

The Constitution of the Trinity Space Society

1. Name

- a. The Society shall be known as the Trinity Space Society

2. Objectives

To promote and support student interest and activity in all aspects of the space industry.

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 €3.

4. The Committee

- a. The Committee shall consist of 3 senior officers and 3 junior officers.
- b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:
 - i. President
 - ii. Treasurer
 - iii. Secretary
- c. The Junior Officers shall be elected as laid out in Article 8 consist of the following:
 - i. Public Relations Officer (P.R.O.)
 - ii. Events Officer
 - iii. Rocketry Officer
 - iv. Graphics Officer
 - v. First Year Representative
- d. No more than two OCMs shall be elected as laid out in Article 8.
- e. No individual may hold more than one position on the committee.

- f. No individual having not previously held a position on committee for at least 12 weeks of the active academic term may hold a position as President with the exception of extraordinary circumstances wherein there are no such individuals available.
- g. If any position on the committee is not filled at the AGM, a member of the society may be co-opted until such time as an EGM may be held in order to fill the position by election.

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. If a member is deemed by any committee member, to be disrupting the meeting, they may be asked to leave.
- 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. Should the Secretary be unable to attend a committee meeting, their apologies must be sent to the President under the same provisions outlined in section “d” of this article.
- f. 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.
- g. Quorum for committee meetings shall be five, and one senior officer must be present.
- h. Accurate, concise minutes of the minute shall be kept and distributed as outlined in Schedule 1.
- 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 an Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
 - 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 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 seven complete days 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.
- g.

7. Calling of an Extraordinary General Meeting

- a. The items brought before an EGM must be exceptional in nature or 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 must include student number and full names.
- 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 section 'a'.

8. Election of Committee Members

- a. Each election shall be of the form of an anonymous Single Transferable Vote ballot. Voters will rank the candidates in order of preference, 1 being their favourite, 2 their second favourite and so on. The vote will proceed according to the rules of the STV system. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject the 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, with a membership duration of over 14 days.
- 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 participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure laid out in 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 fulfil their duties as outlined in Article 11 through a committee vote at which a supermajority of 2/3rds 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 2/3rds 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 two-thirds majority at an EGM if and only if the EGM's purpose relates directly to the committee member in question's position.
 - v. The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM by a simple majority.
- 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, incapacitation or death of a committee 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.

11. The Role of Committee Members

- a. All committee members shall:

- i. Take no deliberate action which directly compromises the society's ability to fulfil the society's objectives as outlined in article 2.
 - ii. While representing the society:
 1. May not deliberately exhibit or promote any bias against inclusion in society matters or activities of individuals which have shown no indication of previous improper behaviour as a part of society matters or activities.
 2. Where possible focus society resources on the promotion and support of the objective outlined in article 2.
 - iii. Never reveal or disclose any society member information held by or to which the society has access which may be considered confidential.
 - iv. Be answerable to the committee.
 - v. Attend all committee meetings unless exceptional or uncontrollable circumstances prevail.
 - vii. Attend all training provided by the CSC or other regulatory bodies when deemed appropriate.
 - viii. With the exception of OCMs prepare a concise handbook for their successor at least two days prior to an AGM.
- b. In addition to the duties of all committee members the President 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. Be directly responsible for the development, maintenance and utilisation of relationships with society, alumni and any parties which may collaborate, partner,

affiliate with or support the society. Such parties may include but are not restricted to:

1. Any professional or amateur organisation offering products, services or activities relating to any aspect of the space industry.
2. Any club or society with any university nationally or abroad.
3. Any individual deemed to have expertise in any area relating to the space industry.

vi. Prepare a concise report on the society's activity during the concluding term 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 member and committee oriented correspondence of the Society including the weekly society newsletter.
- ii. Be responsible for contacting committee members with a request for agenda items no less than 24 hours prior to the start of a scheduled committee meeting.
- iii. Take and record the minutes of all meetings of the Society and of the Committee.
 1. In the case that the Secretary is unavailable to attend a meeting they must appoint an attending committee member to record minutes in their place no later than three hours prior to the scheduled meeting.
- iv. Promptly send out minutes from all meetings to relevant parties within 24 hours of the meeting ending.
- v. 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.
- vi. Inform the CSC promptly of any changes to the constitution of the society.
- vii. Keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the Treasurer and President to see it in the execution of their duties.

viii. Ensure that all relevant society members have access to suitable society controlled communications platforms.

d. In addition to the duties and responsibilities 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 unless a call to vote on a matter is raised and seconded by fully paid up society members during a committee meeting or general meeting. In such a case, a secret ballot, which must be passed by two-thirds majority, will be held to either accept or open for discussion by the meeting attendees, the resolution to the matter proposed by the Treasurer.
- 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 financial records of the society for submission to the CSC each year.

e. In addition to the duties of all committee members the Public Relations Officer shall:

- i. Be responsible for all facets of the society's effective promotion through, at a minimum, the following media:
 1. Social media as moderated and controlled through any social media account maintained by the society.
 2. Physical media, such as, but not exclusively: posters, membership cards, flyers and business cards distributed or displayed by the society in any location.
 3. Digital media relating to the society displayed on any web page maintained by the society.

- ii. Organise and oversee the design, maintenance and distribution of all the society's printed content to be displayed on the media outlined in the sub-sections 'I' of this section.
 - iii. Be responsible for preparing any individual charged with representing the society to professional or amateur media agencies.
 - iv. Be responsible for the organisation and coordination of the content displayed by the society during all events at which the club is represented in an official capacity.
- f. In addition to the duties and responsibilities of all committee members the Events Officer shall:
 - i. Be responsible for the organisation and execution of all scheduled events to be held by the society both on and off campus, except for in cases where the responsibility for a category of events is explicitly stated in the duties and responsibilities of another committee member in this article.
 - ii. Be responsible for ensuring the organisation of suitable transport to any event at which more than ten members of the society shall represent the society.
 - iii. Be responsible for ensuring that the society schedules an event open to members at an absolute minimum of once every fourteen days during the active academic term.
- g. In addition to the duties and responsibilities of all committee members the Rocketry Officer shall:
 - i. Be responsible for the planning, scheduling, organisation, execution and support and material sourcing for all society activities, including events which related to amateur/hobbyist rocketry.
 - ii. Be responsible for ensuring that educational information regarding rocketry is provided to the public relations officer for inclusion in educational content no less frequently than once a fortnight during the active academic term.
 - iii. Be responsible for discovering and where possible engaging any individuals or parties which may directly assist in the education or practice of society members in the field of rocketry.

h. In addition to the duties and responsibilities of all committee members the Graphics Officer will be responsible for:

- i. The design and creation of all promotional material which the Public Relations Officer (PRO) deem necessary
- ii. Maintaining a consistent and appropriate aesthetic for all content produced and/or representation of the society

i. In addition to the duties and responsibilities of all committee members the First Year Representative will be responsible for:

- i. representing the views and interests of Junior Freshmen members at committee level
- ii. engaging in recruiting more JF members to the society.

j. In addition to the duties and responsibilities of all committee members, the Ordinary Members of Committee shall:

- i. Help officers in the execution of their duties.
- ii. Be required to be an active assistant to no more than one junior officer.

Assistantship includes at the very minimum:

1. Being suitable prepared to assist a junior officer in their duties and responsibilities at such times when this assistance does not directly interfere with their active duties and responsibilities conferred by the committee.
2. Temporarily fulfilling the duties and responsibilities of a junior officer in circumstances where, through no direct fault of the junior officer, they are unable to fulfil their duties and responsibilities.
3. Communicating with a junior officer to ensure awareness of future periods during which a junior officer will become unavailable to fulfil their duties through no direct fault of the junior officer and/or under reasonable circumstances relating to travel, medical requirements, confidential personal obligations, or academia.

b. No member of committee may profit in any way from their involvement in the society.

k. Finances

- a. The President 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 President, Treasurer and Secretary.

l. 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 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. 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

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. If the President is unavailable to chair a meeting the responsibility shall fall to, in order of precedence, the Secretary and then the Treasurer.
5. 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.
6. Each member has a single vote on each issue. In the case of an equality of votes cast the President has a single casting vote. The Treasurer retains the right to veto any issues of financial implication.
7. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.
8. 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. President
 - ii. Treasurer
 - iii. Junior Officers
2. Elections for all on the Committee.
 - a. The elections for the Officers shall take place consecutively in the order President, Secretary, Treasurer, Junior Officers. Following the elections for the Officers there shall be a single election for the Ordinary Committee Members.
 - b. The responsibilities and duties of each role will be read.
 - c. Each candidate must sign and date a printed copy of this constitution acknowledging that they have read and understood the implications of all content within the constitution.
 - d. Each candidate, if they wish, shall be allowed address the AGM, for a maximum of two minutes prior to the election.
 - e. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
 - f. 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 must be submitted 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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