

# **Constitution of the Trinity College Dublin Eastern European Society**

## **Preamble**

This Constitution of the Trinity College Dublin Eastern European Society shall serve the members of the society through its pursuit of the aims and objectives of the society under the guardianship of the presiding Committee.

## **General**

### **1. Name**

The society shall be known as the Trinity College Dublin Eastern European Society. It may also be referred to as TCD Eastern European Soc, EastEuropean Soc, The Eastern European Soc.

### **2. Objectives**

The objects of the Society will be the discussion of matters of interest, the promotion of social activities for its members and the promotion of Eastern European traditions and customs.

### **3. Membership**

Membership shall be open to all members of staff and capitated students of the University. Ordinary membership shall be granted to members of staff and capitated students in return for a subscription of €2.00 (two euro) or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

### **4. The Committee**

- (a) The Committee will be duly elected by the members of the Society.
- (b) The Committee shall consist of the following officers: the Chairperson, the Secretary, the Treasurer, Public Relations Officer (P.R.O) and the Social Events Officer, whose roles are laid out in Article 5; and five ordinary Committee members.
- (c) The Committee shall meet at least twice a month during the term. A quorum of at least five Committee members, to include at least two officers, shall be required for a motion to be passed or decisions of general importance made. The function of the Committee shall be to oversee and fulfil the aims of the Society.
- (d) Officers and ordinary Committee members may be removed from office before the completion of their term of office only by the two thirds of those members of the Society present at an Extraordinary General Meeting.
- (e) No individual may hold more than one position on the committee.
- (f) The Committee will be empowered to take such action and expend such funds as are reasonable to the attainment of the objects of the society outlined in section 3 above.

- (g) All expenditure shall be sanctioned by the Chairperson together with the Treasurer, but shall at all times and for all purposes be subject to the scrutiny of the Committee.

## **5. The Role of the Committee Members**

(a) All committee members shall:

- i. Be answerable to the committee.
- ii. Attend all 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.

In addition to all the duties of all committee members the Chairperson shall:

- i. Oversee the general running of the society and be answerable to the Committee.
- ii. Represent the society in all dealings with the college.

(b) The Chairperson shall:

- i. Oversee the general affairs of the society
- ii. Chair all committee meeting including Emergency General Meeting (EGM) and Annual General Meeting (AGM)
- iii. Cast the deciding vote in all decisions with the exception of fiscal issues where the Treasurer retains the right to veto.
- iv. Represent the society in all dealing with the college

(c) 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.

(d) In addition to the duties of all committee members the P.R.O. shall:

i. Be responsible for all facets of the society's promotion.

ii. Organise and oversee the design, printing and distribution of all the society's printed materials.

iv. Prepare a handbook for their successor.

(e) The Social Events Officer shall:

i. Organise social and cultural events and functions for the society's members.

ii. Organise educational events for the society's members.

iii. Prepare a handbook to be passed on to their successor.

(f) No member of committee may profit in any way from their involvement in the society.

## **6. Elections**

(a) An Election for the Officers will be held at a date to be fixed at the discretion of the Chairperson.

(b) Nominations must be submitted one calendar week before the Election Day.

(c) Nominations shall be seconded by one member.

(d) The Chairperson and Secretary have overall responsibility for the conduct of the Election.

(e) The following are eligible to vote: members of the society and members who are away on an Erasmus year.

(f) Online votes may be submitted to an email account by voters that are abroad.

(g) At least one of the Officers must be present during voting at all times.

## **7. Impeachment**

(a) Any member who feels that an Officer is in breach of his duties should notify the Committee in writing stating the cause of complaints. This notice must be signed by a super majority of the committee or 1/3rd of the societies' members.

(b) The Committee will present a report to a public meeting of the Society.

(c) A 2/3 majority of those members present must vote in favour of the impeachment motion.

## **8. 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).
- (b) Notice must include the date, time, place and agenda for the meeting.
- (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) An AGM must be held once a year in Hilary term

## **7. 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) An up-to-date copy of the constitution must be available on the society website at all times.
- (d) This constitution is binding as and from the date of being approved by both the Society and the CSC.

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