

# **TCD Environmental Society Constitution**

1. **Name:** The Society shall be known as T.C.D. Environmental Society.

2. **Objects:**

a. The T.C.D Environmental Society seeks to promote a more sustainable campus. To this end, the Society aims to raise the conscientiousness of students to consider the effect of their own actions on the Environmental. The Environmental Society also strives to increase student involvement in formal channels of environmental policy-making within the university. Students will be specifically encouraged to participate in the planning and implementation of TCD Green Week.

b. In addition to its role on the T.C.D campus, the Environmental Society hopes to contribute to environmental service projects in the larger Dublin community. The Society will create opportunities for local to national involvement in environmental issues without respecting a particular political affiliation.

c. Additionally, the Society strives to serve both as a forum for discussion and as a source of information on sustainability and other environmental issues. Furthermore, the Society hopes to create a community for students concerned with the Environmental to connect.

d. Finally, we hope to provide channels for students with environmental interests to gain pre-professional experience in environmentally-related fields through on-campus projects and through exposure to government agencies and community Environmental organizations via internships and volunteer projects.

3. **Membership:**

a. Membership in the TCD Environmental Society shall be open to all capitated students and staff of the University. Ordinary membership shall be granted to capitated students in return for a subscription of €2 or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

b. Membership shall be open to the Irish Environmental community at large where deemed appropriate by the Committee of the Environmental Society. External affiliates may join, subject to approval, if he or she brings Environmental expertise or experiences to the group that will contribute to and enrich the Society.

4. **The Committee:**

The Committee shall consist of the following officers: the Chairperson, the Secretary General, the Treasurer, the Outreach and Events Coordinator, the Publicist, 1<sup>st</sup> year representative, Post-Grad representative, Green Week Coordinator, Field Trip Coordinator and up to three ordinary members of the Committee.

5. The Committee shall meet at least once during the term but should convene either weekly or biweekly. All committee meetings shall be open to all members of the Environmental Society. The Chairperson shall use their discretion to determine whether suitable quorum is present for the passage of motions or for decisions of general importance.

6. Officers and Committee members may be removed from office before the completion of their term of office only by 75% of those members of the Environmental Society present at an

Extraordinary General Meeting whichever is the lesser (see also below).

**7. The Annual General Meeting and General Meetings:**

The Annual General Meeting of the Environmental Society shall be held at some point during the first four week of Trinity Term. A notice shall be posted on the Society's website or otherwise publicized 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.

8. The meeting shall be open to all students and academic staff. Only ordinary members of the Environmental Society shall be entitled to vote. The quorum for general meetings shall be one third of the members. The meeting shall be chaired by the outgoing chairperson.

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

10. A general meeting of the Environmental Society may be called by the Committee or by 50% of 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.

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

12. Candidates for election must be ordinary members of the Environmental Society, and each candidate must be nominated and seconded by an ordinary member of the Society. No external affiliates may be elected to office.

13. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

**14. The Officers:**

a. The *Chairperson* shall oversee the general running of the Society and shall be answerable to the Committee. The Chairperson shall serve a term of one year and will be elected at the Annual General Meeting.

b. The *Secretary* shall be responsible for all of the correspondence of the Society, keep a record of it, keep the minutes of all meetings of the Society and of the Committee and provide 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. The Secretary should also assist the Chairperson with the general running of the society The Secretary shall be elected during the Annual General Meeting and shall serve a term of one year.

c. 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. The Treasurer shall be elected during the Annual General Meeting and shall serve a term of one year.

e. The *Outreach and Events Coordinator* shall be responsible for organizing Environmental service projects beyond campus. The Coordinator will also serve as the liaison to other T.C.D. Societies, to government Environmental agencies, and to non-profit Environmental groups (e.g. CoastCare). Additionally the Coordinator shall be responsible, along with the Chairperson, for planning lectures and society social events. The Outreach and Events Coordinator shall be elected during the Annual General Meeting and shall serve a term of one year.

*f. The Publicist* shall be responsible for publicizing Society meetings and events. The Publicist shall maintain a Society web site or delegate authority to maintain the web site. Additionally, the Publicist shall coordinate all membership drives, including the membership drive during T.C.D. Fresher's' Week prior to the start of Michaelmas Term. The Publicist shall be elected during the Annual General Meeting and shall serve a term of one year.

*g. The Green-Week Coordinator* will coordinate the Society's Green Week events and will act as a liaison to the College Recycling and Environmental Committee (CREC). The Green Week Coordinator should attend the monthly Green Campus meetings. (1<sup>st</sup> Thursday of each month at 1pm) The Vice-Chairperson shall serve a term of one year and will be elected at the Annual General Meeting.

*h. The Field Trip Coordinator* will coordinate all trips undertaken by the society. The Field Trip Coordinator will be in charge of transportation and logistics of each trip. The Field Trip Coordinator and Treasurer will be in charge of payment and pricing for each trips. The Field Trip Coordinator shall serve a term of one year and will be elected at the Annual General Meeting.

*i. The First Year Representative* will represent the first year student body. The First Year Representative shall serve a term of one year and will be elected at the Annual General Meeting.

*j. The Post-Graduate Representative* will represent the postgraduate student body. The First Year Representative shall serve a term of one year and will be elected at the Annual General Meeting.

15. The Treasurer and the Chairperson shall be jointly responsible for the financial affairs of the Environmental 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.

16. 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 mis-appropriated, 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.

17. 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.

18. All cheques and withdrawal forms from the Environmental Society's bank account shall be signed by the Treasurer and the Chairperson.

19. The ordinary members of the Committee shall be delegated any other duties by the Chairperson as are seen fit. The general membership may amend the duties of existing officers or create new officer positions as deemed necessary.

**20. Amendments:**

This constitution may be amended by a simple majority of those present at an Extraordinary General Meeting or at the 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 before he/she takes the chair.

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

**T.C.D. Environmental Society Constitution**

October 2014