

D.U. Student 2 Student Network Society Constitution

1. Name:

The society shall be known as the Dublin University Student 2 Student Network, hereafter referred to as S2S.

2. Objectives:

S2S notes that many students face issues in college and recognises the need for student-led support within the college community. The S2S is the only continuous and personal form of peer support available to Trinity students which is specifically designed to provide support for students. With this in mind the S2S has the following objectives:

- i. To promote social inclusion, active engagement and facilitate the transition of new students to college.
- ii. To offer students the opportunity to make a meaningful contribution to Trinity College.
- iii. To promote a greater awareness of student issues.
- iv. To provide students with training, so that they are capable of becoming S2S peer supporters. This will be carried out in collaboration with the Student Counselling Service (SCS).
- v. To provide students with training, so that they are capable of becoming S2S mentors. This will be done in collaboration with the SCS.
- vi. To provide similar shorter training courses available to all students throughout the academic terms helping all students in their daily lives.
- vii. To promote S2S mentoring and S2S peer supporting as voluntary activities in college.

3. Membership:

- i. Members of the society will come under the headings Open Members, S2S Mentor and Head Mentor, S2S Peer Supporter.
- ii. Open Membership is available to all members of staff and all students in Trinity College.
- iii. S2S Mentors are members that have received the S2S Mentoring training in conjunction with the SCS. The training for S2S mentors is open to all current undergraduate students of Trinity College.
- iv. Head Mentors are members that have received the Head Mentoring training in conjunction with the SCS. The training for Head Mentors is open to all current S2S mentors with preference given to those who have one year's experience mentoring.
- iv. S2S Peer Supporters are members that have received the S2S Peer Support training in conjunction with the SCS. The training for S2S peer support members is open to all students of Trinity College.
- v. The annual subscription fee will be set by the committee subject to the limits set out by the Central Societies Committee (CSC).

4. The Coordinator/s:

The Coordinator(s) will be a member(s) of the SCS who is/are responsible for overseeing the training, pairing of students with supporters, provision of supervision to trained members. The co-ordinator(s) shall attend committee meetings as a representative of SCS only; they shall have no voting rights or influence on decisions made by the committee. Committee privileges are reserved for elected representatives.

5. The Committee:

i. The Committee shall consist of eleven Officers and up to three Ordinary Committee Members (OCMs). Of the Officers, the President, the Secretary, the Treasurer, the Public Relations Officer, the Events Co-ordinator, the Equality Officer drawn from open members. The International Officer, the Arts, Humanities and Social Sciences faculty co-ordinator, the Engineering, Mathematics and Science faculty co-ordinator, and the Health Science faculty co-ordinator are drawn from S2S Mentor members and must be willing to undergo Head Mentor training following election. An S2S Peer Support Representative drawn from the previously trained S2S Peer Support members. The OCMs shall be drawn from open members.

ii. The Officers shall be elected at the Annual General Meeting (AGM) according to the rules set out in Article 6 of the Constitution. The OCMs shall be elected no later than week 4 of Michaelmas Term at

an Extraordinary General Meeting (EGM) according to the rules set out in Article 6, and the S2S Peer Support Representative shall be appointed no later than week 4 of Michaelmas Term as outlined Article 7.

iii. The Committee shall meet weekly during the academic year. Quorum of committee is set at two thirds of the Committee. In cases where financial decisions are being made, the quorum must consist of the President, Treasurer and 1 more Officer.

iv. Officers and Ordinary Committee Members must be registered students of good standing who may be removed from office before the completion of their term of office, only by two-thirds majority quorum of those members of Committee present at a quorate Committee meeting.

a. Any individual who fails to attend three consecutive Committee meetings without explanation shall be deemed to have resigned from the Committee.

b. A motion of impeachment will be brought against a member of Committee member who is judged to be neglecting their duties and must be proposed by three members of Committee including at least one of the President, Secretary, or Treasurer. The vote to remove a Committee member must be held by secret ballot and must be carried by a 2/3rd's majority of all members of the Committee. A by-election (EGM) shall then take place to replace this Committee member within two weeks of impeachment.

c. Any member who resigns from their position or is removed from it may not be elected to the Committee again during that society session

v. The Committee shall take office in a meeting scheduled for 3 weeks following the AGM, and both the outgoing and incoming Committees shall be present to facilitate a handover.

6. The AGM and General Meetings:

i. The AGM of the society shall be held in Hilary Term, the date set at the discretion of the President. A notice of the meeting with role descriptions of committee positions shall be posted on the S2S social network page and/or communicated through email 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.

ii. The meeting shall be open to students and staff of Trinity College Dublin, but only members of the society shall be entitled to vote. The meeting shall be chaired by the President of the society or their nominee.

iii. At the meeting the President, Secretary and Treasurer shall deliver their reports on the society's activities for the year, and then the election of a new Committee shall take place.

iv. Candidates for election must be open members of the society and must undergo S2S mentor or S2S peer support training at the earliest opportunity subsequent to the General Meeting. Each candidate must be nominated and seconded by a member (trained or otherwise) of the society.

v. A general meeting of the society may be called by the Committee or by 30% of the 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.

vi. An Extraordinary General Meeting (EGM) of the society may be called following the procedure set out above for General Meetings.

vii. An EGM must be called no later than week 4 of Michaelmas Term to elect the OCMs to the committee. The election of said OCMs will follow the procedures set out above for General Meetings.

viii. No one shall be admitted to membership less than 48 hours before an AGM or EGM.

7. Appointment System

i. The position of S2S Peer Support Representative as set out in Article 5.i shall be appointed by the Appointments Panel, which shall consist of the President, Secretary and the Treasurer of the society.

ii. The society shall inform trained S2S Mentors of the convening of the Appointments Panel no later than a week before the Panel meets. Those wishing to be appointed to the must receive two nominations from S2S peer supporters and then be put forward to the appointments panel

- iii. 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 majority vote for the selected individual.
- iv. The individual selected by the Appointments Panel must be ratified by a two-thirds majority of committee before the position may be formally offered to the individual selected. If the committee fails to ratify the individual selected, the Appointments Panel must reconvene and select a new individual.
- v. In the event that a Committee member is appointed to the role, they are assumed to have resigned their current position as Committee Member and that vacancy shall be filled at the next available General Meeting of the society.

8. The Officers

- i. All committee officers and OCMs shall be responsible for:
 - a) a vote in all decisions made by the committee on the affairs of the society
 - b) organisation and participation in society events
 - c) attending all Committee meetings
 - d) undergoing Committee training within six months of their election to committee
 - e) engaging in active communication with other committee members
- ii. The President, in addition to the duties of all committee officers, shall
 - a) oversee the general running of the society.
 - b) be the official representative of S2S and will liaise with the SCS, Senior Tutor's office, CSC, SU officers and college officers where appropriate.
 - c) chair the Committee and take special note of the financial organization of the society.
 - d) sit, or appoint a nominee to sit, to represent S2S at meetings of Trinity Volunteering, RAG Week committee and similar working groups.
 - e) be jointly responsible, along with the Treasurer, for the financial affairs of the society.
- iii. The Secretary, in addition to the duties of all committee officers, shall
 - a) be responsible for all the correspondence of the society and shall keep a record of it.
 - b) keep the minutes of all meetings of the society and of the Committee and provide the Secretary of the CSC with a 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.
- iii. The Treasurer in addition to the duties of all committee officers, shall
 - a) 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 CSC on financial matters including the provision of estimates for expenditure once given reasonable notice.
 - b) be jointly responsible, along with the President, for the financial affairs of the society.
 - c) be responsible for the completion of Grant Applications that the society wishes to avail of. They will be responsible for ensuring complete financial regularity of the society
 - d) close his/her accounts on last day of February of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the CSC and these accounts shall be presented to the Committee of the society and the CSC for approval
- iv. The Public Relations Officer, in addition to the duties of all committee officers, shall
 - a) hold responsibility for all publicity matters and activities, including but not limited to making posters for events, photography of events and the maintaining of online media.
 - b) liaise with other societies when appropriate to help promotion of the society and events.
- v. The International Officer, in addition to the duties of all committee officers, shall
 - a) liaise with societies and college where there is a specific focus on international student interest.
 - b) help to develop the International Mentor Programme along with the committee and S2S coordinators.
 - c) liaise with international head mentors.
 - d) attend Head Mentor meetings on a regular basis.
- vi. The Events Co-Ordinator, in addition to the duties of all committee officers shall

- a) co-ordinate the events that will be held for both S2S mentors and mentees throughout the year along with the Committee.
 - b) be responsible for booking space for society events held throughout the year.
- vii. The Arts, Humanities and Social Sciences mentor co-ordinator, in addition to the duties of all Committee officers shall
- a) be responsible for the organisation and co-ordination of the activity of mentors in the faculty of Arts, Humanities and Social Sciences.
 - b) deal with any issues or problems reported by mentors in the faculty.
 - c) provide advice and encouragement to mentors in the faculty.
 - d) liaise with the head mentors in the faculty.
 - e) attend Head Mentor meetings on a regular basis.
- viii. The Engineering, Maths and Science mentor co-ordinator in addition to the duties of all committee officers shall
- a) be responsible for the organisation and co-ordination of the activity of mentors in the faculty of Engineering, Maths and Science.
 - b) deal with any issues or problems reported by mentors in the faculty
 - c) provide advice and encouragement to mentors in the faculty
 - d) liaise with the head mentors in the faculty.
 - e) attend Head Mentor meetings on a regular basis.
- ix. The Health Sciences mentor co-ordinator, in addition to the duties of all committee officers shall
- a) be responsible for the organisation and co-ordination of the activity of mentors in the faculty of, Health Sciences
 - b) deal with any issues or problems reported by mentors in the faculty
 - c) provide advice and encouragement to mentors in the faculty
 - d) liaise with the head mentors in the faculty.
 - e) attend Head Mentor meetings on a regular basis
- x. The Equality Officer, in addition to the duties of all committee officers shall
- a) ensure that all events run by the society are inclusive of all members of the college community, including but not limited to accessibility of venues used for events and inclusivity of promotional materials for events and the society.
 - b) have the primary responsibility of ensuring the organisation of events during relevant college weeks that promote equality in the college, including but not limited to students with disabilities, students of diverse religious backgrounds and LGBTQ students.
 - c) run training for members of the society with a view to improving the knowledge of the S2S mentors and S2S peer supporters on issues that may affect their casework such as LGBTQ issues or others where relevant.
 - d) co-ordinate with the society coordinator on equality projects the society may want to carry out during the Equality Officer's term.
- xi. The S2S Peer Support Representative, in addition to the duties of all committee officers shall represent the best interests of the S2S peer supporters to the committee.
- xii. The Treasurer or the President or any persons may be requested to appear before the CSC, or 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 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.
- xiii. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the President, Treasurer, Secretary and S2S coordinator/s.

9. Amendments:

This constitution may be amended by two thirds of the Committee and successive to that shall be ratified by a majority of two thirds of all members present at an AGM or EGM the committee votes having been counted.

Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the President before they take the chair.

10. This constitution is binding as and from the date of being approved by both the society and the CSC

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