

# Constitution of the Trinity College Suas Society

1. **Name:** The Society shall be known as the Trinity College Suas Society.
2. The objectives of the Trinity College Suas Society are as follows
  - Trinity College Suas Society will promote awareness and direct involvement in issues of educational development and actively promote awareness and high quality research by students into issues interconnected with educational development such as nutrition, health, AIDS, trade and culture.
  - Trinity College Suas Society will directly assist in the co-ordination of Suas Volunteer Programme (Teaching Assistant Programme) in Suas' overseas programmes. This will also involve returning Trinity Teaching Assistants giving talks in both Trinity College and Primary & Secondary Schools across the greater Dublin area with the intention of promoting awareness and interest in educational development. Trinity College Suas Society will also assist the process of fundraising for those participating in the Suas Volunteer Programme.
  - Trinity College Suas Society will promote and directly assist in the running of the Literacy Support Programme.
  - Trinity College Suas Society will be directly involved in fundraising for Suas' projects, particularly those projects with which the Society shall be partnered with through the national Suas body.

**3. Membership:** Membership shall be open to all capitulated students of the University and to the staff of Trinity College. Ordinary membership shall be granted to capitulated students in return for a subscription fee in accordance with CSC guidelines.

#### **4. The Committee:**

The Committee shall consist of the following officers: the Auditor/Chairperson, the Secretary, the Treasurer, the Public Relations Officer (PRO) and 3 Ordinary Committee Members.

The committee shall have the power to appoint a sub-committee at an EGM during Michaelmas term, the role of this sub-committee is outlined in Article 23.

5. The Committee shall meet at least once during the term Michaelmas and Hilary Terms and at least once during Trinity Term. The committee shall be responsible for the daily operation of the Society with all decisions being passed by means of majority vote of the committee.

6. Officers and Committee members may be removed from office before the completion of their term of office only by a majority of general membership or by those members of the Society present at an Extraordinary General Meeting whichever is the lesser. The national Suas charity may veto the election of any committee member if they are deemed inappropriate.

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

The Annual General Meeting of the Society shall be held in Hilary term and will be publicised 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 members of staff; all members of the Society shall be entitled to vote. The outgoing chairperson of the Society shall chair the meeting.

9. 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.

10. A general meeting of the Society may be called by the Committee or by 50% of the members of the Society presenting a signed petition to the Committee. One week's notice as provided for in the case of an Annual General Meeting shall be given.

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

12. Candidates for election must be members of the Society, and each candidate must be nominated and seconded by a member of the Society.

13. No one shall be admitted to membership less than 4 weeks before an Annual General Meeting or Extraordinary General Meeting. )

**14. The Officers:**

The Auditor/Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.

15. 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.

16. 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.

17. The PRO shall be responsible for all facets of the society's promotion. He/She shall 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.

18. The Ordinary Committee Members shall be responsible for organising and running events held by the society. These events include but are not limited to fundraising events, speakers, film screenings and festivals. The Ordinary Committee Members shall be delegated any other duties by the Auditor/Chairperson as are seen fit.

19. The Treasurer and the Auditor/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 Auditor/Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Auditor/Chairperson and the Treasurer on such a matter, then the Auditor/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.

20. The Treasurer or the Auditor/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.

21. 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.

22. All cheques and withdrawal forms from the Society's bank account shall be signed by both the Treasurer and the Secretary or the President.

### **23. Sub-Committee**

The sub-committee will consist of no more than 6 members and will be answerable to the committee. The sub-committee will be appointed from the society's membership and their responsibilities will be to assist in running and promoting events and to attend meetings relevant to these events. In the case of a society affair being put to a vote of the committee, members of the sub-committee will not have a vote. Sub-committee members will have the same voting power as members of the society at the AGM/EGM.

### **24. Amendments:**

This constitution may be amended by a vote of a majority of the committee. Notices of such amendments must be given to the Committee before the time set for such a meeting and to the Chairperson of that meeting before he/she takes the chair.

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

**September 2015**