

The Constitution of the Trinity Literary Society

1. Name

a. The Society shall be known as the Trinity College Dublin Literary Society (or Trinity Literary Society).

2. Aims

a. The aims of the Society shall be to kindle and encourage a love of writing, literature and literary culture among the staff and students of Trinity College.

3. Membership

a. Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription, an amount which shall be decided by the Committee within the limits set by the CSC.

b. Honorary Patronage may be awarded to those individuals who have made a significant contribution to literature or literary culture.

c. Honorary Membership may be given to those individuals who have made a significant contribution to the Society. Honorary Patrons and 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 5 are Senior Officers, 7 are Ordinary Committee Members (OCMs), and 1 is a First Year Representative. In addition, 2 of the committee will be appointed as Literary Festival CoOrdinator and Assistant P.R.O. by the procedure outlined in Article 9.

b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following: 4.b.i. Chairperson 4.b.ii. Secretary 4.b.iii. Treasurer 4.b.iv. P.R.O. (Public Relations Officer) 4.b.v. Librarian

c. The seven OCMs shall be elected as laid out in Article 8. d. With the exception of Literary Festival Coordinator and Assistant P.R.O., no individual may hold more than one position on the committee.

d. The First Year Representative shall be elected as laid out in Article 8. c.i.

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 two 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 10.

f. Quorum for committee meetings shall be seven committee members, one of whom must be an Officer.

g. Accurate minutes of the meeting 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).

6.a.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 twentyfive people.

c. Any member of the college may attend either an AGM or EGM but only fullypaid members of the society are entitled to vote.

d. No persons admitted to membership less than twentyfour 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, the removal of a person or persons from the committee 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 Chairperson.

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 Chairperson 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 Chairperson, Secretary, Treasurer, P.R.O., Librarian and the seven Ordinary Committee Members shall be elected at the AGM.

c. i. The First Year Representative shall be elected at an EGM in Michaelmas Term.

d. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.

e. Each candidate may participate in hustings during the AGM in accordance with the procedure laid out in Schedule 2.

9. Appointment System

a. The committee shall appoint two of its number to be Literary Festival Coordinator and Assistant P.R.O.. Each appointment shall be made at a weekly committee meeting.

b. Committee members who wish their candidacy to be considered for either position shall notify the committee at the start of the meeting at which the appointment is to be made.

c. The Assistant P.R.O.. shall be selected by the P.R.O., subject to ratification by twothirds of the committee.

d. The Literary Festival Coordinator shall be elected by a relative majority of the committee.

e. The Assistant P.R.O.. shall be appointed no later than Week 4 of Michaelmas Term. The Literary Festival Coordinator shall be appointed no later than Week 12 of Michaelmas Term.

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. 10.

a.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. 10.

c.i. Notice of at least one week must be given.

d. Upon the death of a committee member, a replacement may be coopted 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 the process outlined in Article 7. 10.

e.i. At the EGM to remove a committee member, a representative from the Committee and also the person being impeached may address the meeting prior to the vote taking place. 10.

e.ii. The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3 rd 's majority at a meeting which meets the quorum outlined in Article 6B. 10.

e.iii. Following the removal of the committee member a byelection 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. Coopting of a Committee Member

a. Following the promotion, resignation or death of a member as outlined in Articles 9 & 10 the committee may coopt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM. The coopted committee member shall be chosen by a relative majority of the committee.

12. The Role of Committee Members

a. All committee members shall:

12.a.i. Be answerable to committee. 12.a.ii. Attend all committee meetings. 12.a.iii. Attend all society events when possible. 12.a.iv. Attend all training provided by the CSC or other bodies when deemed appropriate. 12.a.v. Help officers in the execution of their duties. 12.a.vi. Have a responsibility to promote the society in the college. 12.a.vii. Have a responsibility for the general upkeep of the society room. 12.a.viii. Run at least one coffee hour per week when appropriate.

b. In addition to all the duties and responsibilities of a committee member, those named below shall fulfill the listed duties.

1. The Chairperson 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. Conduct a review of the society each year with members of the committee each semester. vii. Prepare a handbook to be passed on to their successor.

2. 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. 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. vii. Send out the weekly email outlining the society's weekly events. viii. Prepare a handbook for their successor.

3. 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 biannual report on the society's finances for presentation to the committee. vii. Prepare a handbook for their successor.

4. The P.R.O. shall: i. Be responsible for all facets of the society's promotion. ii. Maintain 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.

5. 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. Prepare a handbook for their successor.

6. The Literary Festival Coordinator shall: i. Coordinate and organise the Trinity Literary Festival in Hilary Term and shall, with the exception of the casting vote of the Chairperson, have full responsibility for the delegation and execution of related tasks. ii. Ensure the Festival is implemented successfully and with the greatest possible literary benefit to the Society members and the college at large. iii. Report regularly to the Officers in regards to any progress and considerations related to the Literary Festival. iv. Prepare a handbook for their successor.

7. The Assistant P.R.O. shall: i. Assist the P.R.O. in the successful execution of their duties to the best possible standard. ii. Endeavour to improve the publicity of the society in whatever manner possible, while deferring to the P.R.O.. c. No member of committee may profit in any way from their involvement in the society. d. Election to committee shall constitute an agreement on the part of the elected to execute their duties to the highest degree of proficiency while upholding the integrity of the Society.

13. Finances

a. The Chairperson or the Treasurer or any member of the Society may be requested to appear before the CSC, or an officer or subcommittee 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 on March 31st of each year 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 Chairperson, Treasurer and Secretary.

14. SubCommittees

a. The Committee may form subcommittees to organise certain aspects of the society, for example for the Literary Festival or Freshers' Week

b. These subcommittees must abide by college rules and the policies of the society and the CSC.

c. The ultimate responsibility for the actions of the subcommittees lies with the Officers of the Society.

d. All members of the committee are allowed to sit on any of the subcommittees 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 literary 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 to the CSC 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 available on the society website at all times for members of the society to view.

d. 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 Chairperson 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.

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. 1.b.i. Chairperson 1.b.ii. Secretary 1.b.iii. Treasurer 1.b.iv. P.R.O. 1.b.v. Librarian 2. Elections for all six positions on the Committee. a. The elections for the Officers

shall take place consecutively in the order Chairperson, Secretary, Treasurer, P.R.O. and Librarian. 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 they wishes for a maximum of two minutes prior to the election. Longer speeches shall disqualify the candidature. A shorter time limit may be imposed at the discretion of the outgoing committee. 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 votes for all elections shall be counted by not less than two tellers, neither of whom shall have any material interest in the election. e. The results from the first election shall be announced before the second election takes place, and so on throughout the elections. 3. Any motions must be submitted to the CSC 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.

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