

# The Constitution of the TCD TEDx Society

## 1. Name

1. The Society shall be known as the TCD TEDx Society.

## 2. Objectives

- a. To hold an annual TEDxTrinityCollegeDublin event, for students, staff and alumni of the university.
- b. To promote awareness of TED and their values.

## 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 Committee shall consist of list positions.
- b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:
  1. President
  2. Treasurer
  3. 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. Speaker Liaison Officer
  - iii. Production Manager
  - iv. Head of Sponsorship
  - v. Head of Logistics
- d. The 2 OCMs and a First Year Rep shall be elected as laid out in Article 8.
- e. No individual may hold more than one position on the committee.

## 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 72 hours 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 four 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 9.
- f. Quorum for committee meetings shall be half of the committee. One senior officer must also be present.
- g. Accurate minutes of the meetings shall be kept and distributed as outlined in Schedule 1.
- h. All committee shall adopt the guidelines outlined in Article 11
- i. In addition to committee meetings, meetings of sub-groups of the committee may be called where appropriate, on consensus of the committee for matters which only require specific officers of the society to be present. In such meetings any member of committee will be free to attend although not obliged to. One senior officer must also be present. Minutes, proposals and actions from such meetings should be presented to the committee for approval.

## **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). 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 twenty four 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 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 should include society member number, student number and name.
- 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 6a.

## **8. Election of Committee Members**

- a. Each election shall be of the form of a first past the post secret ballot. 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 for the position of OCM must be submitted to an election of the form of a PR-STV secret ballot.
- c. Candidates must be fully paid members of the society in order to be considered for election to the committee.
- d. Candidates running for any of the senior committee positions outlined in article 4(b) must have been an elected member of committee in a previous session of the society in order to be eligible to run. In a case where there are no eligible candidates who wish to run, this clause will be deemed void.
- e. All committee positions shall be elected at the AGM with the exception of the First Year Rep which shall take place at an EGM of the society in September.
- f. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.
- g. 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. 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. 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 fulfill their duties as outlined in Article 1 through a committee vote at which a supermajority of 2/3<sup>rd</sup>s of the entire committee is attained.

At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place.

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.

Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.

A committee member may also be removed through a motion obtaining a simple majority at an EGM.

The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.

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 or death of a 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 which should take place within two weeks.

## 11. The Role of 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.
  - vi. Direct all society correspondence via the official society channels such as the official society email accounts as agreed on by the consensus of the committee to ensure transparency and consistency of communication.
  
- b. In addition to the duties of all committee members the President shall:
  1. Oversee the general running of the society.
  2. Chair all committee meetings including any EGMs or AGMs.
  3. Cast the deciding vote in all hung votes with the following exceptions:
    1. 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:
  1. Be responsible for all correspondence and communication 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. 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 and ensure that it is kept confidential, allowing only the Treasurer and President of the Committee to see it in the execution of their duties.

vii. Prepare a speaker outreach protocol in line with TED guidelines to be followed by the committee once consensus on such is reached by the committee at the beginning of a session of the society.

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.

ii. Whilst remaining conscious of the consensus of the Committee of the Society.

iii. Work closely with the Head of Sponsorship in securing necessary funding for the society.

iv. Be responsible for the collection of annual subscriptions from society members.

v. Be responsible for maintaining the society accounts.

vi. Have the duty of conducting routine communication with the CSC on financial matters including the provision of estimates of expenditure.

vii. Prepare the grant application for submission to the CSC promptly each year.

viii. Prepare a handbook for their successor.

e. In addition to the duties of all committee members the Speaker Liaison Officer shall:

i. Be responsible for introducing speaker suggestions to the committee and encouraging other members of committee to make additional suggestions to ensure a wide variety of disciplines and backgrounds are considered in line with TED global guidelines.

ii. Be responsible for further researching and vetting these suggestions for suitability

iii. Be responsible for ensuring these speakers are reached out to in-line with the speaker outreach protocol to be agreed on by consensus on the committee at the beginning of each session of the society.

- iv. The speaker outreach protocol must not infringe on the requirement of the committee to reach consensus by majority vote on all speakers proposed to speak.
- v. Be responsible for ensuring good relations and contact is maintained with all speakers in conjunction with the Secretary, overseeing their preparation once confirmed in line with TED guidelines and the speaker outreach protocol.
- vi. Work closely with the Secretary on all speaker relation matters.
- vii. Prepare a handbook for their successor.

f. In addition to the duties of all committee members the Head of Sponsorship shall:

i. Be responsible for sponsorship negotiations, and offer recommendations to committee to be discussed and voted on, on all matters of sponsorship issues of the Society remaining conscious of the consensus of the Committee of the Society.

ii. Be responsible for introducing sponsorship propositions to the Committee.

iii. Be responsible for sponsorship scouting and vetting.

iv. Work closely with the Treasurer.

v. Prepare a handbook for their successor.

g. In addition to the duties of all committee members the P.R.O. shall:

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

ii. Design and create all promotional material working closely with the Head of Logistics in organizing the printing and distribution of any physical materials.

iii. Maintain and design the society's website and social media.

- iv. Work closely with the Secretary.
- v. Be answerable to the committee and the society's members.
- vi. Prepare a handbook for their successor.

h. In addition to the duties of all committee members the Head of Logistics shall:

i. Be responsible for all logistical operations within the society.

- ii. Assist other committee members in their practical duties in particular the Production Manager in carrying out their function.
- iii. Organise and oversee the printing and distribution of all the society's printed materials including but not limited to posters, membership cards and leaflets in conjunction with the PRO.
- iv. Work closely with the President.
- v. Oversee any volunteers contributing to the Society's activities.
- vi. Prepare a handbook for their successor.

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In addition to the duties of all committee members the Production Manager shall:

I. Oversee and organise all of the tasks happening on the day of an event related to content production, speaker slides, stage management, technology (mics, live streams etc), and video.

- II. Work with the Head of Logistics on the tasks outlined in (i) above in terms of working with the venue, timings of events and equipment needed.
- III. Work with the Secretary and Speaker Relations Officer on the tasks outlined in (i) above in terms of ensuring that speaker needs and requirements are fulfilled.
- IV. Assist the PRO with production content for the website.
- V. Work closely with the President.

VI. Prepare a handbook for their successor.

- j. In addition to the duties of all committee members the Ordinary Members of Committee shall:
  - i. Help officers in the execution of their duties.
  
- k. No member of committee may profit in any way from their involvement in the society.

## **12. Finances**

- a. The President, Vice-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 Head Secretary.

## **13. 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.
- e. 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 private.
  
2. If a meeting, or part thereof, is to be held in private, 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 President 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. President

- ii. Treasurer
- iii. Secretary
- iv. PRO
- v. Speaker Liaison Officer
- vi. Head of Sponsorship
- vii. Head of Logistics
- viii. Production Manager
- ix.

2. Elections for all on the Committee.

a. The elections for the Officers shall take place consecutively in the order President, Secretary, Treasurer, Speaker Liaison Officer and Head of Sponsorship, PRO, Head of Logistics and Production Manager. Following the elections for the Officers there shall be a single election for the Junior Members of the Committee and Ordinary Committee Members.

b. Each candidate shall be allowed to 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.

**March 2020**