

**LAWS**  
**of the**  
**College Classical Society**  
**Trinity College**  
**Dublin**

June 1931

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## **SECTION A**

### **Chapter 1**

- (1) The Society shall be called The College Classical Society, Trinity College, Dublin.
- (2) The Society shall consist of Ordinary Members and Honorary Members.
- (3) Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription as shall be decided by the Committee or Annual General Meeting (AGM) within the limits set by the CSC.
- (4) The object of the Society shall be the encouragement of Classical study in all its branches.
- (5) No person shall be considered a member of the Society until his or her first subscription shall be paid.
- (6) The management of the Society shall be entrusted to a committee consisting of the Annual Officers.
- (7) The session of the Society shall extend from the opening meeting to its adjournment in May.

### **Chapter 2**

#### **(A) ORDINARY MEMBERS**

- (1) During the annual "Fresher's Week" candidates for admission to the Society may join on payment of the required application fee and on provision of name and contactable email address.
- (2) The Committee alone shall have to power of expelling any member.

#### **(B) HONORARY MEMBERS**

- (1) Honorary Members shall be the Patron, Vice-Patrons, President, and Vice-Presidents, and shall have all the rights of Ordinary Members without payments of subscription, but are ineligible for any of the Society's Prizes, or for any office or seat on the Committee, or any regular committee, or to vote at any elections.
- (2) The Society may also elect to Honorary Membership such graduates as have served the Society with distinction. Honorary 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. The Society shall elect such Honorary Members at any time during

the year if any candidate shall have obtained not less than two-thirds of the votes, 12 to form a quorum.

### **CHAPTER 3**

#### **ELECTION OF OFFICERS AND COMMITTEE**

- (1) The Permanent Officers of the Society shall be the Patron, Vice-Patrons, (elected by Committee), the President, and as many of the Vice-Presidents chosen from among the Fellows and Professors as the Committee shall elect.
- (2) The Committee shall be empowered to elect from among themselves such further Officers as they may deem necessary, and such appointment shall not involve the vacating of a seat on the Committee.
- (3) All committee positions shall be elected at the AGM. They shall enter office upon election and shall hold office until next Annual General Election. (All positions, excluding the First Year Representative)
- (4) The First Year Representative position is to be elected upon, during an EGM held within Michealmas term each year .
- (5) Each election shall be in the form of a 'first past the post' secret ballot. In the case of there being only a single candidate for a position, members shall be asked to ratify or reject this candidate using a 'yes/no' option.
- (6) Candidates must be fully paid members of the society in order to be considered for election to the committee.
- (7) All candidates for any office or seat on the Committee must have attended at least two meetings or events, hosted by the Society.
- (8) Each candidate must be nominated and seconded by fully paid members of the society in accordance with the procedure outlined in Schedule 2.
- (9) Each candidate may participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure as outlined in Schedule 2.
- (10) Whenever there appears an equality of votes between two or more candidates, the Auditor shall have a casting vote.
- (11) In the case where any member shall vote for more than one candidate for each office, such vote shall, in so far, be void.

(12) Any objection against the validity of the General Election or any part thereof shall be dealt with by an Extraordinary Meeting which must be summoned within a week by the outgoing Auditor, and if such objection be brought forward, the functions of the office in question shall be discharged by the outgoing officer.

(13) In the event of a bye-election a week must intervene between a seat being declared vacant and the nomination of candidates

#### **CHAPTER 4** **THE COMMITTEE**

(1) The Committee shall consist of list positions.

(2) The Senior Officers shall be elected as laid out in Chapter 3 and shall consist of the following:

- i. Auditor
- ii. Secretary
- iii. Treasurer

(3) The Junior Officers shall be elected as laid out in Chapter 3 and shall consist of the following:

- iv. Publicity Officer
- v. Assistant Publicity Officer
- vi. Librarian
- vii. Assistant Librarian
- viii. Amenities Officer
- ix. Events Officer
- x. Add Publications Editor
- xi. First Year Representative

(4) The three OCMs shall be elected as laid out in Chapter 3

(4) No individual may hold more than one position on the committee.

#### **CHAPTER 5** **COMMITTEE MEETINGS**

- (1) The Committee shall meet, on the summons of the Secretary, at least once a fortnight while the Society is in Session; and additional meetings may be held on the summons of the Secretary.
- (2) Notice of not less than two days must be given to committee members ahead of a committee meeting.
- (3) Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the Secretary or Auditor no later than three hours before the meeting is scheduled to begin.
- (4) Seven members of the Committee shall be sufficient to form a quorum; and the chair shall be taken by the Auditor or in his/her absence by the next senior member of the Committee present.
- (5) The seniority of ordinary members of the Committee shall be determined by their College standing.
- (6) The Committee shall have the general management of all the affairs of the Society.
- (7) It shall be lawful for the Committee to summon an Extraordinary Meeting of the Society whenever they may deem it necessary, provided a week's notice of such Meetings shall be given to the Society.
- (8) Any member of the Committee absenting him/herself from three consecutive Meetings of the Committee without sending apologies shall ipso facto vacate his/her seat. Such forfeiture shall not occur in the case of Committee Meetings held (between the general election of Officers and the opening meeting of the Session) in Vacation.
- (9) If any member of the Committee shall absent him/herself from three consecutive Ordinary Meeting of the Society without sending their apologies, at the fourth, his/her seat and office shall be declared vacant and at the fifth the Society shall proceed to the election of his/her successor.
- (10) The Committee shall have power to appoint sub-committees to deal with questions that may arise.
- (11) The Committee forms the primary Court of Appeal whose decisions can only be over-ruled by an express resolution of the Society. Such decision must be reported to the Society at the next General Meeting.
- (12) Appeals from the Committee's decisions must be by Notice of Motion, given in at the latest on the night of the Meeting next succeeding that on which such decision is reported to the Society.

## **CHAPTER 6**

### **THE AUDITOR**

- (1) The Auditor shall oversee the general running of the Society
- (2) The Auditor shall be the representative the Society in all dealings with the college.
- (3) The Auditor shall act as Chairman for all committee meetings, EGMs and the AGM. In the absence of the Auditor from any meeting, his/her place shall be taken by the next senior member of Committee present. (See Ch.4 Law 2).
- (4) In case any office becomes vacant or falls into abeyance the Auditor may appoint a substitute to hold office until the termination of such vacancy or abeyance.
- (5) The Auditor if he/she shall have been awarded the thanks of the Society at the end of his/her term of office, shall have during the nest year an ex-officio seat on the Committee, and the rules concerning meetings shall not apply in his/her case.
- (6) It shall be the duty of the Auditor to maintain an official copy or copies of the Laws of the Society in accordance with the minute books of the Society and to enter in these copies all alterations in the Laws.
- (7) The Auditor shall have power to nominate sub-committees to deal with questions that may arise, this nomination to be subject the he approval of the Committee.
- (8) Cast the deciding vote in all hung votes with the exception of fiscal issues in which the treasurer shall retain the right of veto
- (9) Prepare a handbook to be passed on to their successor.
- (10) The Auditor shall be the immediate interpreter of all questions as to law and order; such interpretations shall be recorded in the minutes at the request of any member present, but shall be subject to the decision of the Committee.
- (11) The Auditor shall carry out the above duties in addition to the duties of all Committee Members as outlined in Chapter 5.

**CHAPTER 7**  
**THE SECRETARY**

- (1) The Secretary shall be responsible for all correspondence of the Society.
- (2) The secretary shall take and record the minutes of all meetings of the Society and of the Committee.
- (3) The Secretary shall send out minutes in the necessary cases to relevant parties within 24 hours of the meeting ending.
- (4) It shall be the responsibility of the Secretary to 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.
- (5) The Secretary must inform the CSC promptly of any changes to the constitution of the society.
- (6) The Secretary will keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the Treasurer and Auditor to see it in the execution of their duties.
- (7) The Secretary shall prepare a handbook for their successor.
- (8) The Secretary shall carry out the above duties in addition to the duties of all Committee Members as outlined in Chapter 5.

**CHAPTER 8**  
**THE TREASURER**

- 1) The Treasurer shall 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.
- 2) The Treasurer shall be responsible for the collection of annual subscriptions from society members.

- 3) In the case of a member receiving a fine, it will be the responsibility of the Treasurer to collect and record the fine.
- 4) The Treasurer shall be responsible for maintaining the society accounts.
- 5) It is the duty of the Treasurer to conduct routine communication with the CSC on financial matters including the provision of estimates of expenditure.
- 6) The Treasurer shall prepare the grant application for submission to the CSC promptly each year.
- 7) The Treasurer shall be responsible for the Society's Cheque book.
- 8) The Treasurer shall always, when required to do so by the Committee exhibit his/her account books for inspection.
- 9) The Treasurer shall prepare a handbook for their successor.
- 10) The Treasurer shall follow all the duties outlined by the CSC in chapter 21.
- 11) The Treasurer shall carry out the above duties in addition to the duties of all Committee Members as outlined in Chapter 5.

## **CHAPTER 9**

### **THE LIBRARIAN**

- (1) The Librarian shall be the Officer through whom all communications regarding the Society Library shall be made, and all purchase of books effected, subject however to the direction of the Committee. They shall report to the Society the names of books bought or presented, and shall enter in the catalogue the names and authors of such books; They shall likewise report to the Society all losses from the Library, and they shall also report if any lost book or other lost article to be regained.
- (2) The Librarian shall be responsible for the maintenance of an up to date record of all Library transactions and is responsible for this record.
- (3) The Librarian is not empowered to incur expenses other than the usual current expenses, except when they are expressly authorised to do so by the Committee, on each occasion.
- (4) The Librarian will decide on the Opening Hours of the Library and will make these known to Society Members at the start of each Academic Term. It is the

duty of the Librarian to communicate any changes made to the Opening Hours to Society Members a week in advance of these changes occurring.

(5) The Librarian through consultation with the Committee will establish a timetable for the Supervision of the Library.

(6) The Librarian shall update the Library catalogue should any changes arise and communicate said changes to Society Members.

(7) The Librarian shall keep copies of the Laws of the Library for consultation during the Opening Hours should any member wish.

(8) The Librarian shall prepare a handbook for their successor.

(9) The Librarian shall carry out the above duties in addition to the duties of all Committee Members as outlined in Chapter 5.

## **CHAPTER 10**

### **THE ASSISTANT LIBRARIAN**

1) The Assistant Librarian will be available to assist the Librarian in whatever capacity the Librarian or Auditor deem fit.

2) In addition to the above the Assistant Librarian shall carry out the duties of all Committee members as outlined in Chapter 5

## **CHAPTER 11**

### **THE PUBLICITY OFFICER**

(1) The Publicity Officer shall be responsible for all facets of the society's promotion.

(2) It shall be the responsibility of the Publicity Officer to 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.

(3) The Publicity Officer shall prepare a handbook for their successor.

(4) In addition to the above the Publicity Officer shall carry out the duties of all Committee members as outlined in Chapter 5.

## **CHAPTER 12**

### **THE ASSISTANT PUBLICITY OFFICER**

- 1) The Assistant Publicity Officer will be available to assist the Publicity Officer in whatever capacity the Publicity Officer or Auditor deem fit.
- 2) In addition to the above the Assistant Publicity Officer shall carry out the duties of all Committee members as outlined in Chapter 5

## **CHAPTER 13**

### **THE AMENITIES OFFICER**

- 1) The Amenities Officer shall be responsible for obtaining required Amenities for events as deemed fit by consultation with the Committee.
- 2) The Amenities Officer will be responsible for the setting up and dismantling of receptions.
- 3) The Amenities Officer shall prepare a handbook for their successor.
- 4) In addition to the above the Amenities Officer shall carry out the duties of all Committee Members as outlined in Chapter 5.

## **CHAPTER 14**

### **THE INTERSOCIETY LIAISON OFFICER EVENTS OFFICER**

~~(1) The Intersociety Liaison Officer shall act as a representative of the Society, when necessary, in dealings with other College societies.~~

(2) The Intersociety Liaison Events shall prepare a handbook for their successor.

(3) In addition to the above the Intersociety Liaison Officer Events shall carry out the duties of all Committee Members as outlined in Chapter 5

5) The Events officer will be responsible for planning and organizing society events. This will include space bookings, liaising with other societies, or anything else that the Auditor and secretary deem necessary.

## **CHAPTER 15**

### **THE FIRST YEAR REPRESENTATIVE**

- (1) The First Year Representative shall act as a representative of the Society to all those students within their first academic year of undergraduate study, within the college.
- (2) The First Year Representative shall be elected within the first half of Michaelmas term and subject to the provisions outlined in Chapter 3.
- (2) The First Year Representative shall prepare a handbook for their successor.
- (3) In addition to the above the First Year Representative shall carry out the duties of all Committee Members as outlined in Chapter 5

### **THE PUBLICATIONS EDITOR**

- 1) The publications editor will be responsible for managing all society publications and coordinating with the Auditor and secretary when necessary.
- 2) They must also be in charge of applying for funding relating to society publications.

## **SECTION B**

### **CHAPTER 16**

#### **LAWS RELATING TO THE LIBRARY**

1) No member shall remove a book without first signing the required information to the Supervising Librarian (Member Name, Email, Name of Book and Date of removal); infringement of this Rule shall be considered conduct injurious to the best interests of the Society.

2) The Library Sub-Committee may with the consent of the Committee and subject to the provisions of the Laws make such other regulations in regard to the Library as they see fit.

3) Any member who shall mark, deface or otherwise destroy any book or periodical the property of the Library shall be deemed guilty of conduct injurious to the Society's interests.

4) Any member who is guilty of a breach of the Laws or Regulations of the Library shall be reported by the Librarian to the Society if during Lecture Term and otherwise to the Auditor in Council.

## **CHAPTER 17**

### **THE LIBRARY COMMITTEE**

- 1) The Library Committee shall consist of the Auditor and the two Librarians.
- 2) The Library Committee shall meet at least twice in each term, each meeting to be held on different days.
- 3) The Library Committee shall report to Committee what purchases shall be made of books, periodicals or DVDs.
- 4) It shall be the Duty of the Library Committee to ensure the Library is open and supervised in the allocated times.
- 5) The Library Committee shall be responsible for the fulfillment of the Laws of the Library as outlined in Chapter 17.

## **CHAPTER 18**

### **REMOVAL AND CO-OPTING OF PERSONS WITHIN THE COMMITTEE**

- 1) 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 chapter 20.
- 2) Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.
- 3) 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 chapter 20
- 4) 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 chapter 20.

5) Upon the death or incapacitation of a committee member, a replacement may be co-opted in accordance with the procedure outlined in chapter 20.

6) A committee member may be impeached for failure to fulfil their duties as outlined in Section A, 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.

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

8) Following the promotion, resignation or death of a member as outlined, 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.

## **CHAPTER 19**

### **THE ANNUAL GENERAL MEETING AND EXTRAORDINARY**

#### **GENERAL MEETING**

1) 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).

- i. Notice must include the date, time, place and agenda for the meeting.

2) 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.

- 2) Any member of the college may attend either an AGM or EGM but only fully-paid members of the society are entitled to vote.
- 3) 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.
- 4) An EGM of the society may be called in accordance with the procedure laid out in chapter 20
- 5) An AGM must be held once a year in Hilary term in accordance to the procedure laid out in Schedule 2.

## **CHAPTER 20**

### **CALLING OF AN EXTRAORDINARY GENERAL MEETING**

- 1) 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.
- 2) 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.
- 3) The petition must be signed by fully paid members of the society and should include society member number, student number and name.
- 4) Upon presentation of the petition an EGM must be held within two term weeks.

## **CHAPTER 21**

### **FINANCE AND THE CSC**

- 1) The Auditor 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.

2) 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.

3) All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Auditor, Treasurer and Secretary.

## **CHAPTER 22**

### **FINES**

1) Any member of the Society, who shall, in the opinion of the Auditor, have committed a breach of order at a meeting of the society, shall on a repetition of the offence be fined €4

2) Any member who shall have retained a book belonging to the Library for longer than the authorised period shall be reported by the Librarian to the Auditor before the Society who shall fine him/her €1 per day until said book is returned. Any member reporting that he has lost a book shall pay both the published price and cost of obtaining book.

3) Any member offending against the Library Rules shall be similarly reported and fined €4

4) Any Officer who shall in the opinion of the Auditor have neglected his/her duties shall be fined €4 for each offence.

5) The Committee shall have power to inflict a fine not exceeding 20EURO on any member who shall have been guilty of conduct in their opinion injurious to the interests of the Society. Such fine which must be reported to the Society from Council at the next meeting of the Society can only be remitted by a motion of the Society after a week's notice.

6) The conduct of the Auditor can be impugned only by motion of impeachment before the Society, of which a week's notice must be given.

7) Any member who has not paid all fines due from him to the Society shall not be allowed to vote or to vote in the General Election of the Society.

## **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 Auditor 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.
- 7) 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:

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.
    - i. Auditor
    - ii. Secretary
    - iii. Treasurer
2. Elections for all on the Committee.
- a. The elections for the Officers shall take place consecutively in the order Auditor, Secretary, Treasurer, Librarian, Assistant Librarian, Publicity Officer, Assistant Publicity Officer Amenities Officer and Intersociety Liaison Officer, First Year Representative. Following the elections for the Officers there shall be a single election for the Ordinary Committee Members.
  - b. Each candidate shall be allowed address the AGM, if they wish for a maximum of two minutes prior to the election.
  - c. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
  - 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.
3. 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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