

Branch Constitution

This branch constitution will be used in conjunction with the National Constitution of the Open University Geological Society.

1. Name

- 1.1 The Organisation shall be called the South-West Branch of the Open University Geological Society.

2. Aims

- 2.1 (i) To further the objects of the society in advancing education.
(ii) To provide a local means for forwarding the aim of the society.

3. Membership

- 3.1 Membership shall be open to all members of the society who are best served by the south-west branch, or who have chosen to be allocated to that branch.

4. Finance

- 4.1 Any branch member shall ensure a record is kept of any monies expended or received on behalf of the branch.
- 4.2 The branch treasurer shall present audited accounts to the branch AGM. A copy of these accounts must be sent to the national treasurer within four weeks of audit.
- 4.3 The branch shall have the power to raise funds from any sources approved by the national executive.

5. Government

- 5.1 The committee shall consist of:
- The branch organiser,
 - The branch treasurer,
 - Other committee members, one or more, as required.
- 5.2 The branch organiser, the branch treasurer and at least one other committee member must be full members of the society at the time of their election and for the duration of their term of office.
- 5.3 (i) No member shall hold any other national post at the same time as that of branch organiser.
(ii) No member shall hold the post of branch treasurer at the same time as that of national treasurer.
- 5.4 The branch organiser shall represent the branch at the society's national committee or, if absent, must nominate a branch committee member as deputy who shall not

otherwise be a member of the national committee.

6. Procedure

- 6.1 There shall be a branch annual general meeting. Minutes must be kept and a copy sent to the national secretary and the national treasurer within four weeks. (NB Branch grants may not be paid if this and 4.2 are not complied with).
- 6.2 The branch organiser shall ensure a minimum of four weeks notice in writing is given to branch members and the national secretary of the date, time and venue of the AGM.
- 6.3 All members of the branch committee shall retire at the branch AGM but be eligible for re-election.
- 6.4 A special branch general meeting may be called at the request of 10% of the members, or five members, whichever is the greater, or by the branch committee or by the branch organiser.
- 6.5 Within two weeks of receipt of notice of a request for a special branch meeting, the branch organiser shall give not less than three and not more than five weeks notice in writing of the agenda to all branch members and to the national secretary, giving the time, date and venue of the meeting.
- 6.6 Every field trip, lecture or other gathering shall be considered a branch meeting.
- 6.7 In the absence of the branch organiser, a chairman shall be elected from amongst the members present at a branch meeting if business is to be conducted formally.
- 6.8 A branch constitution may only be amended with the approval of the national committee before being amended formally at the next general meeting of the society. No alteration may be made to the branch constitution, which would cause the society to cease to be a charity at law.

Dissolution Clause.

If upon dissolution there remains after satisfaction of all debts and liabilities any assets whatsoever the same shall be given to the Open University Geological Society or if that body has already been dissolved then some charitable object which shall include OUSET

As amended at the SGM of the society 18 November 1995