

# **The Microscopy Society of Ireland**

## **Constitution**

### **The Name of the Society**

The name of the Society (hereinafter called "The Society") shall be "The Microscopy Society of Ireland" also referred to as MSI.

### **Goals of the Society**

The society is the professional body for microscopists on the Island of Ireland.

The goals of the society are:

- a) To foster an interest in the science and practise of microscopy
- b) To act as a platform for dialogue in matters relating to microscopy
- c) To promote training and education in microscopy for its members
- d) To promote and advocate the engagement of microscopy-based activities and the wider/broader public

### **Membership**

a) There are four categories of membership of the Society:

- i) Ordinary members
- ii) Student members
- iii) Honorary members
- iv) Corporate members

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) Any 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.

- i) Only one representative of each Company that holds Corporate membership shall be eligible to have a casting vote at Society meetings.

d) Registered students are eligible to join the Society as student members.

e) All members shall observe the provisions of the Constitution and Bye-laws and shall uphold the reputation, dignity and welfare of the Society and its members.

f) No member shall act on behalf of the Society without the written permission of the Committee.

### **Subscription**

a) The subscription cost shall be determined by the Committee and approved at the AGM.

- b) The subscription shall remain valid for the duration of the paid subscription.
- 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 12 months in arrears.

## **The Committee**

- a) The governance of the Society shall be vested in the Committee comprised of these named officers:
  - The President;
  - The Immediate Past President;
  - The Secretary;
  - The Treasurer;
  - The Webmaster Officer;
  - The Events Public Relations Officer;
  - The Education and Public Engagement Officer;
  - The Postgraduate Representatives;
  - The RMS Liaison

In addition, further committee members can be elected to ensure adequate representation for different centres and fields of interest.

- a) At any of its meetings the Committee may co-opt members
- b) The Committee shall (normally) meet at least three times a year, a meeting comprising at least six persons, one of whom must be the President or Secretary (or an appointed nominee).
- c) At least seven days notice of meetings shall be sent in writing to the Committee by the Secretary.
- e) For matters to be voted upon, all committee members shall have single, equal votes. In the event of a tied vote, the President shall cast the deciding vote.

## **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.

## **Election of Committee Members and Term Durations**

- a) The Officers, who shall be registered members of the Society, shall be elected at the Annual General Meeting (AGM). Elected Officers and Committee members must maintain an up to date subscription as members of the Society during their term of Office.

b) At the time of any election, nominations will be encouraged from any under-represented backgrounds including any and all protected characteristics as outlined in legislation.

c) The resignation of any Office Holder or Committee member shall be instituted by a letter of resignation to the Secretary of the Society who will then inform the President. On acceptance of a resignation, the President shall communicate the resignation to the committee and membership through the Secretary. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President. In the case of a committee member stepping down, that person can be replaced by an acting member approved by a vote at a committee meeting, until the next AGM.

d) 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.

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

f) There shall up to four Postgraduate Representatives; including at least one from life-sciences, one from physical sciences, and up to two other positions so as to reflect the diversity of the membership; their term of office shall be **three years**. They shall not be eligible for re-election.

g) 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.

## **Duties of Officers**

The Officers of the Society are those named above in “The Committee” (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.

In cases where any Officer Holder requires additional support they can, with the agreement of the Committee, appoint an Assistant of limited term.

### **a) The President shall:**

- (i) Lead the Society, champion its goals and enforce the constitution.
- (ii) Preside at and Chair all meetings and AGMs of the Society at which they are present and shall have a deliberative as well as a casting vote.
- (iii) In their absence, the role of the Chairperson shall be the nominee of the president, who will then have a deliberative and casting vote.

### **b) The Immediate Past President shall:**

- (i) Attend committee meetings, AGMs and EGMs in an advisory capacity

### **c) The Secretary shall:**

- (i) Issue proper notice of seven days and provide an agenda for all meetings of the Society and of the Committee;

- (ii) Keep minutes of all committee meetings including AGMs and EGMs and distribute the minutes to the committee in advance of the next committee meeting
- (iii) Be responsible, subject to the Bye-laws, for the organisation and administration of all meetings of the Society;
- (iv) Complete and maintain an up-to-date register of the members of the Society;
- (v) Complete and maintain an up-to-date register of the office holders of the committee
- (vi) Submit an Annual Report to the AGM;
- (vii) Liaise between the Committee and the chairpersons of any formed Sub-Committee.
- (viii) Archive a record of all society social media, website and bank account details between handover of roles

**d) 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 Bye-laws;
- (iii) Present an Annual Report and Statement of Accounts to the Annual General Meeting.
- (iv) Complete and maintain an up-to-date register of the members of the Society;
- (v) Sit on the local organising committee of the annual symposia
- (vi) Communicate renewal of membership subscription fees to all members

**e) The Webmaster Officer shall:**

- (i) Be responsible for the design, organisation, administration and upkeep of the Society's website.
- (ii) Maintain current content on the website in a timely manner
- (iii) Keep a record of all society social media account details
- (iv) Complete and maintain an up-to-date register of the members of the Society

**f) The Events and Public Relations Officer shall:**

- (i) Communicate the goals of the Society
- (ii) Advise and assist in all matters relating to public relations and publicity of the society
- (ii) Manage and update the society's social media accounts
- (iii) Email members regarding the promotion of upcoming activities e.g. symposia, lectures, other microscopy related activities
- (iv) Sit on the local organising committee of the annual symposia
- (v) Keep a record of all society social media account details

**g) The Education and Public Engagement Officer shall:**

- (i) Promote the goals of the Society and shall advise and assist in all matters relating to the public engagement and education of microscopy

**h) The Postgraduate Representative shall:**

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

**i) The Royal Microscopical Society (RMS) Liaison Officer shall:**

- (i) Connect with the RMS to promote common activities
- (ii) Inform the Committee about possible common activities and meetings

## **Annual General Meeting (AGM)**

- 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 Secretary not less than 30 days prior to the date of the meeting.
- c) Items for discussion for the AGM are to be signed by two members of the Society and must be sent to the Secretary not less than 21 days before the date of the meeting.
- d) The agenda for the AGM, including notice of items for discussion and Committee member nominations shall be available to members not less than 7 days before 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 Bye-laws 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 subsequent annual symposium which may be held in conjunction with cognate societies.

## **Extraordinary General Meeting (EGM)**

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 direction of a quorum (six) within the Committee to the Secretary, 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
- (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

## **Alteration to the Constitution**

No alteration shall be made to the Constitution except by a two-thirds majority of those present and voting at an AGM or EGM.