

Dublin University Central Societies Committee

CONSTITUTION

Amended: 18th March 2015 – Hilary AGM

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 Gaelic language the name of the committee shall be rendered Lár-Choiste na gCumann.

2. PRIMARY OBJECT

- 2.1 To promote the interests of recognised University Societies, being University Sodalities, University Associations (Subsidiary and Vexillary), University Auxiliaries and University Commissaries and to act as their sole 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 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 regulate the continuing recognition of such University Societies.
- 3.4 elect representatives to sit on the Capitation Committee.
- 3.5 seek from the Capitation Committee a proportion of the capitation fund adequate to meet the needs of University Societies and of the Committee.
- 3.6 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.
- 3.7 distribute grants to University Societies out of the money allocated to the Committee by the Capitation Committee, and to oversee the usage of said monies.
- 3.8 oversee the auditing of the financial records of University Societies.
- 3.9 elect representatives to sit on other committees as appropriate.
- 3.10 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.
- 3.11 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.
- 3.12 elect, on an annual basis, an Executive which shall act in its stead in the intervals between meetings of the Committee.

- 3.13 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.
- 3.14 enjoin 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.

4 POLICY OF THE CSC

- 4.1 The policy of the Committee shall either be formulated at meetings of the Executive or General Meetings of the Committee. Policy formulated at General Meetings of Committee shall take precedence over policy formulated by the Executive.
- 4.2 The Executive shall annually agree a draft Grants Policy Document. This document shall be proposed for adoption as CSC policy at the Michaelmas Term General Meeting, by a motion proposed by the Treasurer and seconded by the Honorary Treasurer.
- 4.3 The Executive may from time to time instigate protocols to better govern and regulate the functioning of the Officers and the Executive in implementing the constitutional duties of the aforesaid respective parties. 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 MEMBERSHIP OF THE COMMITTEE

- 5.1 The membership of the Committee shall be limited to individual persons who are both or either of the following:
- (i) 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, and who hold the Office of Treasurer of a fully-recognised University Sodality or Association.

- (ii) 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, who have been elected as members of the Executive. The election of the Executive shall be in accordance with Section 11 hereunder.

5.2 In the instance that:

- (i) a member of the University who is a registered student, currently engaged in academic studies or research, or who is staff of the University, and 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 membership of the Executive, shall not have plurality of membership of the Committee.
- (ii) a member of the University who has been a registered student, engaged in academic studies or research, or who has been staff of the University, and who holds the Office of Treasurer of a fully-recognised University Sodality or Association ceases to be a member of the University who is a registered student, or who ceases to be engaged in academic studies or research, or, in the case of staff of the University, leaves the employ of the College, before his or her term of office expires, his or her membership of the Committee shall immediately terminate.
- (iii) an Executive member ceases to be engaged in academic studies or research, or, in the case of staff of the University, leaves the employ of the College, before his or her term of office expires, he or she shall be obliged to resign immediately.

6 THE EXECUTIVE

- 6.1 The Executive shall consist of five officers, namely the Chairperson, Treasurer, Secretary, Amenities Officer and Honorary Treasurer; and eight ordinary members.

- 6.2 All applications for recognition as a University Society must be made in the first instance to the Executive through the Secretary of the Committee.
- 6.3 All applications by a University Society for monies must be made in the first instance to the Executive.
- 6.4 Meetings of the Executive shall be convened by the Secretary upon the basis of a decision of the Executive, or at the written request of any three members of the Executive.
- 6.5 The quorum at meetings of the Executive shall be in excess of half the current voting membership, always providing the presence of two of the vote bearing Officers of the Committee.
- 6.6 At meetings of the Executive all members of the Executive shall be eligible to hold one vote saving two exceptions. The Officer in the Chair shall in addition hold a casting vote. The Honorary Treasurer shall hold no vote other than a casting vote when in the Chair.
- 6.7 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 will deem his or her place vacant.
- 6.8 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.
- 6.9 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.
- 6.10 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 by the Secretary. At meetings of the Officers under this provision the Chairperson shall not hold a casting vote and the Honorary Treasurer shall hold a vote.

6.11 Decisions made at meetings held under the provision of section 6.10 above may be reversed by a full meeting of the Executive or by a simple majority of those present, eligible to vote and voting at a General Meeting of the Committee.

7 THE OFFICERS

7.1 There shall be five Officers of the Committee which shall be appointed in accordance with section 11 hereunder. Each of the five 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. 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 in accordance with section 3, subsection 3.14 above.

7.2 The responsibility and duties of the **Chairperson** shall be:

- (i) the chairing of meetings of the Committee and Executive.
- (ii) the appointment of chairpersons to any sub-committees of the Executive or the Committee.
- (iii) the responsibility for the overall running of the Committee.
- (iv) the responsibility, in conjunction with the Honorary Treasurer, for support staff employment and relations.
- (v) to liaise with such other bodies as appoint representatives to the Capitation Committee and to act as chief negotiator with bodies or persons not covered in the briefs of other Officers.

7.3 The responsibility and duties of the **Treasurer** shall be:

- (i) the oversight of all financial matters of the Committee.

- (ii) the oversight of the finances of all University Societies saving those with very large turnover, the oversight of which shall fall to the Honorary Treasurer.
- (iii) 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.
- (iv) to act in conjunction with the Honorary Treasurer in drawing up budgets and drafting a Grants Policy Document.
- (v) to act in conjunction with the Honorary Treasurer in all the Committee's dealings with banks and other financial institutions.
- (vi) to chair meetings of the Committee and Executive in the absence of the Chairperson, the Honorary Treasurer and the Secretary.

7.4 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.
- (ii) the oversight of the keeping and proper archiving of the Committee's records.
- (iii) the oversight of general correspondence of the Committee.
- (iv) 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.

- (v) to ensure the on-going availability to all members of the Committee of an up-to-date copy of the Committee's Constitution and its Grants Policy Document and to inform members of the availability of said documentation at the beginning of each academic year.
- (vi) the constitutional affairs of the Committee and of all University Societies.
- (vii) to chair meetings of the Committee and Executive in the absence of the Chairperson and the Honorary Treasurer.
- (viii) the formulation of recommendations to the Executive in respect of the provisional recognition of prospective University Societies.
- (ix) the formulation of recommendations to the Committee in respect of the full recognition of provisional University Societies.
- (x) the oversight of all CSC Publications.
- (xi) to represent the Committee on any national Student Society Organisation to which it may affiliate.

i.5 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 deal with the College authorities relevant to amenities of the Committee.
- (iv) to act as the nominated safety officer of the Committee.

- (v) to act as the nominated recycling officer of the Committee.
- (vi) to chair meetings of the Committee in the absence of the Chairperson, the Honorary Treasurer, the Secretary and the Treasurer.

7.6 The responsibilities of the **Honorary Treasurer** shall be as follows:

- (i) the oversight of the financial affairs of University Societies with a large turnover and advising the Treasurer on the quality of said financial records prior to the Treasurer's ruling on said financial records.
- (ii) the formulation of the Committee's long-term financial policy.
- (iii) the preparation, in conjunction with the Treasurer of the Committee's annual financial records.
- (vii) the presentation of the Committee's annual financial records to the Committee at the appointed General Meeting of the Committee.
- (v) to ensure the on-going provision to all members of Committee of up-to-date statements of the sums granted to University Societies at meetings of the Executive.
- (vi) the presentation of the Committee's annual financial records to the Capitation Committee at the appointed meeting of said committee.
- (vii) the responsibility, in conjunction with the Chairperson, for support staff employment and relations.
- (viii) To act as Vice-Chairperson of the Committee and Executive.

7.7 The Honorary Treasurer shall not be entitled to vote at any meeting of the Committee or its Executive, other than a casting vote when in the Chair or when meeting under the provisions of 6.10 above.

8 MEETINGS OF THE CSC

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

8.2 Extraordinary General Meetings shall be convened by the Secretary by decision of the Executive, or at the written request of either the Chairperson of the Committee 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 The quorum for Ordinary General Meetings of the Committee shall be one third of the members of the Committee, except at the Annual General Meeting, when a simple majority of the members of the Committee shall be the quorum. The quorum for an Extraordinary General Meeting shall be a simple majority of the members of the Committee. Inquorate meetings may transact no business other than that contained in parts (1) to (4) of the agenda as set out at section 8.5, and may not take a vote on any matter.

8.5 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, Amenities Officer, Honorary Treasurer.

(ii) The Honorary 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 (section 10 below).
- 6) Motions to amend the Constitution (Section 13 below).
- 7) Elections (Section 11 below).
- 8) Motions.
- 9) Any Other Business.

8.6 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 (Section 2) and shall not require of the Committee the exercise of powers outside of those Powers stipulated within this Constitution (Section 3), save in the case of a motion for a constitutional amendment tabled in accordance with Section 13 below, which would seek to amend such Powers. Rulings upon the coherency and consistency required by this section shall be determined in accordance with the requirements of section 13 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.
- (iii) All motions must be proposed and seconded by members of the Committee.
- (iv) A motion to adjourn or to suspend standing orders 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 an Officer or 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.

8.7 No motions shall be entertained at a General Meeting, save as provided for at section 8.6; unless they constitute valid amendments to such motions; or as provided for at section 13.

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

- (i) Each member of the Committee, with the exception of the Honorary Treasurer, shall hold in his or her own right in virtue of said membership only one vote.
- (ii) Notwithstanding Section 8.8 (i) only 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, and who hold the Office of Treasurer of such fully-recognised University Sodalities or Associations as have submitted a grant application before the end of Michaelmas term in any given academic year shall have a vote at subsequent General Meetings of the CSC held within the same academic year.
- (iii) Notwithstanding Section 8.8 (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.
- (iv) In virtue that the right of an individual to be a member of the Committee based upon the fact that he or she 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, provided always that the individual is eligible in accordance with Section 8.8 (ii) above.

8.9 The Chairperson shall keep order at General Meetings and the Chair's decisions on matters of order shall be final.

8.10 All staff and students of Trinity College Dublin shall be entitled to attend General Meetings.

9 PROXY VOTES

9.1

- (i) If a member of the Committee who holds the office of Treasurer of a fully recognised University Sodality or Association is unable to attend a General Meeting of the Committee, he or she may appoint a representative to act on his or her behalf as a proxy voter at said meeting of the Committee provided always that said member is eligible to vote in accordance with Section 8.8 (ii).
- (ii) No member of the Executive may appoint a representative to act on his or her behalf as a proxy voter under any circumstances.
- (iii) A member of the Committee who wishes to exercise the privilege of appointing a representative to act as a proxy voter is constrained always by the requirements that said appointee must both be a member of the University as a registered student who is currently engaged in academic studies or research, or who is member of staff of the University, and is also a member of the committee of the same University Sodality or Association as said holder of the office of Treasurer.
- (iv) 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 his or her proxy voter 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 voter null and void.
- (v) Notwithstanding the appointment of a proxy voter in his or her stead, should the holder of the office of Treasurer of a fully recognised University Sodality or Association attend the meeting for which the representative to act as a proxy voter 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 holder of the office of Treasurer of said fully-recognised University Sodality or Association.

9.2 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.

10 DETERMINATION OF RECOGNITION AND ORGANISATIONAL TYPE

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 distinct organisational types hereunder set down; it is further determined over and against the ægis of competence of those other Capitulated Bodies as are represented upon the Capitation Committee and of College Units, Academic and Administrative, operating with the University of Dublin and Trinity College; it is additionally determined in virtue of the obligations which each individual registered student, whether engaged or not in academic studies or research, and each individual member of staff of the University, undertakes in contracting a relationship with the University; and finally it is determined by the legal obligations beholden upon each individual registered student, whether engaged or not in academic studies or research, and each individual member of staff of the University, as a citizen or resident of the State.

The Committee, and by extension its Executive, is *a priori* disallowed from the consideration of any application on the part of any group of individuals for recognition as a University Society (even should said group fall within the definition as stipulated within Section 3.2 above) if the group's proposed governing document, be it a constitution or terms of reference, holds as its purpose, or its primary object, or its powers to attain the said primary object, or its articles of governance or membership, any purpose, object, power or article that is contrary to the University's and College's Policies or to the Laws of the State.

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 Committee's regulations, to its *own* primary object and to its *own* governing document.

10.1 Recognition

10.1.1 Applications for the recognition of a proposed organisation at either of these levels shall in the first instance be made to the Executive.

10.1.2 Prior to a proposed organisation being considered for recognition at either level the Executive must be assured that the following conditions have been met.

- (i) That the organisation'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 organisation'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 organisation's proposed governing document, be it a constitution or terms of reference, clearly demonstrates the means of proper financial controls.
- (iv) That the proposed organisation has the support of two hundred 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.

10.1.3 Furthermore the Executive must also determine:

- (i) that the proposed organisation is likely to make a long-term contribution to student life in College.
- (ii) that the primary object of the proposed organisation 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 organisation as determined by the criteria set down at section 10.6 below.

10.2 Provisional Recognition

10.2.1 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 10.1.2 (i)-(iv) and that it has determined 10.1.3 (i)-(iii) above.

10.2.2 If Provisional Recognition is refused the Executive shall inform the proposed organisation in question of the reasons for refusal.

10.2.3 At its discretion the Executive may refer an application for provisional recognition to the Committee.

10.2.4 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.

10.2.5 Notwithstanding section 10.2.1 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, and notwithstanding section 10.2.4, 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.

10.3 Full Recognition

10.3.1 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 10.1.2 (i)-(iii) above.
- (ii) That the University Society has submitted a full, detailed and accurate set of financial records accounting for all monies received and expended pertaining to the period of one University Society Financial Year as defined within the Grants Policy Document, said University Society Financial Year being set as one and the same for all University Societies.
- (iii) That the University Society has submitted a full, detailed and accurate report of all of its activities with a clear indication as to pertinence of the said activities to the said University Society's constitutional aims, the reporting period to coincide with that set in

10.3.1 (ii) above.

- (iv) That the University Society has submitted evidence of a body of members or supporters, as appropriate to its distinct organisational type, of fifty 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.
- (v) 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.

10.3.2 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 10.3.1 (i)-(v) above.

10.3.3 The obligation of maintenance of a University Society's status as fully recognised entails the requirement that the said Society's Officers must, on an annual basis, submit:

- (i) A full, detailed and accurate set of financial records pertaining to the period deemed within the Grants Policy Document to be the University Society Financial Year.
- (ii) A full, detailed and accurate report of all of its activities with a clear indication as to pertinence of the said activities to the said University Society's constitutional aims, the reporting period to coincide with that set in 10.3.3 (i) above.
- (iii) A notification of the new, duly elected officers of the Society immediately after the AGM of said Society.

- (iv) A Grant Application for funding from the Committee which funding shall be considered according to the articles of this constitution and it the Committee's Grants Policy Document.

10.4 Loss of Recognition (Derecognition)

Further to such loss or lapse of recognition allowed for in sections 10.2.4 and 10.2.5 (iii);

10.4.1 A University Society's status of recognition shall automatically lapse if at the end of the Committee's Financial and Reporting Year, as defined by the Grants Policy Document, the officers of the said University Society shall have:

- (i) Failed to submit full, detailed and accurate financial records for the two immediately prior University Society Financial Years, said failure to be adjudged by the Treasurer in accordance with Section 7.3 (iii) above.
- (ii) Failed to submit full, detailed and accurate report of all of its activities with a clear indication as to pertinence of the said activities to the said University Society's constitutional aims for the two immediately prior University Society Financial Years, said failure to be adjudged by the Secretary in accordance with Section 7.4 (iv) above.
- (iii) Failed to submit any combination of two of the reports or notifications stipulated in 10.4.1 (i) through (iii) within the period pertaining.

10.4.2 A University Society's status of recognition shall automatically lapse at the end of the Michaelmas Term, as defined in the University Calendar, if the officers of the said University Society shall have:

- (i) Failed to submit a notification of the new, duly elected officers of the Society during the six previous academic terms (that is a total period of two years), said failure to be adjudged by the Secretary in accordance with Section 7.4 (vi) above.

- (ii) Failed to elect a Society Committee during the six previous academic terms (that is a total period of two years), said failure to be adjudged by the Secretary in accordance with Section 7.4 (vi) above.
- (iii) Failed to a Grant Application during the six previous academic terms (that is a total period of two years), said failure to be adjudged by the Secretary in accordance with Section 7.4 (vi) above.
- (iv) Failed to submit any combination of two of the reports or notifications stipulated in 10.4.2 (i) through (iv) within the period pertaining.

10.4.3 A University Society's status of recognition shall automatically lapse if at the end of the Committee's Financial and Reporting Year, as defined by the Grants Policy Document, the University Society is declared to be insolvent by the Committee's external auditor. The decision to refer a University Society for external audit shall be taken after the University Society's financial records have been jointly examined by the Treasurer and the Honorary Treasurer. Referral to external audit must be undertaken if one or other or both the Treasurer and the Honorary Treasurer adjudges the external audit necessary.

10.4.4 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.

10.5 Notification of Recognition or its withdrawal

The granting or withdrawal of recognition of a University Society by the Committee, or the Executive acting on its behalf, shall be communicated to the Capitation Committee for its information.

10.6 Determination of Organisational Type

The ægis of the Committee extends to organisations of five distinct organisational types:

10.6.1 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.

10.6.2 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.

10.6.3 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.

10.6.4 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 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, where provided for in said terms of reference, 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 be such as 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.

10.6.5 University Commissary

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, where provided for in said terms of reference, 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 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.

11 ELECTIONS

11.1 Only 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, shall be eligible to be elected to the Executive or as an Officer of the Committee.

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

11.3 Nominations for Officerships and for seats on the Executive may only be made by those members of the Committee who hold the Office of Treasurer of such fully-recognised University Sodalities or Associations as have submitted a grant application before the end of Michaelmas term in any given academic year. 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.

11.4 Nominations for the positions of any of the Officers and for seats on the Executive shall be submitted in writing to the Secretary at least seven days in advance of the General Meeting at which the election is to be held.

(i) Nominations for the positions of any of the Officers shall not be taken from the floor, except in accordance with section 11.9 below.

(ii) A nomination for the position of any of the Officers shall be taken as an automatic nomination for a seat on the Executive; entailing that an unsuccessful candidate/s in an election for the positions of any of the Officers shall stand for election for a seat for the Executive; said automatic nomination shall be rendered null and void in the case of the successful candidate in an election for the positions of any of the Officers, or if an unsuccessful candidate/s in an election for the positions of any of the Officers states that he/she repudiates the said nomination.

(iii) Nominations for seats on the Executive shall not be taken from the floor, except that there be insufficient nominees to fill the requisite eight seats of the Executive.

11.5 The Honorary Treasurer's term of office will be of three years' duration (The Honorary Treasurer shall normally be a member of the college academic or administrative staff). In the event of a by-election taking place for this Office, the term of office will be until the third A.G.M. after such election. At an A.G.M. where it arises, the election for the Office of Honorary Treasurer will take place between that of the Amenities Officer and that of the ordinary Executive members.

11.6 The new Executive will take office within seven days of election.

11.7 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 ordinary 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 A.G.M. 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.

- 11.8 All elections shall be held by a system of proportional representation using the single transferable vote.
- 11.9 If only one nomination is received for an officership, then a yes/no vote shall take place to ensure that he/she 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 following General Meeting.
- 11.10 Officers of the CSC may not hold an Officership on the Executive of any other Capitated body.

12. REPRESENTATIVES ON THE CAPITATION COMMITTEE AND OTHER BODIES

12.1

- (i) The Treasurer and Honorary Treasurer shall be two of the representatives on the Capitation Committee. The Treasurer or Honorary Treasurer shall not hold a position on the Capitation Committee in any other capacity.
- (ii) The other representatives on this Committee shall be members of the Executive and shall be elected by the Executive and shall not hold a position on the Capitation Committee in any other capacity.
- (iii) Should any representative of the CSC be unable to attend a specific meeting of the Capitation Committee, the Executive shall elect another to act as a proxy at that meeting.

12.2 The Amenities Officer shall be a representative on any committee concerned with amenities to which the Committee is entitled to send representatives.

12.3 Representatives of the Committee, appointed by the Committee or the Executive to any committee or body shall normally be members of the Executive and may be mandated. Failure to adhere to any mandate at any meeting of shall result in the termination of representative status.

13. CHANGES IN THE CONSTITUTION

13.1 Amendments to this Constitution may only be made at a General Meeting of the Committee, and not by the Executive.

13.2 Notice of a motion to amend this Constitution must be communicated in writing to the secretary of the CSC 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 CSC

13.3 Details of any proposed amendments shall be circulated to members by the Secretary of the CSC at least fourteen days prior to the meeting.

13.4 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.

13.5 Amendments to this Constitution shall become effective at the end of the General Meeting of the Committee at which such amendments have been approved.

13.6 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.