

Dublin University Central Societies Committee Constitution

1. NAME

- 1.1 The name of the committee shall be the Dublin University Central Societies Committee, hereafter “the Committee”, to be abbreviated as CSC or DUCSC. In the Irish language the name of the committee shall be rendered Lár-Choiste na gCumann, Ollscoil Átha Cliath, to be abbreviated as LCC or LCCOÁC.

2. PRIMARY OBJECT

- 2.1 The primary object of the Committee shall be to promote the interests of recognised University Societies, being University Sodalities, University Associations (Subsidiary and Vexillary), University Auxiliaries and University Commissaries as defined by the Committee’s Recognition Policy Document, and to act as their sole advocate and representative within the University of Dublin and Trinity College.

3. POWERS

The Committee shall:

- 3.1 reserve to itself the right to pursue all reasonable and legal means to protect, sustain and promote the interests of University Societies in accordance with the Primary Object; and neither shall it suffer the diminution of its role as the sole advocate and representative of University Societies within the University of Dublin and Trinity College.
- 3.2 both consider application on the part of any group of individuals such as are members of the University as registered students who are currently engaged in academic studies or research, or who are staff of the University, for recognition as a University Society and to grant recognition to said groups as University Societies.
- 3.3 both consider applications for and assign grants to University Societies to further their respective aims; and to oversee both the usage of said monies and the auditing of the financial records of University Societies.
- 3.4 pursuant to 3.2 and 3.3, develop policies to govern and regulate the status of recognition of University Societies, and to govern and regulate the continuance thereof; to govern and regulate the funding of University Societies; and such other policies as shall serve the furtherance of the Primary Object.
- 3.5 develop an overall policy for the maintenance, use and extension of the accommodation and facilities available to University Societies, and to implement any such policies by the acquisition by the Committee or its duly appointed nominees of property by purchase, lease, hire, exchange or otherwise.
- 3.6 enjoin or procure the employment of such office staff as to ensure adequate provision of the administrative needs of the Committee, the implementation of its policies and the furtherance of the Primary Object, always in full, due and proper accordance with statutory employment law and regulations.

- 3.7 elect, on an annual basis, an Executive which shall act in its stead in the intervals between meetings of the Committee.
- 3.8 appoint sub-committees or working groups governed by terms of reference as from time to time are deemed expedient to the function of the Committee; such sub-committees or working groups shall be of limited scope and duration and void of executive powers.
- 3.9 elect representatives to sit on the Capitation Committee and on other external committees as deemed necessary
- 3.10 seek from the Capitation Committee a proportion of the capitation fund adequate to meet the needs of University Societies and of the Committee.
- 3.11 reserve to itself the right to seek other sources of funding within and without the University of Dublin and Trinity College to meet the needs of University Societies and of the Committee in pursuance of the Primary Object.
- 3.12 provide training to and education of the Officers of University Societies in the means, and for the purposes, of running the same, and of fulfilling the requirements enjoined by the respective Committee and Executive Policies and Protocols.
- 3.13 establish such additional or subsidiary legal or administrative bodies as shall be required from time to time in order to execute the powers set out above.

4 POLICY OF THE CSC

- 4.1 The policy of the Committee shall be enacted either at meetings of the Committee, hereafter General Meetings, or of the Executive. Policy enacted at General Meetings shall take precedence over policy enacted at meetings of the Executive.
- 4.2 The Committee shall maintain a Recognition Policy Document to govern and regulate the granting of recognition to University Societies both by the Executive, in the first instance, and the Committee. This Policy shall also stipulate the regulations to which each recognised University Society must adhere so as to maintain its recognition status. The Executive shall normally submit any amendments to this policy document for adoption as CSC policy at the Michaelmas Term General Meeting. The motion shall be proposed by the Secretary and seconded by the Chairperson at the behest of the Executive.
- 4.3 The Committee shall maintain a Grants Policy Document to govern and regulate the granting of funds to University Societies by the Executive. This Policy shall also stipulate the regulations incumbent on officers of each recognised University Society in dealing with financial matters. The Executive shall normally submit any amendments to this policy document for adoption as CSC policy at the Michaelmas Term General Meeting. The motion shall be proposed by the Treasurer and seconded by the Chairperson at the behest of the Executive.
- 4.4 Both the Recognition Policy Document and the Grants Policy Document shall be considered extensions of this Constitution and amendments to either document must be proposed in accordance with Section 11 below.

4.5 The Executive may instigate protocols to better govern and regulate the functioning of the Officers and the Executive in implementing their respective constitutional duties. Such protocols shall at all times be in accordance with this Constitution and its articles. All such protocols shall be interpreted in light of this Constitution and its articles and not vice versa.

5 CRITERIA FOR MEMBERSHIP OF THE COMMITTEE

5.1 Membership of the Committee shall be limited to individual persons who are:

(i) the Chairperson,

or

(ii) members of the University, who are either registered students currently engaged in academic studies or research, or who are staff of the University,

and who both

(iii)

a) hold the Office of Treasurer of a fully-recognised University Sodality or Association,

and

b) have submitted all requisite grant applications before the end of the Michaelmas Teaching Term immediately following the Committee's Annual General Meeting;

or who

(iv) have been elected to serve on the Executive, in accordance with Section 10 hereunder.

5.2 Hereafter the use of the term "member" in relation to the Committee or the Executive shall be read as meaning either such persons as meet the requirement of 5.1(i), or such persons as meet the requirements of 5.1(ii) in conjunction with either 5.1(iii) or 5.1(iv) respectively; or such persons as meet the requirements of 5.1(ii) in conjunction with both 5.1(iii) and 5.1(iv).

5.3 Any member of the University who holds the Office of Treasurer of several fully-recognised University Sodalities or Associations concurrently, or who holds the Office of Treasurer of a fully-recognised University Sodality or Association in conjunction with election to serve on the Executive, shall not have plurality of membership of the Committee.

5.4 If it is that case that:

(i) a member of the Committee ceases to meet the requirements of 5.1(ii), then membership of the Committee shall immediately terminate unless they meet the criteria of 5.1(i), save where such cessation arises solely from the normal operation of the University's academic registration cycle and where the member is entitled to register at the next registration period as defined by the University's regulations.

(ii) a member of the Committee ceases to meet both requirements of 5.1(iii), then membership of the Committee shall immediately terminate.

- (iii) a member of the Committee who holds the Office of Treasurer of a fully-recognised University Sodality or Association in conjunction with election to serve on the Executive, and ceases to meet the submission requirements of 5.1 (iii) b, then membership of the Committee shall immediately terminate.

5.5 Each member of the Committee is bound by a duty to act in the best interests of the Committee and of the achievement of its Primary Object, placing the interest of the Committee ahead of any personal interests.

5.6 Members of the Executive shall not hold an officership with, nor serve on the executive of, another capitated body.

6 THE EXECUTIVE

6.1 In accordance with subsection 3.7 and in conjunction with the criterion of subsection 5.1(v), the Committee shall appoint twelve members of the Executive. The four members that shall act as Officers of the Committee, namely the Chairperson, Treasurer, Secretary, and Amenities Office; and the eight remaining members shall be appointed in accordance with Section 10 hereunder.

6.2

- (i) The authority of the Committee resides in the Executive as a whole when acting on behalf of the Committee in fulfilling the former's Powers in accordance with its Policies; each member of the Executive shall bear equally the responsibility in acting on behalf of the Committee in fulfilling its Powers in accordance with its Policies, as required by subsection 3.7 above.
- (ii) Additionally, each of the four Officers respectively shall bear responsibilities and duties as stipulated hereunder and shall also bear those duties which the Committee or the Executive shall from time to time require of them, providing always that such duties are not inconsistent with this Constitution.

6.3 The administration of the respective responsibilities and duties of each of the Officers shall fall to the Committee's support staff in accordance with the contractual terms instigated pursuant to subsection 3.6 above.

6.4 The Officers

6.4.1 The Chairperson

The responsibility and duties of the Chairperson shall be:

- (i) the chairing of meetings of the Committee and Executive.
- (ii) the responsibility for the overall running of the Committee.

- (iii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iv) pursuant to subsection 3.14, to ensure the provision of training for the chairing of University Societies
- (v) the responsibility for the Committee's organisational structure of Freshers Week and the Freshers Fair and normally all other additional events initiated by the executive
- (vi) to act as the primary liaison with the Provost's Office; the Office of the Chief Operating Officer; the Student Life Committee, its sub-Committees, and its constituent members; and such College Offices and Departments engaged with the logistics of Freshers Week and the Freshers Fair in accordance with subsection 6.4.1 (vi) above; and all such bodies or persons not covered in the briefs of other Officers.
- (vii) to represent the CSC and its members on College committees, including but not limited to sub-committees, working groups, and advisory groups and any other external group relevant to the furtherance of the Committee's objectives
- (viii) to act as liaison between the Committee and external bodies, including but not limited to the Student's Union, Dublin University and Athletics Committee and other bodies relevant to the members of the CSC
- (ix) to assist other officers of the Committee in the execution of their duties
- (x) pursuant to subsection 3.9 above, to be ex officio the Committee's second representative on the Capitation Committee
- (xi) to champion the needs and reputation of the CSC at all times so that its image and status is protected within the college bodies, amongst the students, with external advisors and sponsors and to ensure the constitution and ethos of the CSC is prioritised and respected by all associated parties.
- (xii) to act as the first representative of the CSC and to provide facilitation and mediation services to either the CSC members or societies and referring escalations to appropriate college bodies.
- (xiii) to take an intermission of full time studies for the duration of their term of office.

6.4.2 The Treasurer

The responsibility and duties of the Treasurer shall be:

- (i) the oversight of all financial matters of the Committee.
- (ii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iii) to draw up budgets for presentation to and approval by the Executive and to draft a Grants Policy Document for presentation to and approval by the Committee in accordance with subsection 4.3 above.

- (iv) the oversight of the finances of all University Societies.
- (v) ruling on the adherence of the financial records of a University Society to the criteria defined for the same within the Grants Policy Document, and on whether said financial records satisfy the obligations upon University Societies stipulated by the articles of this Constitution and the duly enacted Policies of this Committee, which records are submitted in accordance with the requirements of this Constitution; and for asking the Executive to declare such accounts as fail to reach said criteria to be non-satisfactory.
- (vi) the oversight of the preparation, in conjunction with the relevant office staff, of the Committee's annual financial records and the presentation of the same to the Committee at the appointed General Meeting.
- (vii) the presentation of the Committee's annual financial records to the Capitation Committee at the appointed meeting of said committee.
- (viii) to act in conjunction with the relevant office staff, in all the Committee's dealings with banks and other financial institutions.
- (ix) pursuant to subsection 3.14, to ensure the provision of training for treasurers of University Societies.
- (x) pursuant to subsection 3.9 above, to be *ex officio* the Committee's primary representative on the Capitation Committee and to act as the primary liaison with such other bodies as appoint representatives to the Capitation Committee. The Treasurer shall not hold a position on the Capitation Committee in any other capacity.
- (xi) to chair meetings of the Committee and Executive in the absence of the Chairperson, and the Secretary.

6.4.3 The Secretary

The responsibility and duties of the Secretary shall be:

- (i) the oversight of the preparation of agendas and minutes for meetings of the Committee and Executive, the keeping and proper archiving of the Committee's records, and the general correspondence of the Committee.
- (ii) to have oversight of all of the Committee's communications and publications, regardless of medium, and to ensure the maintenance of the Committee's online presence and the provision and advertisement of up-to-date editions of the Committee's Constitution, Grants Policy Document and Recognition Policy Document and all other relevant Policies, Protocols and documentation as are necessary for the efficient operation of the Committee.
- (iii) the oversight of the constitutional affairs of the Committee and of all University Societies; and the oversight of the drafting of the Recognition Policy Document as an extension of this Constitution in accordance with subsection 4.4 above.

- (iv) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (v) ruling upon the degree of adherence of the reported activities of each University Society, as reflected within its Annual Activity Report, to the criteria for its activities as defined by its constitution, and on whether said Activity Report satisfies the obligations upon University Societies stipulated by the articles of this Constitution and the duly enacted Policies of this Committee, which Activity Reports are submitted in accordance with the requirements of this Constitution; and for asking the Executive to declare such reports as fail to reach said criteria to be non-non-satisfactory
- (vi) the formulation of recommendations to the Executive in respect of the provisional recognition of prospective University Societies; and the formulation of recommendations to the Committee in respect of the full recognition of provisional University Societies.
- (vii) pursuant to subsection 3.14, to ensure the provision of training for secretaries of University Societies
- (viii) to represent the Committee on any national Student Society Organisation to which it may affiliate.
- (ix) to chair meetings of the Committee and Executive in the absence of the Chairperson.

6.4.4 The Amenities Officer

The responsibilities of the Amenities Officer shall be:

- (i) the allocation and maintenance of University Society rooms and facilities.
- (ii) the procurement of capital items on behalf of the Committee and for University Societies as appropriate.
- (iii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iv) to act as the primary liaison with the College authorities relevant to amenities of the Committee, and to be the Committee's primary representative on any committee concerned with amenities to which the Committee is entitled to send representatives.
- (v) to act as the nominated safety officer of the Committee.
- (vi) to act as the nominated recycling officer of the Committee.
- (vii) to chair meetings of the Committee in the absence of the Chairperson, the Secretary and the Treasurer.

6.5

- (i) Pursuant to subsection 3.8 and subsection 4.5, the Executive may, from its own numbers, and from time to time, appoint those to such roles as it shall consider requisite to the better attainment of the Primary Object, provided always that those appointed shall not already serve on the Executive as Officers.
- (ii) Any such role shall be clearly defined by the Executive prior to any appointment and the duties pertaining shall be such that they are not inconsistent with this Constitution.

6.6

- (i) Pursuant to subsection 3.9 above, the Executive shall elect from that of its number two additional representatives to serve on the Capitation Committee, who shall not hold a position on the Capitation Committee in any other capacity.
- (ii) These positions shall normally be elected from the non-Officer members of Executive. In the event of there being no nomination from the aforesaid group then nominations from the Officer members of Executive may be taken to ensure that all the representative positions on the Capitation Committee are filled.
- (iii) In case that the Treasurer is unable to attend a specific meeting of the Capitation Committee, the Chairperson, or in their absence, another CSC Officer present shall fulfil the requisite duties for the purpose of that meeting.
- (iv) In the case that any of its *ex officio* or elected representatives be unable to attend a specific meeting of the Capitation Committee, the Executive shall elect of its number another to act as a proxy at that meeting in accordance with subsection 6.6 (ii) above.

6.7 Representatives of the Committee, appointed by the Committee or the Executive to any committee or body external to the Committee, shall normally be members of the Executive and may be mandated. Failure to adhere to any mandate at any meeting of the external committee, shall pursuant to subsection 5.5 above and subsection 7.7 below, result in the termination of representative status, and in the case of a member of the Executive, removal from the Executive.

7 MEETINGS OF THE EXECUTIVE

7.1 Meetings of the Executive shall be convened at the behest of the Secretary upon the basis of a decision of the Executive, or at the written request of any three members of the Executive.

7.2 All applications for recognition as a University Society must be made in the first instance to the Executive through the Secretary of the Committee.

7.3 All applications by a University Society for monies must be made in the first instance to the Executive.

7.4 The quorum at meetings of the Executive shall be in excess of half the current voting membership, always providing the presence of any two of the officers.

- 7.5 In the absence of the Chairperson, the meeting shall be chaired by the Secretary, in the absence of these two, by the Treasurer.
- 7.6 In accordance with subsection 5.5 the Executive operates on the basis of collective and collegiate responsibility. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings. Nonetheless meetings are held *in camera* to allow members an opportunity to freely voice their opinions within the meeting.
- 7.7 If a member of the Executive is absent from three successive meetings and if the Executive is not satisfied with any excuse proffered, the Executive is obliged to deem the member's place vacant.
- 7.8 At meetings of the Executive all members of the Executive shall be eligible to cast one vote excepting the Officer in the Chair who shall in addition hold a casting vote.
- 7.9 Decisions of the Executive may be reversed by a simple majority of those present, eligible to vote and voting, at a General Meeting of the Committee.
- 7.10 The Executive shall have power to request the attendance of any officer of a recognised University Society at its meetings. Such persons shall have no voting rights.
- 7.11
- (i) In the case that an item of pressing business is brought to the attention of the Secretary and it proves impossible to convene a meeting of the Executive to address said business, the Secretary may, after consultation with those Officers whose duties encompass the business, have a proposal forwarded by written and recorded electronic communication to all members of the Executive for its consideration.
 - (ii) In such a case all members of the Executive will be asked to reply by the close of business on the third full business day following the issue of the Secretary's communication.
 - (iii) If no written objection to the proposal has been received by the Secretary prior to the above deadline, then tacit agreement will be assumed and the proposal shall be deemed adopted.
 - (iv) If any objection to the proposal is received by the Secretary prior to the above deadline, then the proposal shall be deemed not to have been adopted and the business postponed until a meeting of the Executive can be convened.
- 7.12
- (i) Executive power may be given to the Officers at the discretion of the Executive. In the event of such power being given, the quorum shall be a simple majority of the Officers. Meetings of the Officers under this provision shall be convened at the behest of the Secretary. At meetings of the Officers under this provision, the Officer in the Chair shall not hold a casting vote.

(ii) In the case that a meeting of the Officers under this provision cannot reach a decision on any matter brought to it, the matter must be brought before a meeting of the full Executive.

(iii) Meetings of the Officers under provision 7.6 shall not have the powers to grant recognition to any prospective University Society nor of ratifying major capital expenditure.

7.13 Decisions made at meetings held under the provision of section 7.11 above may be reversed by a meeting of the Executive or by a simple majority of those present, eligible to vote and voting at a General Meeting of the Committee.

8 MEETINGS OF THE COMMITTEE

8.1 Ordinary General Meetings of the Committee shall normally take place in the second week of Michaelmas and Hilary Arts Lecture Term and these shall be designated Term General Meetings. The Annual General Meeting shall normally take place in week 10 of Hilary Arts Lecture Term.

8.2 Extraordinary General Meetings shall be convened at the behest of the Secretary by decision of the Executive, or at the written request of any three members of the Executive, or in excess of one sixth of the members of the Committee.

8.3 Notice of all General Meetings shall be sent to all members at least fourteen days in advance.

8.4

(i) The quorum for General Meetings of the Committee is that proportion of the total membership of the Committee which must be present in order that business before the meeting might legitimately be transacted.

(ii) The quorum for Ordinary General Meetings shall be one third of the members of the Committee; the quorum for the Annual General Meeting, or for any Extraordinary General Meeting, shall be two fifths of the members of the Committee. If the application of either of the aforesaid proportions should yield a whole number, that is quorum; if it yields a non-integer then quorum shall be taken as the immediately larger whole number.

(iii) All University Society Treasurers attending a General Meeting shall register attendance for the purposes of the Committee's records. This record shall also be used to determine if the meeting is quorate.

(iv) Notwithstanding subsection 8.4 (i) above, in the case that a General meeting is determined to be inquorate at the outset of the meeting, no business other than that of items 1 thru 4 of the agenda as set out on at subsection 8.6 may be transacted, and the meeting may not vote on any matter, save as allowed for in subsection 8.4 (vi) below.

(v)

- a) The arrival or departure of members of the Committee during the course of a General meeting may cause the meeting to become quorate or inquorate.
 - b) Any member of the Committee present at a General meeting may request a determination of quorum during the course of a meeting. This determination shall be by counting of hands of those members present or, if necessary, by roll call from the meeting registration list.
 - c) If the determination is that the meeting has become inquorate no further business may be transacted and the meeting cannot vote on any further matters, save as allowed for in subsection 8.4 (vi) below.
 - d) Notwithstanding the determination that the meeting has become inquorate, all business transacted and voted upon prior to the call for determination of quorum shall be considered to have been transacted and voted upon at a quorate meeting.
- (vi) In the case that a General meeting is determined to be inquorate, whomsoever is chairing the meeting, in accordance with subsection 8.5 below, shall table a motion of adjournment.
- a) The motion of adjournment shall set a time and date for the General Meeting to reconvene, and at which the remaining items of business are to be transacted. No additional items of business may be introduced on to an adjourned meeting agenda.
 - b) The motion of adjournment requires a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.
 - c) If the motion of adjournment is not carried, then the meeting is deemed closed and all remaining items of business are brought forward to the subsequent General Meeting.

8.5

- (i) Pursuant to subsection 6.4.1 (i) above, the meeting shall normally be chaired by the Chairperson
- (ii) Pursuant to the duties ascribed in 6.4.1 above in the absence of the Chairperson, the meeting shall be chaired by the Secretary; in the absence of these two, by the Treasurer; and, in the absence of these three by the Amenities Officer.
- (iii) In the case that an Officer of the Committee is unable to attend a General Meeting the requirements under items 3 and 4 of the agenda as set out at subsection 8.5 may be fulfilled by another of the Officers.
- (iv)
 - a) In the absence of all of the Officers from a duly and properly convened meeting of the Committee, the Committee may nominate and second, from the floor, a member of the Executive to act as Chairperson for the duration of the meeting.

- b) In the case that no member of the Executive is available then the Committee may proceed to nominate and second, from the floor, a member of the Committee to act as Chairperson for the duration of the meeting.
- c) In the case that more than one nomination be received and seconded, the Committee shall proceed to a show of hands to determine which of the nominees shall act as Chairperson.
- d) The requirements under items 3 and 4 of the agenda as set out at subsection 8.5 shall be suspended until the following General Meeting.

8.6 The Agenda at General Meetings shall be as follows:

1. Minutes of the previous General Meeting.
2. Matters arising from the minutes.
3. Reports of the Officers.
 - i. The Officers shall report in order: Chairperson, Treasurer, Secretary, and Amenities Officer.
 - ii. The Treasurer's report at the Hilary Term General Meeting shall include an audited financial statement for the previous financial year.
4. Matters arising from these reports.
5. Motions for the recognition or withdrawal of recognition of University Societies (See the Recognition Policy Document).
6. Motions to amend the Constitution (Section 11 below).
7. Elections (Section 10 below).
8. Motions.
9. Any Other Business.

8.7 The general procedures for Motions shall be as follows:

- (i) Any and all motions tabled shall be coherent and consistent with this Constitution and its Primary Object as expressed in Section 2 above and shall not require of the Committee the exercise of powers outside of those Powers stipulated within this Constitution as expressed in Section 3 above, save in the case of a motion for a constitutional amendment tabled in accordance with Section 11 below, which would seek to amend such Powers. Rulings upon the coherency and consistency required by this subsection shall be determined in accordance with the requirements of Section 11 below.
- (ii) Any members of the CSC shall be entitled to table motions under parts (5) & (8) of the agenda, on giving seven days prior written notice to the secretary of the Committee. Said motions shall be distributed to University Societies at least forty-eight hours in

advance, save a motion of adjournment introduced in accordance with subsection 8.4 (vi) above.

- (iii) All motions must be proposed and seconded by members of the Committee, save a motion of adjournment introduced in accordance with subsection 8.5 (v) above.
- (iv) A motion to reorder items 5 thru 9 of the agenda as set out on at subsection 8.6, or for the Committee to proceed to a subsequent item of business whilst awaiting the outcome of an election count, may be introduced at any time, but requires a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.
- (v) A motion to impeach any Member of the Executive shall require a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.

8.8 No motions shall be entertained at a General Meeting, save as provided for at subsection 8.7; unless they constitute valid amendments to such motions; or as provided for at Section 11; or are introduced in accordance with subsection 8.4 (vi) above.

8.9 At meetings of the Committee the eligibility of those attending to vote shall be determined as follows:

- (i) Each member of the Committee shall hold, in virtue of said membership, only one vote.
- (ii) Notwithstanding subsection 8.9 (i) preceding, members of the Executive shall not be eligible to vote in elections or upon a motion to impeach a member of the Executive.
- (iii) In virtue that the right of an individual to be a member of the Committee based upon the fact that such a member holds the Office of Treasurer of a fully-recognised University Sodality or Association supersedes the right of membership based upon election to the Executive thereof, such members as hold both the office of Treasurer of a fully-recognised University Sodality or Association and membership of the Executive shall be eligible to vote in all elections and upon all motions.
- (iv) On foot of the election of a member of the University, who is currently engaged in academic studies or research, or who is staff of the University, to the office of Treasurer of a fully recognised University Sodality or Association, the Secretary of the Committee must be informed immediately and must also be informed of the date of the assumption of said office of Treasurer. If this information is not forthcoming in writing, before 1p.m. on the day of any General Meeting of the Committee, it shall be assumed that the previous holder of the office of Treasurer remains in possession of said office and shall be empowered to act accordingly.

8.10 Whomsoever is chairing the meeting, in accordance with subsection 8.5 above, shall keep order at General Meetings and this Chair's decisions on matters of order shall be final.

8.11 General Meetings are open to all staff and students of Trinity College Dublin and to this end the dates of such meetings shall be advertised on the Committee's information sites. Attendance under this provision does not entail the right to address the meeting.

9 PROXY VOTES

- 9.1 If a member of the Committee as defined by subsection 5.1 above and constrained by subsection 9.2 below is unable to attend a General Meeting of the Committee, that member may appoint a representative to act as a proxy at said meeting.
- 9.2 No member of the Executive may appoint a representative as a proxy under any circumstances.
- 9.3
- (i) A member of the Committee who wishes to exercise the privilege of appointing a representative to act as a proxy is constrained insofar as said appointee must fulfil the requirements of subsection 5.1 (ii) and must also be a member of the committee of the same University Sodality or Association as said holder of the office of Treasurer.
 - (ii) In the case that the Committee member wishes to exercise the privilege of proxy in accordance with 9.3 (i), and also serves as Treasurer on the committee of more than one University Sodality or Association, the member nonetheless may only appoint one proxy.
- 9.4 A member of the Committee who wishes to exercise the privilege of appointing a representative to act as a proxy voter is bound to inform the Secretary of the Committee in writing by 1p.m. on the day of the meeting, naming said representative appointed to act as proxy and must also inform the Secretary of the Committee as to the position said representative holds within the committee of the said University Sodality or Association. Failure to so inform the Secretary of the Committee shall render the appointment of a representative to act as a proxy null and void.
- 9.5 Notwithstanding the appointment of a proxy, should the member attend the meeting for which the representative to act as a proxy has been appointed, the status of the representative as proxy voter shall be rendered null and void and the right to vote shall revert to the member of the Committee.

10 ELECTIONS

- 10.1 Only such persons that meet the membership criteria of Section 5.1 at the time of their nomination shall be eligible to be elected to the Executive or to hold any Office of the Committee. This includes, for the avoidance of doubt, those who are members of the University as described in Section 5.1(ii) (being registered students currently engaged in academic studies or research, or staff of the University) and the Sabbatical Chairperson pursuant to Section 5.1(i).
- (i) Any candidate for an Officer or Executive position who is not the Sabbatical Chairperson must, at the time of nomination, meet the requirement of Section 5.1(ii)
 - (ii) Pursuant to Section 5.1(i) and 6.4.1(xiv), a sitting Sabbatical Chairperson remains a full member of the Committee for the duration of their term, even if intermitting from academic studies.

(iii)

- a) Upon the expiry of the Sabbatical Chairperson's term of office, that individual shall not be eligible thereafter to stand for or hold any other seat on the Executive, nor any other Officer position of the Committee, except where that individual has not served two consecutive terms in the Office of the Sabbatical Chairperson, in which case they may stand for and hold that Office for one additional consecutive term without re-establishing membership of the University in accordance with Section 5.1(ii).
- b) Notwithstanding, any individual described in subsection 10.1(iii)(a) who, at the time they are standing for election, holds an unconditional offer of enrolment or employment with the University, and thus shall be able to re-establish membership of the University by the second week of the Michaelmas Lecture Term immediately following said election, shall be deemed eligible to stand for and to hold any seat on the Executive or the positions of Treasurer, Secretary and Amenities Officer.
- c) The determination of whether any individual meets the requirements of subsection 10.1(iii)(b) shall fall to the Secretary, who shall assess such eligibility in such manner as they deem appropriate, and whose decision shall be binding unless reversed in accordance with Section 11.6.

10.2 At the A.G.M. the Chairperson, the Treasurer, the Secretary, the Amenities Officer, and the eight remaining memberships of the Executive, shall be elected in that order, for the following year.

10.3

- (i) Nominations for memberships of the Executive may only be made by such persons who meet the criteria set out at subsections 5.1 (ii) and 5.1 (iii) above.
- (ii) Save for those members of the current Executive who meet the criteria set out at subsections 5.1 (ii) and 5.1 (iii) above, members of the Executive shall not be eligible to nominate individuals for membership of the current Executive or its successor.
- (iii) Representatives appointed in accordance with section 9 above and attending a general meeting of the Committee shall not be eligible to nominate individuals for seats on the Executive.

10.4 Nominations for membership of the Executive must be submitted in writing to the Secretary in advance of the General Meeting at which the election is to be held

(i)

- a Nominations for the positions of any of the Officers shall normally only be open to those who currently serve or have previously served on the Executive.
- b Nominations for said positions must be submitted in writing at least fourteen days in advance of the General Meeting at which the election is to be held.

- c If, out of those who currently serve or have previously served on the Executive, two or more valid nominations for the position of any Officer, are received, nominations shall be declared closed for that position.
 - d If, out of those who currently serve or have previously served on the Executive, fewer than two valid nominations are received for the position of any of the Officers, nominations shall remain open for that position and those who do not currently serve nor have not previously served on the Executive may be nominated with the requirement that said nominations must be submitted in writing at least seven days in advance of the General Meeting at which the election is to be held.
 - e If only one nomination for the position of any of the Officers is received then a yes/no vote shall take place to ensure that the nominee is acceptable to the Committee. If this position is not filled, a new election shall take place immediately; nominations shall be taken from the floor. If no further nominations are received or if a further rejection takes place, the election to fill that post shall be carried over to the immediately following Term General Meeting.
 - f If no nomination for the position of any of the Officers is received then nominations shall be taken from the floor. If no nomination is then received, the election to fill that post shall be carried over to the immediately following Term General Meeting.
- (ii)
- a Nominations for the positions of any of the remaining memberships of the Executive shall normally only be open to such persons as are not in the penultimate year of study in the College at the time of the Committee's Annual General Meeting.
 - b Nominations for said positions must be submitted in writing at least seven days in advance of the General Meeting at which the election is to be held.
 - c Nominations for the said positions shall not be taken from the floor unless there be insufficient nominees to fill the requisite eight seats of the Executive.

10.5

- (i) All nominees for any position on the Executive shall, upon nomination, provide the Secretary of the Committee with a biography detailing past societal work, personal qualities and experience pertinent to fulfilling the said position. All such biographies will be circulated in advance to the Committee with such other papers as pertain to the business of the meeting. In the case of a nominee for the Office of Chairperson, said biography must be submitted no later than fourteen days in advance of the General Meeting at which the election is to be held.
- (ii) No nominee for any position on the Executive shall campaign in advance of any

General Meeting at which an election to Executive is to take place, save as allowed in subsection 10.8 (iv) below.

- (iii) In accordance with subsections 4.1 and 4.5 above, the policy of the Committee is reserved to itself, therefore no candidate for any position on the Executive may circulate any manifesto or policy statement in advance of the Annual General Meeting nor aver to any personal policies when addressing, in accordance with subsection 10.8 (iv) below, the Annual General Meeting.

(iv)

- a Nominees for the positions of any of the Officers shall address the General Meeting at which an election is to be held, for no more than three minutes each, save that any nominee for the Office of Chairperson shall be permitted to address the General Meeting for no more than five minutes.
- b Nominees for the positions of any of the remaining positions on the Executive shall be allowed to address the General Meeting at which an election is to be held, for no more than 1 minute each.
- c Nominees for any of the positions on the Executive may address the General Meeting advocating election, only once.
- d Nominees for any position on Executive may advocate for election on the basis of skills and experience relevant to the position sought but shall not promote candidacy on the basis of personal policy.

10.6 The nomination of any nominee who promotes candidacy on the basis of personal policy in contravention of subsections 10.7 (ii), (iii) or (iv) a, shall be deemed null and void and the nominee shall be removed from the ballot. A decision in respect of this clause shall fall to the Secretary in accordance with subsection 6.4.3 (iii).

10.7 All elections shall be held by a system of proportional representation using the single transferable vote.

10.8 The new Executive will assume the authority of office on the first day of June following the Committee's Annual General Meeting.

10.9 In the case of any office becoming vacant the Executive shall appoint one of its members to fill this post until an election may be held. In the case of vacancies arising amongst the remaining seats on the Executive, the Executive shall co-opt that person who shall have received the next highest vote to the last person elected to that position at the previous Annual General Meeting of the Committee until an election may be held. In the event of that person being unavailable or unwilling to take up the position, the executive shall co-opt that person with the next highest number of votes and so on until the position has been filled.

11 CHANGES IN THE CONSTITUTION

- 11.1 Amendments to this Constitution may only be made at a General Meeting of the Committee, and not by the Executive.
- 11.2 Notice of a motion to amend this Constitution, and details of the said proposed amendments, must be communicated in writing to the Secretary of the Committee with the names of the proposer and seconder at least twenty-one days prior to the General Meeting at which it is to be proposed. Amendments may only be proposed and seconded by members of the Committee.
- 11.3 Details of any proposed amendments shall be circulated to members by the Secretary of the Committee at least fourteen days prior to the meeting.
- 11.4 No amendment shall be made except by the affirmative vote of two thirds of the members of the Committee present, eligible to vote and voting.
- 11.5 Amendments to this Constitution shall become effective at the end of the General Meeting of the Committee at which such amendments have been approved.
- 11.6 Any point of clarification or interpretation of this Constitution which may be required shall be determined by the Executive. Any such determination shall be binding unless reversed by a motion put to a General Meeting of the Committee.