

The Constitution of the Trinity Arts Workshop

1. The society shall be known as the Trinity Arts Workshop.
2. The aim of the society is to promote art and craft-work in T.C.D. and to provide a workshop and facilities for its members.
3. Membership shall be open to all capitated students of the University and shall be granted to all such in return for a subscription of £1 (or any other figure as shall be decided by the committee or at the annual general meeting within the limits set by the C.S.C.). **Granting of Associate Membership is up to the discretion of the Committee. Associate members will not be entitled to run for Committee or allowed to vote at any general meeting. Associate Membership to the TAW will be the same price as normal membership.**
4. The committee shall consist of the following officers: the chairperson, the secretary, the treasurer and two ordinary committee members. The committee shall meet formally at least once a month during the term.

In the event of a lack on consensus amongst the committee at such a meeting concerning any particular motion, any member of the committee may request that a vote be taken, in which case at least three members must support the motion for it to carry.

Officers and ordinary committee members may only be removed from office before the completion of their term of office by 60% of those members present at a general meeting (or 50 members, whichever is the lesser).

5. The annual general meeting of the society shall be held in the last week of the Hilary Arts Lecture Term.
A notice shall be posted on the window of the Arts Workshop (191 Pearse St.) 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.

The meeting shall be open to all students and academic staff of the University of Dublin, but only members of the Society will be allowed vote. The meeting shall be chaired by the current chairperson.

At the meeting a report of the society's activities for the year shall be presented. Also a new committee shall be elected. Candidates for the election must be members of the society, and each must be nominated and seconded by members of the society.

6. A general meeting of the society may be called by the committee or by 30 members of the society presenting a signed petition to the committee. Three days notice of such a meeting shall be given.

7. The chairperson shall oversee the general running of the society and shall be answerable to the committee.
8. 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.
9. The treasurer shall be responsible for all the finance 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.
10. The two ordinary members of the committee shall be delegated any other duties by the chairperson as are seen fit.
11. The treasurer and the 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 overrules 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 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 disassociate 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 the former officer shall bring the case to the notice of the C.S.C.
12. The treasurer or the chairperson or any persons may be requested to appear before the C.S.C., or officer or sub-committee or 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 person 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.
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.

All cheques and withdrawal forms from the society's bank account shall be signed by two of the officers.

13. This constitution may be amended by a vote of a two-thirds majority of those present at a general meeting or an 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 of that meeting before he/she takes the chair.

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

25/11/95