

TCD Enactus Terms of Reference

1. Name

- i. The name of the society shall be Enactus TCD, hereafter 'the Society'.

2. Primary Object

- i. Using business and entrepreneurial knowledge and expertise honed in Trinity College to empower those in need in our community and responding with creativity and imagination to the challenges and opportunities of a shared future.

3. Powers

- i. Idea generation for projects.
- ii. Receive applications for supporting projects.
- iii. Decide of the viability of projects.
- iv. Regulate on-going projects.
- v. Seek funding for projects when appropriate.

4. Composition of the Society

- i. The Society shall be comprised of a board and an operating group made up of currently registered staff or students of Trinity College Dublin appointed as per Articles 5 and 6.
- ii. The Society may also garner supporters through the collection of contact information from them in order to keep them informed of the work of the Society.

5. Board of Enactus TCD

- i. The board of Enactus TCD shall consist of the CSC Secretary and an academic representative of sufficient experience in the field of enterprise as named in Schedule 1 of this terms of reference. The board shall also be comprised of the operating group of the society, including Faculty Advisors.

6. Operating Group of Enactus TCD

- i. The operating group of the Society shall be comprised of the supporters of the Society elected to the group as outlined in Article 7.

- ii. The operating group of the Society shall be made up of a Leader, Secretary, Treasurer, Corporate Liaison Officer, Public Relations Officer (PRO), Marketing & Recruitment Officer and Digital Engineer (Assistant PRO).
- iii. The operating group shall meet weekly during term time.
- iv. No person shall hold more than one position within the operating group.

7. Annual General Meeting

- i. The Annual General Meeting shall be held in Hillary Term.
- ii. Notification will be given to supporters of the Society no less than three days before the meeting.
- iii. The meeting shall be open to all registered students and staff of the College but only those who have logged more than ten hours work with the Society shall be entitled to vote.
- iv. Those running for the position of Secretary, Public Relations Officer (PRO), Marketing & Recruitment Officer and Digital Engineer (Assistant Pro) must be nominated from the floor at the AGM.
- v. Those running for the positions of Leader, Treasurer, and Corporate Liaison Officer must be nominated by the appointments panel as per Article 8.
- vi. Voting shall take place in the order of Leader, Secretary, Treasurer, Corporate Liaison Officer, Public Relations Officer (PRO), Marketing & Recruitment Officer and Digital Engineer (Assistant PRO) and each vote shall not take place until the previous count has been completed.
- vii. Votes shall be conducted by secret ballot in a first past the post system.
- viii. Eligibility criteria for an AGM and an EGM are the same.

8. Appointments Panel

- i. The appointments panel shall be comprised of the outgoing society leader, the outgoing society treasurer, and the outgoing Corporate Liaison Officer.
- ii. The appointments panel shall notify supporters of the society of applications being accepted for the positions of Leader, Treasurer, and Corporate Liaison Officer at least 14 days prior to the AGM.
- iii. The appointments panel shall interview all applicants for the positions to ascertain their competency to fulfil the positions.

- iv. The appointments panel shall nominate all those deemed of sufficient skill and experience for election at the AGM.
- v. The appointments panel shall put forward all candidates that meet the criteria and are encouraged to put forward as many candidates as possible for election to each position.

9. Removal of persons from the Committee

- i. Any individual who fails to attend three consecutive operating group meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 10.
 - a) Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.
- ii. Any operating group member who, while on society business, breaks or attempts to break college regulations shall be deemed to have resigned from the committee with immediate effect and a person to replace them shall be appointed according to Article 10.
- iii. Any member of the operating group may step down at any point during the year by formally offering their resignation in writing to the senior officers who shall accept it and replace the committee member as laid out in Article 10.
 - a) Notice of at least one week must be given.
- iv. Upon the death or incapacitation of an operating group member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.
- v. An operating group member may be impeached for failure to fulfil their duties as outlined may be removed through a committee vote at which a supermajority of 2/3rds of the entire board of the society.
 - a) At the meeting to remove an operating group member, the person being impeached may address the meeting prior to the vote taking place.
 - b) The vote to remove an operating group member must be held by secret ballot and must be carried by a 2/3rd's majority of all members of the committee
 - c) Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure outlined in Articles 7 and 8.

- d) An operating group member may also be removed through a motion obtaining a simple majority at an EGM.
- e) The decision of board in the removal of an operating group member may be overturned by a motion at an EGM.
- vi. Any member who resigns from their position or is removed from it may not be elected to the operating group again during that society session.

10. Co-opting of a Committee Member

- i. Following the promotion, resignation or death of a member as outlined in Article 9 the operating committee shall convene and shall co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM which should take place within two weeks.

11. The Role of Committee Members

President

1. Is accountable for financial/operational activities that are undertaken under the name of registered Enactus Projects and the Executive Committee.
2. Acts as signatory of the Enactus TCD bank account, monitoring and managing finances in liaison with the Treasurer.
3. Acts as liaison between Enactus TCD and Enactus Ireland.
4. Manages the Enactus TCD social networks and email account (aiding the Marketing Manager).
5. Cultivates the appropriate group businesspeople for Enactus TCD's Business Advisory Board, liaising with them alongside the CLO.
6. Organises the venues for large-scale events involving Enactus TCD (delegating responsibilities between members of the Exec. and the Projects themselves).
7. Manages the Enactus TCD website (aiding the PRO).
8. Oversees all operations of Enactus TCD, and associated Project Teams, ensuring that they are within the framework outlined in the Enactus Handbook set by Enactus Worldwide.

9. Delegates unforeseen tasks and responsibilities between members of the society where necessary.
10. Accounts for the total hours worked annually, as well as total number of active members within Enactus TCD.
11. Is in charge of submitting all necessary forms to Enactus Ireland on the status of each project, team member, society member and executive committee member.
12. Is responsible for notification of Enactus TCD members of Enactus Ireland events and training days.

Treasurer

1. Manages Enactus TCD bank account, providing monthly status reports on finances for Enactus TCD. **NB! The President must be notified of all expenditure leaving the account before monies are withdrawn.**
2. Manages and coordinates the Financial Officers, recording weekly activities, and reports back to the committee weekly with updates.
3. Organises and coordinates fundraising events both on-campus and off (this includes applying for grants for Enactus TCD itself, or offering advice to individual Project Leaders applying for grants).
4. Helps manage individual project finances, working with the President and Project Leader to determine appropriate funding for current/new ventures.
5. Chairing a meeting between the Exec. and the Project Leaders on finance avenues for projects in need of capital injection (monthly).
6. Acts as signatory on for the individual bank accounts held by Enactus TCD projects.

Corporate Liaison Officer

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1. Responsible for liaising with the Business Advisory Board on membership, meetings and events.

2. Works with the President to confirm the schedule of the Business Advisory Board meetings throughout the year (tri-annually).
3. Liaises, where appropriate, with Enactus Ireland in the contact of business leaders for membership within Enactus TCD's Business Advisory Board.

Marketing Manager

1. Main focus of Michaelmas term is coordinating Freshers' Week activities..
2. Managing the Enactus TCD email account and social networks.
3. Organising events throughout the year that boost recruitment numbers as pertain to the necessary requirements of individual projects (working with President, Treasurer, PRO and, where appropriate, CLO).
4. Coordinating monthly ideation sessions (with the President, Treasurer, PRO and Digital Engineer) for new project generation.
5. Managing inflow of project development information (weekly schedule to be confirmed in Michaelmas Term) to be publicised through the Enactus TCD social networks/weekly email.
6. Meet monthly with individual project Marketing Managers to advise on marketing strategy/PR content, etc.)

Public Relations Officer

1. Managing content for the Enactus TCD website, updating at least once every two weeks; the **Marketing Manager** will maintain a record of each weekly project submission and send the PRO the information that holds deemed PR value for the site.
2. Ensuring that there is adequate media coverage of all Enactus TCD events and press communications.
3. Supplying interested individuals with information on the work that Enactus TCD does and projects that are being run currently (via email or in person).

4. Drafting all press releases made on behalf of Enactus TCD, and working with individual project PRO's in finding direction for their efforts.
5. Meet monthly with PRO's from all projects to gauge their development, areas for concern and positions on the Enactus TCD website.
6. Keeping a *precise* numerical track of the reach of Enactus TCD's work. For example, if a Project gets featured in a national newspaper or radio show, circulation numbers must be estimated and recorded (for competition purposes).

Secretary

1. Take minutes of all Enactus Committee Meetings and events, for distribution to the full committee within 24 hours of their production.
2. Gather weekly project updates from Project Leaders on their projects – issues, developments, etc. – and present a monthly development analysis for each Project (at the fourth meeting of every month).
3. Become fully knowledgeable of each project's operations so as to assume an advisory position for Project Leaders during weekly/monthly meetings (Project Leaders only/ Full Project Teams, respectively).
4. Book weekly time/space to hold committee meetings.
5. Record the total amount of hours clocked up weekly by the entire Enactus team (the Executive will be responsible for keeping track of their own hours weekly and report them to the Secretary at the weekly meetings. Project Leaders will be expected to give the Secretary the total weekly hours of their team at the weekly meetings as well).

Digital Engineer

- Coordinate with the Enactus TCD Exec. on necessary designs for specific events (e.g. t-shirts at Freshers' Week, posters for events, etc.).

- Coordinate with individual Project Leaders for design needs pertaining to operations and activities.

Project Leaders

- Monitoring and managing the operations of individual projects.
- Ensuring that your teams are providing the Marketing Manager with marketable material on the designated day (schedule to be confirmed early in Michaelmas Term).
- Keeping strict record of numbers of team members and their weekly hours spent working on Enactus TCD projects.
- Attending weekly meetings with the Exec., giving updates on the week's progress (to be recorded by the Secretary).

12. Projects

- i. Enactus TCD members ('supporters') will be encouraged to develop new and innovative business ideas for solving social issues. At a monthly meeting, the operating group will hear pitches for potential project ideas (which must be conducive to the guidelines set out in the Enactus Handbook). Based upon a secret ballot (in which a majority in proposition or opposition must be reached), the operating group will bring successful pitches to the board (see Article 5) for further consideration. Unsuccessful pitch-givers will be offered advice from the operating group on how to fit their idea into the Enactus framework. If accepted by a majority at a board meeting, the project will be formally registered as an Enactus TCD project.
- ii. Should a project close entirely, all profits will be transferred to the Enactus account.
- iii. If a project continues, albeit outside of the Enactus framework, all funding offered to that project will be separated and transferred.
- iv. Enactus TCD will act as an advisory board for project development, as well as a network for gaining volunteers from within Trinity College. Projects registered within the Enactus framework will be eligible for presentation at

the Enactus National Competition, as well as funding and the utilisation of the Enactus TCD network.

13. Finances

- i. The President or the Treasurer or any member of the Society may be requested to appear before the CSC, or an officer or sub-committee 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, the CSC may ask the Senior Dean to declare the person(s) responsible 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.
- ii. The Treasurer shall close their accounts in accordance with CSC guidelines and as soon as may be possible thereafter shall arrange for the accounts to be audited as provided by the CSC. In due course these accounts shall be presented to the Committee of the Society and the CSC for approval.
- iii. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the President, Treasurer and Secretary.
- iv. In addition to the Enactus TCD bank account, the President, Treasurer and Project Leader (as appropriate) will act as signatories of individual project bank accounts for all Enactus projects that require them. If funds are found to have been misappropriated or misused, the same rules apply as per section (i.) of this Article. These accounts will still be under full control and discretion of the Treasurer and President.

(NB! I know this was deemed difficult in our meeting. However, is there a way that this system could work based upon the fact that the Treasurer and President are still in control of the funds? If you believe not, then perhaps there is a way of amalgamating the accounts; however, this may prove tricky due to tax etc. Any advice on this would be greatly appreciated).

14. Amendments

- i. This Terms of Reference may only be amended by a vote of a majority of those present at an EGM or an AGM. Notices of such amendments must be submitted in writing not less than five days before the date of the general meeting and must be signed by a proposer and seconder, each of whom must be eligible to vote in an AGM/EGM.

- ii. The Schedules of this Terms of Reference may be changed by the Board, only with a two-thirds majority at a Board meeting.
- iii. This Terms of Reference is binding as and from the date of being approved by both the Society and the CSC.
- iv. An up to date copy of the Terms of Reference shall be available to members upon request.