may submit motions for discussion and nominations for membership of the Committee.
- f) Motions for discussion must reach the Secretary not less than fourteen days before the date fixed for the meeting. They must be proposed and seconded.
- g) Nominations for Officers and membership of the Committee may be submitted to the Secretary before the date fixed for the meeting. These shall be valid only if the person nominated has expressed consent to nomination.
- h) Where the number of nominations exceed the number of vacancies members of the Committee shall be elected by those present at the Annual General Meeting in such manner as the Chairman may think appropriate.

Section 2. Special or Extra-ordinary Meeting

- a) A Special or Extra-ordinary Meeting of the Association may be called at any time.
  - (i) By a majority resolution of those present and voting at a duly constituted meeting of the Committee.
  - or
  - (ii) By request in writing to the Secretary signed by at least 10 members. Such requests must state the purpose for which the meeting is to be called. It must reach the Secretary at least 30 days before the proposed date of the meeting.
- b) Notice of the date and time of a Special or Extra-ordinary Meeting shall be circulated with best endeavours to permit such notice to reach any member in the United Kingdom before the meeting.
- c) Special or Extra-ordinary Meetings shall be held in the Department.
- d) No business shall be transacted at the Special Meeting or Extra-ordinary except that for which the meeting was called.

**ARTICLE VI: Affiliation**

Any properly constituted body having conditions of membership and objectives similar to those of the Association may be affiliated to the Association on such terms as may be mutually arranged. Such terms must be approved by the Management Committee.

**ARTICLE VII: Interpretation and Amendments**

Section 1. Interpretation

- a) The Committee shall have power to interpret the rules of this Constitution should there be any difference of opinion concerning them.
- b) The Committee shall have the power to deal with any matter not provided for in this Constitution

Section 2. Amendments

Amendments to this Constitution may be made by mail ballot prior to an Annual General Meeting, or by a two-thirds majority of those voting at an Annual General Meeting or a Special Meeting called for the purpose.

- a) A rule or rules of the Association may only be changed or a new rule adopted on the proposal of three members of the Committee or 10% of the members for the time being of the Association:
  - (i) By resolution at a General Meeting with a two-thirds majority of those voting.
  - or
  - (ii) By postal ballot, held at the discretion of the Committee, with a two-thirds majority of those voting.

**ARTICLE VIII: Winding Up**

- (a) The Association may only be dissolved or merged with another organisation by a majority of three-quarters of those attending and voting at a Special or Extraordinary Meeting called for the purpose.
- (b) In the event of winding up or dissolution of the Association, any assets or property of the Association remaining after the discharge of all just debts and liabilities shall become the property of the Department. These to be used for the benefit of the Department in accordance with the stated aims of the Association or if this is not possible, some charitable institution having similar objectives.

Approved by Committee 11th September 2000.

To be approved and adopted by AGM 29th November 2000.