

# **CONSTITUTION**

## TCD Jewish Society

### **I. Name**

The Society shall be known as the Trinity College Jewish Society (TCD J-Soc).

### **II. Aims**

The TCD Jewish Society aims to:

- Foster and support Jewish community and Jewish life at TCD and in Dublin
- Conduct social and cultural activities in keeping with Jewish traditions
- Connect TCD students and staff with the larger Irish Jewish community
- Represent TCD among other international Jewish student societies
- Promote harmonious relations between Jews and non-Jews at TCD
- Serve as a voice of the Jewish community at TCD
- Contribute to a greater understanding of Jewish life, tradition, culture on campus, including the contemporary situation
- Participate in interactive dialogues and discussions amongst other TCD societies

### **III. Membership:**

Membership shall be open to all capitated students and staff of the University, as well as to members of the community. Ordinary membership shall be granted to capitated students and staff in return for a subscription of €2 (two euros) or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

### **IV. The Committee**

- A. The Committee shall consist of the following officers: The Chairperson, the Secretary, the Treasurer, and the Public Relations Officer.
- B. The Committee shall meet at least once during each term. The general function of the Committee shall be to overlook and fulfil the aims of the society. The quorum for a Committee meeting at which motions may be passed or decisions of general importance made is three of the four officers.
- C. Officers and Committee members may be removed from office before the completion of their term of office only by a 60% (sixty percent) majority of those members of the Society present at an Extraordinary General Meeting.

### **V. The Annual General Meeting and General Meetings**

A. The Annual General Meeting of the Society shall be held in the 8<sup>th</sup> (eighth) or 9<sup>th</sup> (ninth) week of Hilary Term (dependent on the relevant calendars). A notice shall be posted on the Societies' noticeboard or otherwise publicised to the members not less than one week before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.

B. The meeting shall be open to all students and members of the academic staff of Trinity College, as well as guests invited by the Committee, but only full/ordinary members of the Society shall be entitled to vote. The outgoing Chairperson (or the two outgoing Co-Chairpersons, jointly) shall chair the meeting. Barring emergency, all Officers shall be present.

C. At the meeting, the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.

D. Candidates for election must be ordinary members of the Society and fully-capitulated students of TCD, and each candidate must be nominated and seconded by an ordinary member of the Society.

E. No one shall be admitted to membership less than seven days before an Annual General Meeting or Extraordinary General Meeting.

F. A general meeting of the Society may be called by the Committee or by ten (10) members of the Society presenting a signed petition to the Committee. One weeks' notice as provided for in the case of an Annual General Meeting shall be given.

G. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.

## **VI. Officers and Finance**

A. The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.

B. The Secretary shall be responsible for all the correspondence of the Society and shall keep a record of it, and for keeping the minutes of all meetings of the Society and of the Committee, and to provide the Secretary of the C.S.C. with a record of the Society's activities during his/her term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee.

C. The Treasurer shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts, shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure, and shall be answerable to the Committee.

D. The Public Relations Officer shall be responsible for publicising society events and statements and working jointly with the Secretary as a liaison between the Society and its members or the wider College community.

E. The Treasurer and the Chairperson shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee overrules the advice of the Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Chairperson and the Treasurer on such a matter, then the Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate

directly and immediately with the Treasurer of the C.S.C., in which case the Committee shall hold responsibility for the consequences of the decision in question. If only one of the said officers disassociates himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.

F. Any Officer of the Society or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or misappropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.

G. The Treasurer shall close his/her accounts on February 28<sup>th</sup> of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C. and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.

H. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the four Officers of the Society.

## **VII. Amendments and Ratification**

A. This constitution may be amended by a vote of a two-thirds majority of those present at an Extraordinary General Meeting, a Term General Meeting, or an Annual General Meeting. Notices of such amendments must be given to the Committee at least one week before the time set for such a General Meeting and to the Chairperson before he/she takes the chair.

B. This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

November 2011