

The Constitution of the TCD Japanese Society

1. Name: The Society shall be known as the TCD Japanese Society.

2. Objectives:

1. To provide the opportunity to Trinity College Dublin students and staff to get to know the Japanese culture.
2. To establish a good relationship between the Japanese and non-Japanese students and staff in Trinity College Dublin.
3. To support the Japanese community at Trinity College Dublin.
4. To represent the Japanese community at Trinity College Dublin.
5. To promote Trinity College Dublin to other Japanese student societies in Ireland and abroad.

3. Membership:

Ordinary membership shall be available to all students and staff members of Trinity College Dublin and may be granted in return for a subscription fee of 2.00 Euro.

4. The Committee:

The Committee shall consist of the following officer positions in descending order of rank:

1. The Chairperson.
2. The Secretary.
3. The Treasurer.
4. The Events Officer
5. The Public Relations Officer.
6. Up to six Ordinary Committee Members

The Committee shall meet at least once every three weeks during the term. The general function of the committee shall be to oversee and fulfil the aims of the society. In the event a committee member is not fulfilling their duty satisfactorily a vote of no confidence may be held. If two thirds of the committee vote 'no confidence' for the voted upon member then that member will be removed from their position in the committee. If the removed member is not the chairperson then the vacant place can be filled at the Chairpersons discretion. If the Chairperson is removed from their position then the secretary will take over the duties of the Chairperson until a new Chairperson is voted for at an AGM or EGM. Alternatively a current member can be promoted to the position of 'The Chairperson' if the current committee unanimously votes and agrees to this.

5. The Annual General Meeting and General Meetings:

The Annual General Meeting of the Society shall be held in the 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. The meeting shall be open to all students and members of the academic staff but only full/ordinary members of the Society shall be entitled to vote. 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. A general meeting of the Society may be called by the Committee or by 10 members of the Society presenting a signed petition to the Committee. Three days notice as provided for in the case of an Annual General Meeting shall be given. An Extraordinary General Meeting of the Society may be called

following the procedure set out above for General Meetings. Candidates for election must be full/ordinary members of the Society, and each candidate must be nominated and seconded by a full/ordinary member of the Society. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

6. The Officers:

1. The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.
2. 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.
3. The Treasurer shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.
4. The Events Officer shall be responsible for the planning, organising and facilitating all of the social and cultural events which the society holds.
5. The Public Relations Officer is the primary promoter of events and responsible for maintaining the social media platforms of the society. The Public Relations Officer shall publish announcements to our members of events at least one day in advance of the events date and shall lead the design, print and distribution of posters for society events. The Public Relations Officer is granted the power to delegate these tasks to General Officers with the consent of set members.
6. 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 over-rules 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 dis-associate 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.
7. The Treasurer or the Chairperson 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.
8. The Treasurer shall close his/her accounts on March 31st 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.
9. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Treasurer and the Chairperson or Secretary.
10. The general officers of the Committee shall be delegated any other duties by the Chairperson as are seen fit.

7. Amendments:

This constitution may be amended by a vote of two-thirds 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 they take the chair.

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

12th April 2021