

# The Constitution of Trinity Arts Festival

## **1. Name**

- a. The Society shall be known as Trinity Arts Festival (TAF).

## **2. Objectives**

- a. Trinity Arts Festival is a week-long arts festival organised by the TAF committee. The goal of the festival is to highlight and cultivate the creative dimension of the Trinity community, drawing on the talent already existent within Trinity and especially its arts-based societies. The festival will comprise of a diverse range of events that engage the Trinity community with the arts. The festival aims to encourage art appreciation, awareness and artistic expression. The festival aims to represent and include a comprehensive mix of art forms, as much as is possible. The festival will be open to all staff and students of Trinity College 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 of €2 or such other figure as shall be decided by the Committee or Annual General Meeting (AGM) within the limits set by the CSC.
- b. It is necessary to be a member of the society in order to volunteer for the festival.

## **4. The Committee**

- a. The Committee shall consist of the Festival Director, Secretary, Treasurer, Public Relations Officer, Day Events Officer, Night Events Officer, Productions Manager, Speakers Liaison, Installations and Exhibitions Officer, OCM, OCM.
- b. The Senior Officers shall be elected as laid out in Article 8 and consist of the following:
  1. Director
  2. Secretary
  3. Treasurer
  4. Public Relations Officer
- c. The Junior Officers shall be elected as laid out in Article 8 and consist of the following:
  5. Day Events Officer
  6. Night Events Officer

7. Productions Manager
  8. Speakers Liaison
  9. Installations and Exhibitions Officer
  10. OCM 1
  11. OCM 2
- d. No individual may hold more than one position on the committee.

## **5. Committee Meetings**

- a. The Committee shall meet regularly 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 9.
- f. Quorum for committee meetings shall be half of the committee. One senior officer must also be present.
- g. Accurate minutes of the meetings shall be recorded, kept and distributed as outlined in Schedule 1.
- h. Attendance at committee meetings will be recorded.
- i. All committee shall adopt the guidelines outlined in Article 11.

## **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). 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 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 50% of the members of the society submitting a signed petition stating clearly the reasons for the EGM to the Secretary or by the committee submitting the same document.
- c. The petition must be signed by fully paid members of the society and should include society member number, student number and name.
- d. Upon presentation of the petition an EGM must be held within two term weeks.
- e. Notice for the EGM must be given in accordance with Article 6.a.

## **8. Election of Committee Members**

- a. Each election shall be of the form of a first past the post secret ballot. 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. All committee positions shall be elected at the AGM.
- d. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.
- e. Each candidate may if they wish have someone, who is not a current committee member, speak on their behalf during the AGM in accordance with Schedule 2.

## **9. 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 10.
  - 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 10.

- 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 10.
  - i. Notice of at least one week must be given.
- d. Upon the death or incapacitation of a committee member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.
- e. A committee member may be impeached for failure to fulfill their duties as outlined in Article 11 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 of all members of the committee
  - iii. Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.
  - iv. A committee member may also be removed through a motion obtaining a simple majority at an EGM.
  - v. The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.
- 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.

#### **10. Co-opting of a Committee Member**

- a. Following the promotion, resignation or death of a member as outlined in Article 9 the 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**

- 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. Attend all training provided by the CSC or other bodies when deemed appropriate.
- b. In addition to the duties of all committee members the **Director** 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. 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 and attendance 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 their 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 Director to see it in the execution of their duties.
  - vii. Send out regular society emails updating members on society events and activity.
  - viii. Recruit volunteers and act as Volunteer Co-ordinator during the week of the festival.
  - ix. 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 and 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 the grant application(s) for submission to other internal college funds where appropriate, (e.g. The Provost's Visual and Performing Arts Fund, Equality Fund, etc.).
  - vii. Actively seek outside sponsorship for the festival.
  - viii. 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. Organise and oversee the design, printing and distribution of all the society's printed and online materials including but not limited to posters, publications, membership cards and leaflets.
  - iii. Organise and manage the recording of events, including but not limited to the photography, write-ups and videography.
  - iv. Communicate with both internal college media agencies and external college media agencies to gain media exposure for the society and its activities.
  - v. Maintain the society website, email account, and all other media accounts.
  - vi. Prepare a handbook for their successor.
- f. In addition to the duties of all committee members the **Day Events Officer** shall:
- i. Be responsible for organising and overseeing all day-time events of the festival.
  - ii. Liaise with all those who run day events as part of the festival, including societies, workshop leaders, performers, etc.
  - iii. Prepare a handbook for their successor.
- g. In addition to the duties of all committee members the **Night Events Officer** shall:
- i. Be responsible for planning, organising and overseeing all night-time events of the festival.
  - ii. Book venues for night-time events, where required.
  - iii. Liaise with all those who are involved with each night event, including performers, societies, musicians, caterers, technicians, security, etc.
  - iv. Prepare a handbook for their successor.
- h. In addition to the duties of all committee members the **Production Manager** shall:

- i. Coordinate the festival's events and hence construct the festival timetable in conjunction with the Day Events Officer, the Night Events Officer, the Speaker's Liaison and the Installations and Exhibitions Officer.
  - ii. Book on-campus rooms and locations for day-time events.
  - iii. Work with the Day Events Officer, the Night Events Officer, the Speakers Liaison and the Installations and Exhibitions Officer to ensure that all equipment required for each event is organised in time for said event.
  - iv. Prepare a handbook for their successor.
- i. In addition to the duties of all committee members the **Speaker's Liaison** shall:
  - i. Invite guests to Trinity College Dublin to speak as part of the TAF Speakers Series.
  - ii. Organise all transport, accommodation, and other such requirements for guests speakers.
  - iii. Prepare a handbook for their successor.
- j. In addition to the duties of all committee members the **Installation & Exhibition Officer** shall:
  - i. Organise and oversee the creation, set-up and permissions for on-campus art installations during the week of the festival.
  - ii. Oversee all art exhibitions as part of the festival.
  - iii. Prepare a handbook for their successor.
- k. In addition to the duties of all committee members the **OCMs** shall:
  - i. Each be assigned a number of individual projects as are seen fit by the Festival Director.
- l. No member of committee may profit in any way from their involvement in the society.

## **12. Finances**

- a. The Director 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 Director, Treasurer, Secretary and PRO.

### **13. 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 three 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. This constitution is binding as and from the date of being approved by both the Society and the CSC.
- d. An up to date copy of the constitution shall be available to members upon request.

### **Schedule 1**

- i. 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.
- ii. 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.



- iii. 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.
- iv. 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.
- v. Each member has a single vote on each issue. In the case of an equality of votes cast the Director has a single casting vote. The Treasurer retains the right to veto any issues of financial implication.
- vi. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.
- vii. 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:

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

iii. Treasurer

ii. Elections for all on the Committee.

- i. The elections for the Officers shall take place consecutively in the order Director, Secretary, Treasurer, PRO, Day Events Officer, Night Events Officer, Speaker's Liaison, Installations and Exhibitions Officer and Productions Manager. Following the elections for the Officers there shall be a single election for the Ordinary Committee Members.
- ii. Each candidate shall be allowed address the AGM, if they wish for a maximum of two minutes prior to the election.
- iii. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
- iv. 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.

iii. 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.

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