

The Microscopy Society of Ireland

Constitution

1.

The name of the Society

The name of the Society (hereinafter called "The Society") shall be "The Microscopy Society of Ireland".

2.

Objects of the Society

- a) To foster an interest in the science and practice of microscopy.
- b) To create a forum for academic and technical dialogue in matters relating to microscopy.
- c) To promote training and education in microscopy for its members.

3.

Membership

- a) Persons interested in the science of microscopy shall be eligible for Ordinary or Student Membership of the Society.
- b) The Committee may nominate persons who have rendered distinguished service to microscopy or to the Society, for election, at the AGM, as Honorary Members of the Society.
- c) A Company with an interest in microscopy may be elected by the Committee to Corporate Membership of the Society. Representatives of such Companies shall be entitled to all the privileges of ordinary members save that only one representative of each Company shall be eligible to vote at meetings of the Society.
- d) All members shall observe the provisions of the Constitution and Byelaws and shall uphold the dignity and welfare of the Society. No member shall represent or hold out that they have power to act on behalf of, pledge the credit of or enter into any contract on behalf of, the Society without the written permission of the Committee.

4.

Subscription

- a) The subscription shall be determined by the Committee and approved at the AGM.
- b) The subscription shall fall due at the date of the annual symposium and will remain valid up to the succeeding symposium.
- c) The Committee may stop the circulation of Society notices to a member whose subscription is more than 12 months in arrears.
- d) The Committee may remove from membership, a person whose subscription is more than 24 months in arrears.

5.

The Committee

- a) Between Annual General Meetings, the government of the Society shall be vested in the Committee who shall be drawn from, and elected by, current members of the Society:

- The President;
- The Immediate Past President;
- The Secretary;
- The Treasurer;
- The Information Officer;
- The Education Officer;
- The Postgraduate Representatives;
- co-opted members who shall be members of the Society

b) At any of its meetings the Committee may co-opt members to ensure adequate representation for different centres and fields of interest.

c) At least seven days notice of meetings shall be sent in writing to the Committee by the Secretary.

6.

Sub-Committees

The Committee may at any time form or appoint Sub-Committees and may from time to time delegate power to Sub-Committees so appointed, such Sub-Committees shall be limited in time and authority. All Sub-Committees should have at least one member of the Committee among their membership.

7.

Election of Officers and Committee

a) The Officers, who shall be registered members of the Society, shall be elected at the Annual General Meeting. Elected Officers and Committee members must remain registered members of the Society during their term of Office.

b) The term of office of the President shall be two years and the President can be re-elected for one further two year term. The President will normally remain on the committee for a further two years as Immediate Past President. An outgoing President shall not be eligible for re-election as President for a period of six years.

c) The terms of office of the Secretary, Treasurer, Information Officer and Education Officer shall be three years. They shall be eligible for re-election without limit.

d) There shall normally be one male and one female Postgraduate Representative; their term of office shall be three years. They shall not be eligible for re-election.

e) Elected or co-opted members of the Committee shall hold office for a period of three years and shall be eligible for re-election without limit.

8.

Duties of Officers

The Officers of the Society are those named above in 5(a). It is noted that, in carrying out their duties under the Constitution, the Officers shall act on behalf of the members of the Society and shall hold no personal or financial liability by virtue of their office.

a) The President shall:

(i) Guide the Society and the Committee;

(ii) Preside at all meetings of the Society at which she/he is present and shall have a deliberative as well as a casting vote. In his/her absence, the Chair shall be taken by the Immediate Past President, who will then have a deliberative and casting vote.

b) The Secretary shall:

- (i) Issue proper notice of and keep proper minutes of all meetings of the Society and of the Committee;
- (ii) Be responsible, subject to the Byelaws, for the organisation and administration of all meetings of the Society;
- (iii) Complete and maintain an up-to-date register of the members of the Society;
- (iv) Submit an Annual Report to the AGM;
- (v) Co-ordinate the work of the Committee and any Sub-Committee.

c) The Treasurer shall:

- (i) Keep an accurate account of all monies received and paid on behalf of the Society;
- (ii) Disburse monies on behalf of the Society in accordance with the Byelaws;
- (iii) Present an Annual Report and Statement of Accounts to the Annual General Meeting.

d) The Information Officer shall:

- (i) Promote the objects of the Society and shall advise and assist in all matters relating to public relations, publicity and the internal and external dissemination of information;
- (ii) Be responsible, subject to the Byelaws, for the organisation, administration and upkeep of the Society's website.

e) The Education Officer shall:

- (i) Promote the objects of the Society and shall advise and assist in all matters relating to microscopy outreach and education.

f) The Postgraduate Representatives shall:

- (i) Promote the objects of the Society and shall advise and assist the committee in all matters relating to the student membership;
- (ii) Be responsible, subject to the Byelaws, for the organisation and administration of any student-led activities of the Society.

9.

Annual General Meeting

- a) The Annual General Meeting of the Society shall be held during the annual symposium.
- b) Notice of the AGM shall be sent to members by the Honorary Secretary not less than 30 days prior to the date of the meeting.
- e) At an AGM, any 6 members shall constitute a quorum.
- f) Only fully paid up members shall be entitled to vote.
- g) The Chairperson shall have a casting as well as a deliberative vote
- h) Subject to the Constitution and Byelaws of the Society, the Chairperson shall be responsible for the proper conduct of the AGM and shall decide all procedural matters.
- i) At the AGM there shall be agreement on the location or provision made for the hosting of the annual symposium which may be held in conjunction with cognate societies.

11.

Extraordinary General Meeting

a) An Extraordinary General Meeting shall be called:

- (i) By requisition made in writing to the Secretary, signed by not less than 10 members and stating the nature of the business to be transacted;
- (ii) By the Secretary on the direction of the Committee, stating the nature of the business to be transacted;
- (iii) Such a meeting shall be held within 14 days of the receipt of such a requisition or direction by the Secretary;
- (iv) Members shall receive at least 7 days written notice of such a meeting, stating the nature of the business to be transacted;
- (v) The rules for the conduct of an Extraordinary General Meeting shall be the same as for an AGM.

12.

Alteration to the Constitution

No alteration shall be made to the Constitution except by a two-thirds majority of those present and voting at a General Meeting.

13.

Byelaws

- i) The resignation of any Office Holder, Committee member or Ordinary Member of the Society shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President.
- ii) In cases where any Officer Holder requires additional support they can, with the agreement of the Committee, appoint an Assistant of limited-term.