

University of Ulster

The Senior Common Room

(Coleraine Campus)

Constitution

Revised June 2004

OBJECT

There shall be a Senior Common Room at the Coleraine Campus of the University of Ulster. The object of the Senior Common Room is to provide social, educational, cultural and such other amenities for members as defined in sections 2 and 3 below.

1. President and Vice President

- (a). There shall be a President of the Senior Common Room who shall be elected at the Annual General Meeting from time to time.
- (b). There may be Vice Presidents of the Senior Common Room. The retiring President of the Senior Common Room only shall be eligible for election to the office of Vice-President by the Annual General Meeting that appoints his successor as President. The term of office of a Vice-President shall not exceed three years

2. Ordinary Membership

There shall be ordinary members who shall have voting rights. The following categories of persons are eligible for ordinary membership:

- (a). members of academic, library, administrative, executive, clerical, secretarial and technical staffs of the University, who are located at the Coleraine campus.
- (b). Research fellows and assistants who are employed at the University and are located at the Coleraine campus
- (c). persons located at the Coleraine campus who are registered for and following courses of study or research leading to postgraduate awards of the University of Ulster.

3. Other Forms of Membership

Associate Membership

There shall be Associate Members who shall not have voting rights.

- (a). The Committee shall be empowered to admit to associate membership persons it deems suitable, for renewable periods of one year (subject to the provisions of section 7 below).
- (b). Persons in the categories defined in sections 2(a), 2(b) and 2(c), but who are not located at the Coleraine campus, shall be eligible for associate membership as "country members".
- (c). The SCR Committee is empowered to admit to temporary associate membership bona fide members of visiting groups and conferences for the period of their visit.

Honorary Membership

- (a). There may be Honorary Life Members who shall have full voting rights. Such members may be elected by the whole body of members at a general meeting on the

recommendation of the Committee. Any full member may nominate someone for possible sponsorship by the Committee.

- (b). There may be Honorary Members admitted to membership for specified limited periods of time at the invitation of the Committee. Such Honorary Members shall not have voting rights.

Ordinary Life Membership

Persons who are ordinary members of the UUC Senior Common Room and have been so for at least five years and who are retiring from the University are eligible for Life Membership. Such Life Members shall have full voting rights.

4. Use of Facilities

All persons who are eligible for ordinary and associate membership of the Senior Common Room (Coleraine Campus) and wish to join it, shall be obliged to apply for membership in order to be permitted to use the facilities of the Common Room.

5.

The business and affairs of the Club shall be under the management of a Committee which shall be elected annually at the Annual General Meeting by the general body of members having rights of voting in relation to the affairs of the Club. The Committee shall consist of ten members, none of whom may serve for more than five consecutive years.

6.

The names and addresses of persons proposed as members under Rules 2, 3A(a) and 3A(b) of the Club shall be displayed in a conspicuous place in the Club premises for at least one week before their election and an interval of not less than two weeks shall elapse between the nomination and election of ordinary members. The Committee shall elect ordinary members. If persons, other than temporary associate members, are elected as members by a procedure which does not comply with the above, they shall not be admitted to any of the privileges of membership until the expiration of a period of at least 2 days from their election.

7.

Persons shall not be admitted in such numbers to membership not carrying rights of voting in relation to the affairs of the Club as will result in the number of members not having such voting rights being more than three times the number of members having such rights.

8.

No person under the age of eighteen years shall be admitted to membership of the Club.

9.

All members shall carry membership cards while on the premises of the Club.

10.

An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.

11.

Correct accounts and books shall be kept showing the receipts, expenditure, and financial affairs of the Club.

12.

Intoxicating liquor shall be supplied on the Club premises only at times to be decided by the Committee. These times will be within the times prescribed by existing laws regulating licensed Clubs. A notice in plain type outlining the times of opening shall be displayed in a prominent position at the bar.

Intoxicating liquor shall not be supplied for consumption outside the premises

(a) to persons who are not members of the Club,

or

(b) to members of the Club except in such quantities and during such hours, being within the permitted hours, and on such days as the sub-divisional commander for the police sub-division of Coleraine may authorise in writing. A copy of this Rule shall be exhibited in a conspicuous place in the Club premises.

13.

A statement, printed in plain type, of the hours during which intoxicating liquor may be supplied on the premises of the Club, shall be exhibited in a conspicuous part of the Club premises.

14.

- (a) No member of the Committee and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor therein or in the profits arising from such supply.
- (b) No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- (c) No person shall, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or members or guests, apart from any benefit accruing to the Club as a whole.

15.

Intoxicating liquor shall not be supplied to any person under the age of eighteen years,

16.

No member or visitor may bring into the Club's premises private supplies of intoxicating liquor.

17. Visitors

All members with voting rights (see sections 2 and 3 above) shall be allowed to introduce visitors subject to the following provisions:-

- (a). The same person, except where that person is a parent, partner or child of a member, shall not be permitted as a visitor to the club premises on more than twenty days in any period of twelve months.
- (b). Guests of members shall not be admitted to the club premises except in the company of a member and members shall, immediately on the admission of their guests to the club premises, enter their own names and the names and addresses of their guests in a book which shall be kept for that purpose and which shall show the date of each visit.
- (c). A visitor shall not be supplied with intoxicating liquor in the Club premises unless upon the invitation and in the company of a member
- (d). Members shall be responsible for their visitors strictly observing the Rules and shall not leave the Club premises before their visitors.
- (e). No person eligible for ordinary membership shall be introduced as a visitor except if such a person shall have applied for membership and the application is still under consideration under Rule 6.
- (f). No person shall be introduced as a visitor who has been excluded or suspended from membership or whose conduct or presence in the Club has been considered by the Committee objectionable or prejudicial to the interests of the Club

18. The Committee

- (a). The Committee shall be elected at an Annual General Meeting to be held during the months of May or June each year and shall hold office for a calendar year.
- (b). The Committee shall, at its first meeting after the annual elections, elect its own Chairperson, Secretary and Treasurer from among its members.
- (c). The Committee shall have power to fill any casual vacancies by co-option, and to co-opt up to two additional members to serve for a period not exceeding one year.
- (d). The Committee shall appoint two independent auditors.
- (e). The Committee shall have powers to set up such sub-committees as it deems necessary.

- (f). The Committee shall meet at least once in each term.
- (g). The quorum for a meeting of the Committee shall be four elected members and, for the purpose of this subsection, the presence of co-opted members shall not be counted to make a quorum.
- (h). In the absence of its Chair the Committee shall elect its own acting Chair.
- (i). Should at any time the number of serving elected Committee members become six or fewer, an extraordinary general meeting (convened in accordance with the provisions set out in Rule 20) may elect members to fill the vacancies on the Committee. Such elected Committee members to serve until the next Annual General Meeting

19. Annual General Meeting

- (a). The Annual General Meeting shall be held in the month of May or June of each year and may be attended only by members with voting rights. Members shall be notified of the date of the meeting at least three weeks before the meeting.
- (b). The business to be transacted shall be notified by an agenda circulated at least one week before the meeting and shall include:
 - (i) Receipt of Chair's report on the Committee's year of office;
 - (ii) Receipt of the Honorary Treasurer's audited report (the accounts shall run from 1 April to 31 March each year);
 - (iii) Election of the Committee for the incoming year;
 - (iv) The fixing of a defined subscription payable by members on election and thereafter annually in advance on 1 April each year;
 - (v) Consideration of any proposals for amendment to the Constitution (any such proposal must be received in writing by the Secretary at least fourteen days before the date of the Annual General Meeting, and must be proposed and seconded by ordinary members in good standing);
 - (vi) There shall be a Disciplinary Sub-Committee comprising three members of the Club, not being members of the Committee, appointed by the Annual General Meeting. This Sub-committee shall consider any disciplinary matters referred to it by the committee and make recommendations about disciplinary action, if any, to be taken. The procedures to be followed are given in the Schedule annexed to these Rules.
 - (vii) Any other business
- (c). The quorum for Annual General Meetings shall be twenty persons or fifty percent of the voting membership, whichever is the lesser.

20. Other General Meetings

The Secretary shall at any time, by direction of the Committee or at the written request of twenty percent of the voting members, call an extraordinary general meeting. The quorum shall be the same as for the Annual General Meeting. No business referred to in sections 19(b)(i), (ii),(iii) shall be discussed.

21. Powers of Exclusion/Right of Appeal

The Committee shall have powers to exclude permanently or to suspend any member of the Senior Common Room on the grounds of misbehaviour or misconduct. Any member suspended or expelled from the Senior Common Room may appeal to the Committee which shall have the power to decide the matter. The procedures to be followed are given in the Schedule annexed to these Rules.

22. Powers to Make Rules

The Committee shall be empowered to make rules for the conduct of the Senior Common Room. Any amendments, additions or deletions shall be subject to subsequent ratification by a properly constituted (see sections 19 and 20 above) annual or other general meeting of voting members.

23.

On questions of the interpretation of these rules and regulations, the decision of the Committee shall be final and binding.

Schedule

1. Procedure for dealing with disciplinary matters

On receiving a report from any source about any alleged misconduct or misbehaviour by a member on the Club's premises, the Committee shall consider the report. The Committee may deal with the matter itself, or may refer it to the Disciplinary Sub-Committee. The Sub-Committee shall offer a hearing to the person about whom the allegation is made, and may at its sole discretion make any enquiries it deems necessary and interview any other person or persons it thinks appropriate. It shall report its findings in writing to the Committee and at the same time it shall recommend what disciplinary action, if any, should be taken. The member accused of the misconduct shall be told by the Sub-Committee in writing of the recommendation being made. If the Disciplinary Sub-Committee recommends that a person be suspended or expelled from the Senior Common Room, the Committee shall suspend or expel that member immediately and the suspension or expulsion shall be deemed to take effect from the date of the Disciplinary Sub-Committee's decision. The Honorary Secretary shall immediately inform the member, in writing, of the action taken and draw the member's attention to the right of appeal under Rule 21.

2. Procedure for dealing with appeals

Any member suspended or expelled from the Senior Common Room may appeal to the Committee. The appeal must be received by the Committee in writing within 10 days of the suspension or expulsion becoming effective and must outline all the facts, reasons or other matters which the appellant intends to rely upon at the date of the hearing of the appeal. If this right to appeal be exercised, the Committee shall within a further 5 days from the date of expiration of the appeal period notify the appellant in writing of a date for the hearing of the appeal. This notification shall be forwarded to the appellant's last known address by first class post and the Committee shall be required to produce a copy of this dated notification as the only proof of service of same on the appellant. The appellant shall be entitled to make representations on his or her own behalf or call witnesses at the hearing of the appeal but he or she shall not be allowed to rely in evidence on any point which has not been raised in the letter of appeal. The Disciplinary Sub-Committee shall present their case in whatever manner they deem appropriate in the circumstances. The Committee shall have exclusive power to decide the matter.

3. House Rules

The Senior Common Room is a club registered under the Registration of Clubs Order (NI). It is run by a voluntary committee, and financed by members' subscriptions. The bar is staffed by members of the SCR, both academic staff and postgraduates.

To help ensure the smooth running of the SCR, members are asked:

- (a). To familiarise themselves with the Constitution, especially the constraints on visitors.

- (b). To note that the bar staff have been authorised by the Committee to exclude any member whose behaviour is unacceptable.
- (c). To clear tables after use; glasses and cups should be returned to the bar, and food wrappings placed in the waste bins.
- (d). To remember that the furnishings in the SCR have been purchased from the SCR's own resources; members are therefore asked to treat them with due respect and care.
- (e). To carry their membership cards while using the SCR premises, and to remember that lost cards must be replaced at the loser's personal expense.
- (f). To remember that membership cards are not transferable.
- (g). To enter the full address of visitors in the visitors' book: this is one point that the police always mention on their annual inspection visit.