

Constitution of the T.C.D. Voluntary Tuition Programme (VTP)

- 1. Name:**

The Society shall be known as T.C.D. Voluntary Tuition Programme
- 2. Objects:**

The Voluntary Tuition Programme is a 50:50 partnership between Trinity College Dublin, the University of Dublin and St. Andrew's Resource Centre and this relationship and its operation is outlined in a Memorandum of Understanding available to read upon request.
- 3. Membership:**

Membership shall be open to all capitated students, staff and alumni of the University. A Member of the Society is someone that is registered as volunteering in one of our weekly tuition sessions or activities clubs. No membership fee shall be charged to those who wish to join the Society.
- 4. The Committee:**
 - 4.1** The Committee shall consist of the following officers: Joint Chairperson, Joint Treasurer, Joint Secretary, Joint Child Protection Officer with each of these 4 roles having a representative each from Trinity and St. Andrews; then from Trinity, an Education Officer, Social Secretary/Fundraising Officer, Goldsmith Co-Chief x2, Andrews Chief, Ringsend Chief, Special Needs Chief, Activities Chief, coordinators for each hour and ordinary committee members from St. Andrews.
 - 4.2** The roles and responsibilities of the committee are described in full in the Memorandum of Understanding.
 - 4.3** The Committee shall meet at least three times per year.
 - 4.4** Officers and Committee members may be removed from office before the completion of their term of office only by a two thirds plus one majority of those members of the Society present at an Extraordinary General Meeting whichever is the lesser (see also below).
- 5. The Annual General Meeting and General Meetings:**
 - 5.1** The Annual General Meeting of the Society shall be held during the final five week period of Hilary term.

A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than three days before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.

- 5.2 The meeting shall be open to all students, members of the academic staff and alumni but only full members of the Society shall be entitled to vote.
 - 5.3 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.
 - 5.4 A general meeting of the Society may be called at the discretion of the Committee or upon written request of ten Members of the Society. Three days' notice as provided for in the case of an Annual General Meeting shall be given.
 - 5.5 An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.
 - 5.6 Except in the case of amendments to this Constitution, all motions shall be passed by a simple majority of those present and eligible to vote.
 - 5.7 Votes on all motions shall be taken by a show of hands, except in the case of elections to the Executive Committee, which shall take place by a secret ballot.
 - 5.8 Candidates for election must be ordinary members of the Society, and each candidate can put themselves forward for nomination.
 - 5.9 No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.
 - 5.10 A member of the Committee is elected for the term of one year upon their election at the Annual General Meeting, or part thereof if elected at a subsequent Extraordinary General Meeting.
 - 5.11 Should a committee member vacate their role mid-term, another committee member may step in an acting role until a new individual is voted into the role in an Extraordinary General Meeting.
- 6 The Officers:**
- 6.1 The Student Chairperson shall oversee the general running of the Society and shall be answerable to the Committee along with the Community Chairperson.
 - 6.2 The Student 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.

6.3 The Student Treasurer shall be jointly responsible for all the finances of the Society, alongside the Community Treasurer. VTP do not submit their accounts to the C.S.C.

6.4 The ordinary members of the Committee shall be delegated any other duties by the Chairperson as are seen fit. Responsibilities of other members of the committee are outlined further in the Memorandum of Understanding.

7 Amendments:

7.1 This constitution may be amended by a vote of a simple majority of those present at an Extraordinary General Meeting or an Annual General Meeting. Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of that meeting before he/she takes the chair.

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

7.3 This Constitution may be amended by a two-thirds plus one majority of those present and eligible to vote at an AGM or EGM.

7.4 Where an amendment to this Constitution has been approved its effect is immediate.

March 2016