

# The Constitution of QSoc the TCD LGBT Society

## 1 Name

- a The Society shall be known as QSoc the TCD Lesbian, Gay, Bisexual and Transgender Society (or the LGBT Society).

## 2 Objects

- a The objects of the Society shall be to educate, inform and offer a supportive environment to lesbian, gay, bisexual and transgender students and staff of the University of Dublin.

## 3 Membership

- a Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription as shall be decided by the Committee or Annual General Meeting (AGM) within the limits set by the CSC.
- b Honorary Membership may be given to those individuals who have made a significant contribution to the society. Honorary Members are not entitled to vote at an AGM or EGM, nor are they permitted to run for election for a position on the Committee. Their membership will last for one year only.

## 4 The Committee

- a The Committee shall consist of 13 members, of whom 3 are Senior Officers, 5 are Junior Officers and 5 are Ordinary Committee Members (OCMs).
- b The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:

- i Auditor
  - ii Secretary
  - iii Treasurer
- c The Junior Officers shall be elected as laid out in Article 8 and 9 consist of the following:
  - i Public Relations Officer (P.R.O.)
  - ii Inclusion Officer
  - iii Social Secretary
  - iv Librarian
  - v Campaigns Co-ordinator
- d The five OCMs shall be elected as laid out in Article 8.
- e No individual may hold more than one position on the committee.

## **5 Committee Meetings**

- a The Committee shall meet weekly during term at an agreed date and time.
- b All meetings of the committee shall be open for any member of the society to attend except in exceptional circumstances as outlined in Schedule 1.
- c Notice of not less than two days must be given to committee members ahead of a committee meeting.
- d Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the secretary no later than three hours before the meeting is scheduled to begin.
- e Failure to attend three consecutive committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out in Article.

- f Quorum for committee meetings shall be 2/3<sup>rd</sup>s of the committee. One senior officer must also be present.
- g Accurate minutes of the minute shall be kept and distributed as outlined in Schedule 1.
- h All committee shall adopt the guidelines outlined in Article 1.

## **6 The Annual General Meeting and Extraordinary General Meetings**

- a Notice of no less than one week must be given to members ahead of either and Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
  - i Notice must include the date, time, place and agenda for the meeting.
- b The quorum for either an AGM or an EGM shall be twenty five people, or one tenth of the membership of the society, whichever is larger.
- c Any member of the college may attend either an AGM or EGM but only fully-paid members of the society are entitled to vote.
- d No persons admitted to membership less than twenty four hours prior to an AGM or an EGM shall be entitled to vote at that meeting.
- e An EGM of the society may be called in accordance with the procedure laid out in Article 7.
- f An AGM must be held once a year in Hilary term in accordance to the procedure laid out in Schedule 2.

## **7 Calling of an Extraordinary General Meeting**

- a The items brought before an EGM must be exceptional in nature and should refer to changes in the constitution or to bring about an election to fill a vacancy on the committee.

- b An EGM of the society may be called by any seven members of the society submitting a signed petition stating clearly the reasons for the EGM to both the Secretary and Auditor.
- c The petition must be signed by seven full paid members of the society and should include society member number, student number and name.
- d Upon presentation of the petition to both the Auditor and Secretary an EGM must be held within two term weeks.
- e Notice for the EGM must be given in accordance with Article 6a.

## **8 Election of Committee Members**

- a Each election shall be of the form of the single transferable secret ballot using the proportional representation system of election. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a “yes/no” option.
- b Candidates must be fully paid members of the society in order to be considered for election to the committee.
- c The positions of Auditor, Secretary, Treasurer, P.R.O., Inclusion Officer and the five Ordinary Committee Members shall be elected at the AGM.
- d The positions of Librarian, Campaigns Officer and Social Secretary shall be appointed no later than Week 4 of Michaelmas Term as outlined in Article 9.
- e Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.
- f Each candidate may participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure laid out in Schedule 2.

- g The candidates for P.R.O. must submit examples of their work to the Secretary of the society no later than 24 hours prior to the AGM to be considered for the position.

## 9 Appointment System

- a The positions of Librarian, Social Secretary and Campaigns Officer shall be appointed by the Appointments Panel which shall consist of the Auditor, the Secretary and the Treasurer of the society.
  - i If one or more members of the Appointments Panel are incapacitated then the remainder of the Panel shall make the decision.
  - ii If all of the Appointments Panel are incapacitated, the committee as a whole shall stand in their stead.
- b The society shall inform members of the convening of the Appointments Panel no later than a week before the Panel meets.
- c Those wishing to be appointed to one of the roles may make themselves known to the Appointments Panel.
- d Those eligible for consideration by the Appointments Panel shall be limited to the Ordinary Committee Members and other society members; honorary members may not be considered. It is permissible for interested parties to make themselves known to the committee or the Appointments Panel.
- e The Appointments Panel shall meet in private for the purpose of reaching their decision, and where practicable, shall reach a unanimous decision rather than rely on a majority vote for the selected individual.
- f The individuals selected by the Appointments Panel must be ratified by a 2/3<sup>rd</sup>s majority of the committee before the position may be formally offered to the individual selected.

- g If the committee fails to ratify the individual selected, the Appointments Panel must reconvene and select a new individual.
- h In the event that that a committee member is appointed to one of the roles, they are assumed to resign their current position as an Ordinary Committee Member that vacancy shall be filled in accordance with Article 11 of the constitution.

## **10 Removal of persons from the Committee**

- a Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 11.
  - i Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.
- b Any committee 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 11.
- c Any member of the committee 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 11.
  - i Notice of at least one week must be given.
- d Upon the death of a committee member, a replacement may be co-opted in accordance with the procedure outlined in Article 11.
- e A committee member may be impeached for failure to fulfil their duties as outlined in Article 12 through a committee vote at which a supermajority of 2/3<sup>rd</sup>s of the entire committee is attained.

- i At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place.
  - ii The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3<sup>rd</sup>s majority at a meeting which meets the quorum.
  - iii Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.
- f Any member who resigns from their position or is removed from it may not be elected to the committee again during that society session.

## **11 Co-opting of a Committee Member**

- a Following the promotion, resignation or death of a member as outlined in Articles 9 & 10 the appointments panel shall convene in accordance with Article 9 and shall co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM.

## **12 The Role of Committee Members**

- a All committee members shall:
  - i Be answerable to the committee.
  - ii Attend all committee meetings.
  - iii Attend all society events where possible.
  - iv Have a responsibility to promote the society in the college.
  - v Have a responsibility for the general upkeep of the society room.
  - vi Run at least one coffee hour per week when appropriate.
  - vii Attend all training provided by the CSC or other bodies when deemed appropriate.
- b In addition to the duties of all committee members the auditor shall:

- i Oversee the general running of the society.
  - ii Chair all committee meetings including any EGMs or AGMs.
  - iii Cast the deciding vote in all hung votes with the exception of fiscal issues in which the treasurer shall retain the right of veto.
  - iv Represent the society in all dealings with the college.
  - v Run all sub committees set up by the committee unless delegated to another member of the committee.
  - vi Meet with the Welfare Officer at least once a semester and the LGBTRO at least twice a semester.
  - vii Conduct a review of the society each year with members of the committee each semester.
  - viii Prepare a handbook to be passed on to their successor.
- c In addition to the duties of all committee members the Secretary shall:
- i Be responsible for all correspondence of the Society.
  - ii Take and record the minutes of all meetings of the Society and of the Committee.
  - iii Promptly send out minutes from all meetings to relevant parties within 24 hours of the meeting ending.
  - iv Provide the secretary of the CSC with a written record of the Society's activities during his/her term of office not later than the date set by the CSC for submission of this report.
  - v Inform the CSC promptly of any changes to the constitution of the society.
  - vi Keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the Treasurer and Auditor to see it in the execution of their duties.
  - vii Send out the weekly email outlining the society's weekly events.



- viii Prepare a handbook for their successor.
- d In addition to the duties of all committee members the Treasurer shall:
  - i Be responsible for all finances of the Society, and have final say on all matters of expenditure of the funds of the Society remaining conscious of the consensus of the Committee of the Society.
  - ii Be responsible for the collection of annual subscriptions from society members.
  - iii Be responsible for maintaining the society accounts.
  - iv Have the duty of conducting routine communication with the CSC on financial matters including the provision of estimates of expenditure.
  - v Prepare the grant application for submission to the CSC promptly each year.
  - vi Prepare a bi-annual report on the society's finances for presentation to the committee.
  - vii Prepare a handbook for their successor.
- e In addition to the duties of all committee members the P.R.O. shall:
  - i Be responsible for all facets of the society's promotion.
  - ii Maintaining the society's website and social media accounts.
  - iii Organise and oversee the design, printing and distribution of all the society's printed materials including but not limited to posters, membership cards and leaflets.
  - iv Prepare a handbook for their successor.
- f In addition to the duties of all committee members the Inclusion Officer shall:
  - i Ensure that all groups of people, including but not limited to mature and post-grad students, international students and students with disabilities are appropriately included in the society and in all society events.

- ii Ensure that all categories of people including, but not limited to, Lesbians, Gays, Bisexuals, Transgender, Heterosexuals and other Queer identities are appropriately included in the society and the society's events.
  - iii Ensure that off campus and Trinity Hall students are adequately catered for in the society's events.
  - iv Run the Introductions Scheme in an appropriate and confidential manner seeking support from Student Services where appropriate.
  - v Prepare a handbook for their successor.
- g In addition to the duties of all committee members the Social Secretary shall:
  - i Help researching and generating ideas for society events.
  - ii Co-ordinate room bookings for the society.
  - iii Co-ordinate the booking of equipment for the society.
  - iv Prepare a handbook for their successor.
- h In addition to the duties of all committee members the Librarian shall:
  - i Be responsible for maintaining the library.
  - ii Be responsible for the cataloguing of the library.
  - iii Keep an accurate record of all items on loan to society members.
  - iv Be responsible for the collection and return of all items on loan to members.
  - v Research and recommend items to be added to the library.
  - vi Run the society's book and film clubs.
  - vii Prepare a handbook for their successor.
- i In addition to the duties of all committee members the Campaigns Officer shall:
  - i Co-ordinate and organise a sub-committee for campaigns.
  - ii Generate ideas for campaigns that the society can run during the year.
  - iii Meet with the Welfare Officer once a semester and the LGBTRO twice a semester.

- iv Prepare a handbook for their successor.
- j In addition to the duties of all committee members the Ordinary Members of Committee shall:
  - i Help officers in the execution of their duties.
- k No member of committee may profit in any way from their involvement in the society.

### **13 Finances**

- a The Auditor 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.
- b 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.
- c All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Auditor, Treasurer and Secretary.

### **14 Sub-Committees**

- a The Committee may form sub-committees to organise certain aspects of the society, for example for Rainbow Week, Freshers Week and campaigns.

- b These sub-committees must abide by college rules and the policies of the society and the CSC.
- c The ultimate responsibility for the actions of the sub-committees lies with the senior officers of the Society.
- d All members of the committee are allowed to sit on any of the sub-committees that are formed if they so wish.

## **15 Honorary President**

- a The Society may elect one Honorary President in each society session who has contributed significantly to LGBT culture. The Honorary President shall hold the office for one year, or until they resign, or until they are replaced by resolution at an AGM or EGM. The Honorary President shall be elected by a two-thirds majority of the members present at such a meeting. A resolution to remove the Honorary President shall not be carried at such a meeting, unless at least two-thirds of the Members present shall have voted for the removal of the person. All persons nominated for the position of Honorary President shall be proposed and seconded by two members of the Society.

## **16 Amendments**

- a This constitution 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 shall be fully paid-up members of the Society.
- b The Schedules of this Constitution may be changed by the Committee, only with a two-thirds majority at a quorate Committee meeting.

- c An up-to-date copy of the constitution and the schedules attached must be kept in printed form in the Society Room at all times for members of the society to view.
- d An up-to-date copy of the constitution must be available on the society website at all times for members of the society to view.
- e This constitution is binding as and from the date of being approved by both the Society and the CSC.

## **Schedule 1**

- 1 All comments, considerations and discussions at a meeting of the Committee are open to all members of the Society, unless it is specifically agreed and recorded that one or more items from the meeting are to be held in camera.
- 2 If a meeting, or part thereof, is to be held in camera, all persons who are not members of the committee shall leave the room for the duration of the discussion on that topic, unless one or more of them are invited to remain.
- 3 In the case that some person, or persons, are invited to remain, they shall be asked to leave the room, whilst the Committee discuss their invite. The Committee shall then vote on

whether or not to allow those persons leave to remain, with each individual in question being voted upon sequentially.

- 4 The Committee bears collegiate responsibility for all its actions. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings.
- 5 Each member has a single vote on each issue. In the case of an equality of votes cast the Auditor has a single casting vote. The treasurer retains the right to veto any issues of financial implication.
- 6 Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.
- 7 Minutes of the previous meeting must be accepted at the beginning of the meeting.

## **Schedule 2**

The agenda for an AGM or EGM shall be set out as follows:

- 1 Reports
  - a These reports, which should be brief, may be delivered verbally with a written copy available on request.
  - b The reports should be presented in the following order.
    - i Auditor
    - ii Secretary
    - iii Treasurer

- 2 Elections for all seven positions on the Committee.
  - a The elections for the Officers shall take place consecutively in the order Auditor, Secretary, and Treasurer. Following the elections for the Officers there shall be a single election for the seven Ordinary Members.
  - b Each candidate shall be allowed address the AGM, if he/she wishes for a maximum of two minutes prior to the election. Longer speeches shall disqualify the candidature.
  - c Each election shall be of the form of the single transferable secret ballot using the proportional representation system of election. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a “yes/no” option.
  - d The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
  - e The votes for all elections shall be counted by not less than two tellers, neither of whom shall have any material interest in the election.
- 3 Any motions submitted for consideration not less than five days before the date of the AGM/EGM. Any such motions must have been circulated to all members of the Society not less than three days before the date of the AGM/EGM.
- 4 The election of the Honorary President in accordance with the procedure outlined in Article 15.