

## **LABOUR PARTY, T.C.D. 'David Thornley' Branch Constitution**

### **I - Establishment**

#### *Article 1:*

The Society shall be called the Labour Party, T.C.D. 'David Thornley' Branch.

#### *Article 2:*

This Branch shall operate under and abide by the Constitution of the Labour Party (with such amendments as may from time to time be enacted thereto,) as scheduled to this constitution in Schedule 1.

#### *Article 3:*

This Branch shall be affiliated to the constituency council of the constituency in which Trinity College shall at any time be situated and shall send delegates to represent the Branch on it.

#### *Article 4:*

This Branch shall, in accordance with the Constitution of Labour Youth, operate as a Youth Section thereof.

### **II - Aims and Objects.**

#### *Article 5:*

The fundamental aim of this Branch is to work for the election of the Labour Party into office.

#### *Article 6:*

The Branch, as a constituent and recognised Branch of the Labour Party, subscribes to the principles and objects as laid down in Section 2 of the Constitution of the Labour Party.

#### *Article 7:*

The Branch, recognising the important role which universities play in shaping society, will work for the promotion of the principles and objects of the Labour Party among members of Trinity College.

#### *Article 8:*

The Branch, recognising the fundamental role which constituencies have in national politics, will play an active role in the constituency to whose constituency council it shall be affiliated.

### **III - Membership**

*Article 9:*

Any member of college who pays the annual membership fee which shall be fixed at the previous Annual General Meeting, and who is willing to accept the restrictions as laid down in the Constitution of the Labour Party shall be entitled to membership.

*Article 10:*

Any member of college who is not willing to accept the restrictions laid down in the Constitution of the Labour Party may become an associate member of the Branch on payment of the associate membership fee as fixed at the previous Annual General Meeting.

*Article 11:*

No member or associate member may be expelled or suspended unless he/she is given a week's notice of a motion to that effect being placed before a private business meeting of the Branch.

*Article 12:*

Any member or associate member who is expelled is entitled to have his/her membership/associate membership fee returned.

*Article 13:*

Any member or associate member who is suspended may demand the return of his/her membership/associate membership fee in which case he/she may be deemed to be expelled.

*Article 14:*

A member who has not been suspended has a right:

- (a) to attend, speak at, propose motions to and vote on any motion at any private business meeting or Annual General Meeting of the Branch.
- (b) if he/she has attended two Branch meetings during the preceding year to vote in elections to the Executive Committee of the Branch.
- (c) if he/she is a member for more than two terms to stand for election as Chairperson, Treasurer, Secretary or Vice-chairperson.
- (d) to stand for election as First-Year Officer or as an Ordinary Member of the Executive Committee.

*Article 15:*

An associate member who has not been suspended has a right:

- (a) to attend, speak at and propose motions to any private business meeting of the Branch.
- (b) to attend and speak at the Annual General Meeting of the Branch.

## **IV - Organisation**

### *Article 16:*

The affairs of the Branch shall be administered by an Executive Committee which shall be elected at the Annual General Meeting, and at private business meetings as vacancies occur. The position of First-Year Officer shall be elected at the first private business meeting following Fresher's Week and at other private business meetings as vacancies occur.

### *Article 17:*

The Executive Committee shall consist of:

- (a) A Chairperson who shall be responsible for the overall administration of the Branch, and who shall preside over meetings of the Branch.
- (b) A Treasurer who shall be responsible for administering the funds of the Branch in accordance with the wishes of the Executive Committee.
- (c) A Secretary who shall be responsible for the records and correspondence of the Branch, and who shall maintain a list of names and addresses of current members and associate members of the Branch.
- (d) A Vice-chairperson who shall preside over meetings of the branch in the absence of the Chairperson.
- (e) A Public Relations Officer who shall be responsible for publicising the Branch's activities and for recruiting new members.
- (f) A First-Year Officer who shall be responsible for integrating First Year members into the Branch and who shall himself/herself be a first year.
- (g) Ordinary Members. The number of Ordinary Members to be elected to the committee, and their responsibilities shall be fixed by the Annual General Meeting, and can be changed by a subsequent private business meeting with the consent of two thirds of those present and voting, the number of ordinary members on the Executive shall not exceed four.

### *Article 18:*

Any member of the Executive Committee may be forced to resign by a motion of no confidence passed by a majority of the members present and voting at a private members meeting, provided that the person concerned has had at least one week's notice of the motion.

### *Article 19:*

If any member of the Executive fails to attend 3 consecutive meetings either Executive or private business, of the Branch, without an excuse considered sufficient by a majority of the rest of the Executive Committee, he/she is considered to have resigned.

### *Article 20:*

The method of electing a member of the Executive Committee shall be decided by the meeting which elects him/her, voting by the single transferable vote system.

### *Article 21:*

Where a member of the Executive Committee has been forced to resign by a motion of no confidence his/her successor must be elected at the same meeting for the motion of no confidence to take effect.

## **V - Meetings**

### *Article 22:*

The Executive Committee or 25% of the membership of the Branch may call a private business meeting, at least one week's notice of all meetings must be given in writing to the Secretary and the P.R.O.

### *Article 23:*

The Executive Committee shall ensure:

- (a) That at least one public meeting is held every year
- (b) That adequate advance publicity is given to all meetings.

### *Article 24:*

The Chairperson shall ensure that at least 2 meetings, of which one must be a private business meeting, of the Branch shall be held each term.

### *Article 25:*

The Annual General Meeting shall be held during Trinity Term. The date, time & location of the AGM shall be set by the Executive Committee. At least two weeks written notice shall be given to all members beforehand.

### *Article 26:*

The order of business at the Annual General Meeting shall be:

- (a) The Chairperson's report of the activities of the Branch during the past year.
- (b) The Treasurer's report on the state of the Branch's funds and the transactions undertaken during his/her term of office.
- (c) The Secretary's report on the correspondence of the Branch during the past year.
- (d) The taking of any motions to amend the constitution.
- (e) The taking of any other motions.
- (f) The fixing of the annual membership and associate membership fees.
- (g) The Election of the Chairperson.
- (h) The Election of the Treasurer.
- (I) The Election of the Secretary.
- (j) The Election of the Vice-chairperson.
- (k) The Election of the P.R.O.
- (l) The fixing of the number of ordinary members to be elected to the Executive Committee and their responsibilities.
- (m) The Election of ordinary members to the Executive Committee.
- (n) The Election of delegates to the Constituency Council.
- (o) The Election of delegates to any other bodies to which the Branch is entitled to send delegates.

## VI - Central Societies Committee

### Article 27:

- (a) The Chairperson and Treasurer shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society are in general conducted according to the vote of all 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 Treasurer on such a matter, then the Chairperson and Treasurer either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the CSC in which case the Committee will hold responsibility for the consequences of the decision in question. If only one of the said Officers dissociated himself/herself from the decision then the other Officer assumes complete responsibility. Neither the Chairperson nor the Treasurer shall sign a cheque for an item for which they are not prepared to accept full responsibility, nor will they be forced to do so by 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 the former officer will bring the case to the notice of the CSC.
- (b) Since upon election to office the Chairperson and Treasurer assume joint responsibility for the financial affairs of the society, no cheques can be paid without at least one of their signatures and that of either the other one, or that of the secretary.
- (c) Although it shall be the duty of the Treasurer to maintain accounts of the Society and present details of these accounts to the CSC when requested, the Chairperson bears with the Treasurer the responsibility for the accuracy of these accounts.
- (d) The Treasurer, or Chairperson or any persons may be requested to appear before the CSC, or officer or subcommittee of the CSC to provide information concerning the finances of the Society. If a *prima facie* case exists that society funds have been misused, or misappropriated and a full hearing before the CSC Executive of the person or persons involved establishes that there is sufficient evidence of personal liability, then the CSC may request the person or persons concerned to repay the money by a specified date. The CSC may ask the Senior Dean to declare the person or persons specified indebted to college.
- (e) The Treasurer shall have the duty of conducting routine communications with the CSC on financial matters including the provision of estimates for expenditure. All communications shall be in writing to the Secretary of the CSC. It shall be the Treasurer's duty:-
  - (i) to obtain CSC grants for the academic year following his/her election.
  - (ii) to provide the CSC with accounts for the financial year during which he/she is elected.
  - (iii) to provide his/her successor with all information reasonably required to manage the Society's finances in the following session.

- (iv) to ensure the receipts of forms from the CSC for estimated annual expenditure.
  - (v) to provide estimates of annual expenditure of the Society before the deadline set by the CSC Executive.
  - (vi) to forewarn the CSC of anticipated exceptional activities for which grants may be sought, and to provide estimates for these as soon as practical. (Exceptional activities are those which have not recurred in the two previous years and which may cost more than thirty pounds.)
  - (vii) to furnish the CSC with audited accounts of the Society for the Financial year during which he/she held office. The accounts shall have been audited by a qualified accountant or by a member of staff of the University and shall be presented to the CSC before the deadline set by the CSC Executive for receipt of these forms. No grants for the succeeding year will be given until the accounts of the preceding year are submitted.
- (f) If a chairperson or treasurer during his/her term of office resigns, or otherwise ceases to hold office by whatever mechanism he/she will submit to the Treasurer of the CSC, and to his/her successor in the office of the Society, a statement of finances of the society. In the case of a treasurer this will include a complete set of accounts to the date on which he/she left office with details of unpaid accounts, debtors and creditors, as well as any information may be reasonably required by his/her successor in his/her duty to ensure proper financial management.
- (g) It is specifically the duty of the Chairperson and the Treasurer to know the purposes for which grants are given by the CSC and to ensure that they are used for the said purposes, or purposes which can reasonably be seen to be similar. It is the duty of the Treasurer in drawing up the annual accounts to show how particular items of expenditure are related to particular grants, and to have receipts to substantiate his/her payments.
- (h) In order that a member of the Society who is standing for election to the office or Chairperson or Treasurer shall be fully aware of the duties and responsibilities which he/she will undertake if elected as Chairperson or Treasurer, he/she will sign a form of the following content before he/she can be considered a candidate:-  
“I have read the sections of the constitution describing the duties and responsibilities of the Chairperson and the Treasurer. I am willing to accept those responsibilities pertinent to the office of Chairperson or Treasurer respectively if elected to either office.”
- (I) It is the duty of the Treasurer or failing him/her the Chairperson to provide these forms to the candidates for these offices and to explain their significance.
- (j) Invoices or receipts will be presented to the Society Treasurer before a member is reimbursed for expenses at Conference etc.

- (k) It is the duty of the Secretary of the Society to provide the Secretary of the CSC with a record of the activities of the Society during his/her term of office before the deadline for receipt of this report as set by the Executive of the CSC. In the event of the Secretary failing in his/her duty to do this it is the duty of the incoming committee to censure him/her in accordance with the rules of the Society and to appoint a sub-committee to submit the said report.

## **VII - Amendments**

### *Article 28:*

Amendments to this constitution shall come into force if passed by:

- (a) A simple majority of those present and voting at the Annual General Meeting  
or
- (b) A simple majority of those present and voting at three consecutive private members meetings  
or
- (e) A two thirds majority of those present and voting at a private members meeting.

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