

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE

RECOGNITION POLICY

1 PURPOSE AND AEGIS OF THE RECOGNITION POLICY DOCUMENT

As mandated by the Dublin University Central Societies Committee (CSC) Constitution, the primary objective of the CSC is to promote and represent the interests of recognized University Societies, which include University Sodalities, University Associations (Subsidiary and Vexillary), University Auxiliaries, and University Commissaries within the University of Dublin and Trinity College. To achieve this, the CSC is tasked with developing and enforcing policies to govern the recognition and continuous status of these societies.

The Recognition Policy Document serves to guide the CSC Executive in its consideration of such applications as are brought to it by a group of individuals (comprising of registered students who are currently engaged in academic studies or research, or individuals who are staff of the University, or their chosen representatives), who seek to establish a University Society based on shared goals and governance as detailed in their proposed constitution. Further the Recognition Policy Document serves to guide the Central Societies Committee in its consideration of such applications for recognition as are brought before it in accordance with the Constitution of the CSC.

In accordance with the Primary Object the Committee, or the Executive acting on its behalf, shall grant the status of recognition at two levels to five distinct organisational types. The ægis of the Committee in respect of the organisations to which it may grant the status of recognition is, in part, determined by the definitions pertaining to the five distinct organisational types hereunder set down (See Sections 1.1-1.2); it is further determined over and against the ægis of competence of those other Capitated Bodies as are represented upon the Capitation Committee and of College Units, Academic and Administrative, operating with the University of Dublin and Trinity College.

The status of recognition at either level once granted to a University Society must be maintained by said University Society entailing that it shall demonstrably adhere to the Central Society Committee's regulations, to its own primary object and to its own governing document. Similarly, the status of a recognised University Society must be maintained via the demonstrable avoidance of the criteria for derecognition as stated in the Recognition Policy Document.

1.1 Any provisional or fully recognised University Society gains and maintains said recognition under one of the following five distinct organisational types.

- i. University Sodality: A University Sodality is by this defined as a group of individuals, who are members of the University as registered students or staff, freely gathered in a common cause and purpose as expressed in a constitution which is agreed to and adhered to by all, which agreement is signified by the payment of a subscription as stipulated in the said constitution; which constitution fundamentally allows for the full participation of all subscribers in all activities undertaken in pursuit of the aforesaid common cause and purpose.

Further, the common cause and purpose of a University Sodality shall be self-contained and sufficient unto itself, its immanent activities being such as require no necessary participation beyond that of its subscribers.

**DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE
RECOGNITION POLICY**

- ii. University Association (Subsidiary): A University Association (Subsidiary) is by this defined as a group of individuals, who are members of the University as registered students or staff, freely gathered in a common cause and purpose as expressed in a constitution which is agreed to and adhered to by all, which agreement is signified by the payment of a subscription as stipulated in the said constitution; which constitution fundamentally allows for the full participation of all subscribers in all activities undertaken in pursuit of the aforesaid common cause and purpose.

However, said common cause or purpose is not self-contained and sufficient unto itself and is shared with a group or groups both outside of the University and independent of it, to which the University Association (Subsidiary) is affiliated and without which affiliation the common cause and purpose could not be pursued.

- iii. University Association (Vexillary): A University Association (Vexillary) is by this defined as a group of individuals, who are members of the University as registered students or staff, freely gathered in a common cause and purpose as expressed in a constitution which is agreed to and adhered to by all, which agreement is signified by the payment of a subscription as stipulated in the said constitution; which constitution fundamentally allows for the full participation of all subscribers in all activities undertaken in pursuit of the aforesaid common cause and purpose.

Further, the common cause and purpose of a University Association (Vexillary) shall be self-contained and sufficient unto itself, its immanent activities being such as require no necessary participation beyond that of its subscribers: however said common cause and purpose and their immanent activities does depend upon membership of the University of registered International students or staff.

- iv. University Auxiliary: A University Auxiliary is by this defined as comprising both such a body of individuals, limited in number, as are members of the University as registered students or staff, freely gathered in a common cause and purpose as expressed in terms of reference, which terms of reference delegate duties to said individuals as primary actuators of said common cause and purpose; and in addition such a body of supporters

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

as are members of the University as registered students or staff, freely gathered in affirmation of said common cause and purpose as expressed in terms of reference, which affirmations is signified by the signing of a statement of same and an affirmatory monetary contribution.

Further, said terms of reference shall stipulate the mode and means of appointment by election and/or otherwise, whereby the body of actuators shall be renewed from the body of supporters as shall, from time to time, prove necessary.

Further, the common cause and purpose of a University Auxiliary shall be self-contained and sufficient unto itself, its immanent activities being such as to require no necessary participation beyond that of its supporters; its immanent activities may occur on a once-off, annual or less-frequent basis.

Further, the delegation of duties to the primary actuators according to the terms of reference by necessity inhibits the full participation of all supporters in all activities undertaken in pursuit of the aforesaid common cause and purpose.

- v. A University Commissary is by this defined as comprising both such a body of individuals, limited in number, as are members of the University as registered students or staff, freely gathered in a common cause and purpose as expressed in terms of reference, which terms of reference delegate duties to said individuals as primary actuators of said common cause and purpose; and in addition such a body of supporters as are members of the University as registered students or staff, freely gathered in affirmation of said common cause and purpose as expressed in terms of reference, which affirmations is signified by the signing of a statement of same and an affirmatory monetary contribution.

Further, said terms of reference shall stipulate the mode and means of appointment by election and/or otherwise, whereby the body of actuators shall be renewed from the body of supporters as shall, from time to time, prove necessary.

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

Further, said common cause or purpose is not self-contained and sufficient unto itself and is shared with a group or groups both outside of the University and independent of it, to which the University Commissary is affiliated and without which affiliation the common cause and purpose could not be pursued.

Further, the delegation of duties to the primary actuators according to the terms of reference by necessity inhibits the full participation of all supporters in all activities undertaken in pursuit of the aforesaid common cause and purpose.

1.2 University Societies normally should not make changes to and/or significantly expand their core structure and/or primary objectives. However, the CSC Executive may make exceptions to this according strong norm via a positive vote, which will involve the reclassification of the given University Society's distinct organisational type to reflect any changes which are approved if necessary. For this vote to occur, any University Society wishing to alter and/or expand its core structure and/or primary objectives must demonstrate the following:

- i. That the proposed changes to the University Society have the support of at least two hundred of its members, or two-thirds of its total membership, whichever is the lesser amount. This support must involve the sharing of the name, student/staff number, academic email address & signature of any member wishing to indicate their support.
- ii. That, following demonstration of the aforementioned support to the CSC Secretary, the proposed changes have passed at an annual general meeting of the University Society with a supermajority.
- iii. That any changes to the organisational structure and/or primary object are clearly stated in a proposed revision of the University Society's governing document.
- iv. That any proposed changes are likely to make a unique and long-term contribution to student life in College.
- v. That any proposed changes are sustainable and feasible.

2 RECOGNITION OF NEW SOCIETIES

2.1 Applications for the recognition of new societies shall be submitted to the Executive of the Dublin University Central Societies Committee (CSC). Recognition is granted based on compliance with the criteria set forth in this document and the CSC Constitution.

2.2 Prior to a proposed university society being considered for provisional recognition at either level the Executive must be assured that the following conditions have been met:

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

- i. That the proposed university society's proposed governing document, be it a constitution or terms of reference, clearly states its purpose and primary object and the powers which the organisation will use to attain its primary object.
- ii. That the proposed university society's proposed governing document, be it a constitution or terms of reference, clearly states the mode and means of election to its committee or governing body; and that in the case of the proposed governing document being a constitution that the mode and means of election to its committee or governing body is wholly democratic and open to all members; or that in the case of terms of reference, if the mode and means of election to its committee or governing body is restricted, that a statement in defence of the restriction is also furnished.
- iii. That the proposed university society's proposed governing document, be it a constitution or terms of reference, clearly demonstrates the means of proper financial controls.
- iv. That the proposed university society has the support of three hundred or more members of the University who are registered students that are currently engaged in academic studies or research, or who are staff of the University. This support must involve the sharing of the name, student/staff number, academic email address & signature of any relevant individual wishing to indicate their support.
- v. That all documentation which demonstrates 2.2 (i)-(iv) has been sent to the Secretary of the Central Societies Committee before December 1st in the given academic year a proposed society is seeking provisional recognition.

2.3 Furthermore the Executive must also determine:

- i. that the proposed university society is likely to make a long-term contribution to student life in College.
- ii. that the primary object of the proposed university society is not already covered by or encompassed within the primary object of any other recognised University Society, Capitalated body or dependent group thereof or College Unit, both Academic and Administrative, operating with the University of Dublin and Trinity College.
- iii. the organisational type of the proposed university society as determined by the criteria set down in the CSC Constitution (Section 2.1 and 5.1); in the process of determination of organisational type the CSC Executive shall exercise its discretionary powers in accordance with the CSC Constitution (Section 11. Subsection 11.6).

2.4 The Capitation Committee shall be notified of the recognition of new University Societies for information purposes only and so that the College Secretary is informed so that newly recognised University Societies may be included in the College Calendar.

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

3 PROVISIONAL RECOGNITION

- 3.1** The status of Provisional Recognition shall be granted by a decision of the Executive on foot of its satisfaction that the proposed organisation fully complies with sections 2.2 (i)-(iv) and that it has determined 2.3 (i)-(iii) above.
- 3.2** If Provisional Recognition is refused the Executive shall inform the proposed organisation in question of the reasons for refusal.
- 3.3** At its discretion the Executive may refer an application for provisional recognition to the Committee.
- 3.4** Provisional recognition shall lapse after a period of eighteen months from the date of said recognition or after the society has been considered for full recognition at an Annual General Meeting of the Committee.
- 3.5** Notwithstanding section 2.2 above if the Executive considers the activities of the proposed organisation worthwhile, whilst being doubtful of the immediate viability of the proposal; or if the proposed organisation, or one with demonstrably similar aims, has been recognised and derecognised as a University Society on several prior occasions and, barring any other impediment to its recognition stipulated within this Constitution, the Executive may at its discretion impose a longer than usual probationary period of Provisional Recognition to determine the proposed organisation's viability.
- i. The extended probationary period cannot be set to exceed a period of forty months from the date of said recognition.
 - ii. The extended probationary period must encompass the date of an AGM other than any AGM which falls within an eighteen-month period from the date of said recognition.
 - iii. If the Executive determines that a University Society which has been granted an extended probationary period of Provisional Recognition has ceased to operate prior to the termination of its extended probationary period, the Provisional Recognition shall automatically lapse.

4 FULL RECOGNITION

- 4.1** Prior to a Provisionally Recognised University Society being considered for Full Recognition at an A.G.M. of the Committee, the Executive must be assured that the following conditions have been fulfilled:
- i. That the University Society's governing document, be it a constitution or terms of reference, is in accordance with sections 2.2 (i)-(iii) above.
 - ii. That the University Society has submitted satisfactory accounts for all monies received and expended over the period of one financial year, which financial year being set by the Committee as one and the same for all University Societies.

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

- iii. That the University Society has submitted a full and satisfactory report of all of its activities and actions over the same period.
 - iv. That alongside the deadlines for the submission of mandatory reports and accounts that all societies must abide by, the University Society must submit proof of sections 4.1 (ii)-(iii) before the agenda and documentation for the AGM is to be sent out to members of the Central Societies Committee.
 - v. That the University Society has submitted evidence of a body of members or supporters, as appropriate to its distinct organisational type, of seventy five or more members of the University such as are registered students who are currently engaged in academic studies or research, or who are staff of the University.
 - vi. That the University Society has submitted evidence that it has shown itself to have made a worthy and worthwhile contribution to the life of the University and College, to have maintained a sufficient level of activity during its period of provisional recognition, and to be of interest to such members of the University as are registered students who are currently engaged in academic studies or research, or who are staff of the University.
- 4.2** The status of Full Recognition shall be granted by a decision at the A.G.M. of the Committee on foot of a motion, proposed by the Secretary and seconded by the Chairperson, and a statement expressing the Executive's satisfaction that the University Society has fully complied with sections 4.1 (i)-(v) above.

5 MEMBERSHIP OF UNIVERSITY SOCIETIES

University Societies must be open to all individuals who are registered students currently engaged in academic studies or research, and to all staff of the University, for a Membership Fee of not more than €6.00 per individual per annum and not less than €2.00 per individual per annum. Membership fees of other amounts or arrangements offering membership over a period greater than one academic year period must be approved by the Executive; such approval will only be given in exceptional circumstances.

6 SUSPENSION OF SOCIETIES

6.1 A society may be suspended if any of the following circumstances occur:

- i. The society is deemed to have behaved in a grossly improper manner, which is likely to bring the name of the University and/or the CSC into disrepute. The application of this clause will be decided upon by the Executive at the recommendation of the Secretary and the Chairperson and, if necessary, in consultation with the college authorities.
- ii. The society has behaved in a financially incompetent or reckless manner. It should be noted that a society may be considered to have behaved in this manner even if its accounts are satisfactory. A motion for application of this clause will be brought before the Executive by the Secretary and the Chairperson at the recommendation of the CSC Treasurer and Accounts Administrator.

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

- iii. The society has demonstrably failed to adhere to the CSC's regulations, to its own primary object or to its own governing document.
- iv. Should it be the case that a University Society fails to remove with immediate effect from its committee, when so requested by the CSC Executive, any individual or individuals who have been party to financial negligence, misappropriation of funds or financial incompetence which has occurred within said University Society as *ipso facto* the University Society is itself behaving in a financially incompetent or reckless manner.

6.2 A society which has been suspended will suffer the following restrictions pending a resolution of the suspension:

- i. Loss of access to society rooms should it have access to such rooms
- ii. Loss of access to CSC Central Office facilities
- iii. Suspension of the right to book rooms within college
- iv. Restriction of grants to those allowed for provisionally recognised societies
- v. And other such penalties as the Executive feels are appropriate for the specific case in question

6.3 A society which has been suspended shall remain suspended for a specified period of time which is determined by the CSC Executive. At the end of said period of time, the CSC Executive will then review the suspension of the given society. Upon review a society may have its suspension lifted, extended for a further specified period of time, or the CSC Executive may choose to derecognise the society as is outlined below (Section 7.2).

7 LOSS OF RECOGNITION (DERECOGNITION)

Further to such loss or lapse of recognition allowed for in sections 3.4 and 3.5 (iii);

7.1 The status of recognition of a University Society shall automatically lapse if it makes significant changes to its core structure and/or primary objectives without following the process outlined in Section 1.2 above, or if the University Society is declared by the Committee's external auditor to be insolvent, or if, for two consecutive years

- i. The University Society fails to produce satisfactory financial accounts.

Or

- ii. The University Society fails to produce full and satisfactory yearly reports of all of its activities and actions. This report must be submitted before the 1st of July after the relevant academic year and should include a detailed description of activities during

RECOGNITION POLICY

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE RECOGNITION POLICY

the immediately prior year, total membership as at the end of the said year, a list of all those elected or co-opted to office during the said year, a description of the meetings or other activities of the society during the said year including the number of meetings, attendances, names of speakers, titles of films shown, reports of field trips etc. The report should also detail the extent and nature of use of society rooms during the said year, and details of any constitutional changes adopted during the said year.

Or

- iii. The University Society fails to submit a grant application.

Or

- iv. The University Society fails to elect a committee.

Or

- v. The University Society commits any combination of said failures that are outlined in Section 7.1 (i-v).

7.2 The status of recognition of a University Society shall automatically lapse if after its suspension for demonstrably failing to adhere to its own primary object or to its governing document, it becomes evident that the University Society's primary object cannot be fulfilled or that its elected committee refuses to adhere to the said University Society's primary object and governing document.

7.3 The status of recognition of a University Society shall automatically lapse if, for two consecutive years, the University Society fails to achieve a membership of at least fifty members of the University that are either registered students of Dublin University, or are staff of the University.

7.(4) A motion for the derecognition of a University Society may be put to the A.G.M. or T.G.M. of the Committee, proposed by the Secretary and seconded by the Chairperson, if the University Society fails to comply with or adhere to such censure or requirement to mitigate, curb or cease activities as may be stipulated by the Capitation Committee, or of the CSC acting on its behalf, in accordance with the Capitation Committee's Terms of Reference.

7.(5) The Capitation Committee shall be notified of the lapsing or withdrawal of recognition of any University Society for information purposes only and the College Secretary shall be informed so that no derecognised societies are included in the College Calendar.

7.6 In the case of the derecognition of a given University Society, any remaining funds in said University Society's account shall be forfeited after a period of two years if said University Society has not yet been reestablished by going through the society recognition process as outlined in section 2 successfully.

7.7 In the case of the derecognition of a given University Society, any agreement said University Society has made with the Central Societies committee shall normally lapse if after a period of two years said University Society has not yet been reestablished by going through the society recognition process as outlined in section 2 successfully. The CSC Executive can renew any such agreements at their own

RECOGNITION POLICY

**DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE
RECOGNITION POLICY**

discretion.

7.8 Upon derecognition, a University Society shall automatically forfeit access to the following, effective immediately:

- i) Any allocated room or dedicated society space within the University.
- ii) Facilities provided by the CSC Central Office, including, but not limited to, printing, storage, and meeting room access.
- iii) The right to book rooms or venues within the University for society activities.
- iv) The use of the society's email address, access to their mailing list, and any associated Trinity College IT services.
- v) The society's bank account, which shall be closed upon confirmation of derecognition.
- vi) The right to use Trinity College Dublin branding or association with the University.
- vii) Removal from the Societies Hub.
- viii) Any property belonging to the society which was purchased using CSC grants and/or money obtained from membership fees or any other society income.

7.9 All members who have paid a membership fee for the current academic year shall be entitled to a refund of their membership fee, in accordance with the financial procedures of the CSC.