

## The Constitution of Trinity College Singers

### 1. Name

- a. The Society shall be known as Trinity College Singers

### 2. Objectives

- a. The promotion of choral singing in the College
- b. The maintenance of a chamber choir, or chamber choirs, of a high standard.
- c. The organisation of regular performances and the partaking in competitions
  - i. Singers' repertoire may include choral music for either mixed or single-sex voices.
- d. Singers shall be a society including the constituent choirs:
  - i. Trinity Singers
  - ii. Boydell Singers
  - iii. Trinitones
  - iv. Trinity Belles
  - v. Provision may be made for the committee, by majority vote, to admit another choir until the time of the next Annual General Meeting/Extraordinary General Meeting, at which time the choir may be continued, and conductorship assigned as with the rules of the other constituent choirs.

### 3. Membership

- a. 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 Committee

- a. The Senior Officers shall consist of the following:
  - i. Chairperson
  - ii. Secretary
  - iii. Treasurer
- b. The eight Junior Officers shall consist of the following:
  - i. Public Relations Officer (P.R.O.)/Social Secretary from each constituent choir
  - ii. Librarian/Concert Co-ordinator from each constituent choir
- c. The choir conductors and a capella group directors, who shall be ex officio members of the committee, with full voting rights

### 5. The Annual General Meeting and Extraordinary General Meetings

- a. Notice of no less than three days must be given to members ahead of either and Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
- b. Notice must include the date, time, place and agenda for the meeting.

- c. 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.
- d. The Annual General Meeting of the Society shall take place in Hilary Term.
- e. Any member of the college may attend either an AGM or EGM but only fully-paid members of the society are entitled to vote.
- f. 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.
- g. An extraordinary general meeting of the Society may be called by the Committee, or by 50% of the members of the Society presenting a signed petition to the Committee.
  - i. Three days' notice as provided for in the case of an Annual General Meeting shall be given.

#### 6. Election of Committee Members

- a. Each election shall be by means of the Single Transferable Vote. 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. Each candidate must be nominated and seconded by fully paid members of the society.

#### 7. The Role of Committee Members

- a. All committee members shall:
  - i. Be answerable to the committee.
  - ii. Attend all required 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.
  - vi. Present a report detailing work done in their elected, assumed, or delegated roles at each committee meeting.
- b. In addition to the duties of all committee members 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. 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 of all meetings of the Society and of the Committee.
  - iii. Promptly send out minutes from all meetings to relevant parties within 48 hours of the meeting ending.
  - iv. Review the constitution on an annual basis to ensure it is kept up to date.

- 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 Chairperson to see it in the execution of their duties.
  - viii. 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 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 handbook for their successor.
- e. In addition to the duties of all committee members the P.R.O./Social Secretaries shall:
- i. Be responsible for all facets of the constituent choir's promotion.
  - ii. Organise and oversee the design, printing and distribution of all the choir's printed materials including but not limited to posters, programs, tickets and leaflets.
  - iii. Be responsible for organising social events of the constituent choir. These events shall include both gatherings for the constituent choirs and society-wide social gatherings.
  - iv. Prepare a handbook for their successor.
- f. In addition to the duties of all committee members the Librarian/Concert Coordinators shall:
- i. Be responsible for purchasing and maintaining music to be used by each choir, maintaining their choir's section of the Society's music library, and for keeping accurate records in the catalogue of the Society's music library.
  - ii. Be responsible for locating and booking suitable venues for Society concerts on behalf of their choirs on dates chosen by the committee.
- g. In addition to the duties of all committee members the Conductors shall:
- i. Be responsible for the preparation and performance of music for their constituent choir which must include at least one concert in both Hilary and Michaelmas term.
  - ii. The conductor should be prepared to perform any other task that is directly related to matters of music as requested by the Chairperson.
  - iii. Further events may be organised by the committee, for which they may appoint other individuals as musical directors. However, these events may not compete with the two main concerts put on throughout the year.
- h. In addition to the duties of all committee members the A Capella Directors shall:
- i. Be responsible for the organisation and music of their group.
  - ii. Be responsible for informing executive committee on updates within the group

iii. Be involved in the finances of their respective group in conjunction with the Treasurer and Chairperson

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

#### 8. Committee Meetings

a. Attendance at full committee meetings is compulsory for all committee members. Apologies for inability to attend such a meeting must be sent to the secretary no later than three hours before the meeting is scheduled to begin.

b. Sub-Committee Meetings may be held which only a subsection of committee members are required to attend. The Executive Officers and at least one representative from the committees of each choir to which the meeting pertains must attend the sub-committee meeting. Apologies for inability to attend such a meeting must be sent to the secretary no later than three hours before the meeting is scheduled to begin.

c. Failure to attend three consecutive required committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out below.

i. Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.

ii. At the meeting to remove a committee member, the person facing impeachment shall be afforded the opportunity to address the meeting prior to the vote taking place.

iii. The vote to remove a committee member must be held by secret ballot. A two-third majority of committee members present is required in order for the motion of impeachment to be carried.

#### 9. 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 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.

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.

b. All bank transfers from the Society's bank account shall be authorised by two designated officers, whose names appear on the bank account.

c. 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 the 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 dis-associate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating themselves 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 such former officer shall bring the case to the notice of the C.S.C.

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

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