

## **Dublin University Central Societies Committee Constitution**

### **1. NAME**

- 1.1 The name of the committee shall be the Dublin University Central Societies Committee, hereafter “the Committee”, to be abbreviated as CSC or DUCSC. In the Gaelic language the name of the committee shall be rendered Lár-Choiste na gCumann, Ollscoil Átha Cliath, to be abbreviated as LCG or LCGOAC.

### **2. PRIMARY OBJECT**

- 2.1 The primary object of the Committee shall be to promote the interests of recognised University Societies, being University Sodalities, University Associations (Subsidiary and Vexillary), University Auxiliaries and University Commissaries as defined by the Committee’s Recognition Policy Document, and to act as their sole advocate and representative within the University of Dublin and Trinity College.

### **3. POWERS**

The Committee shall:

- 3.1 reserve to itself the right to pursue all reasonable and legal means to protect, sustain and promote the interests of University Societies in accordance with the Primary Object; and neither shall it suffer the diminution of its role as the sole advocate and representative of University Societies within the University of Dublin and Trinity College.
- 3.2 both consider application on the part of any group of individuals such as are members of the University as registered students who are currently engaged in academic studies or research, or who are staff of the University, for recognition as a University Society and to grant recognition to said groups as University Societies.
- 3.3 both consider applications for and assign grants to University Societies to further their respective aims; and to oversee both the usage of said monies and the auditing of the financial records of University Societies.
- 3.4 pursuant to 3.2 and 3.3, develop policies to govern and regulate the status of recognition of University Societies, and to govern and regulate the continuance thereof; to govern and regulate the funding of University Societies; and such other policies as shall serve the furtherance of the Primary Object.
- 3.5 develop an overall policy for the maintenance, use and extension of the accommodation and facilities available to University Societies, and to implement any such policies by the acquisition by the Committee or its duly appointed nominees of property by purchase, lease, hire, exchange or otherwise.
- 3.6 enjoin the employment of such office staff as to ensure adequate provision of the administrative needs of the Committee, the implementation of its policies and the furtherance of the Primary Object.

- 3.7 elect, on an annual basis, an Executive which shall act in its stead in the intervals between meetings of the Committee.
- 3.8 appoint sub-committees or working groups governed by terms of reference as from time to time are deemed expedient to the function of the Committee; such sub-committees or working groups shall be of limited scope and duration and void of executive powers.
- 3.9 elect representatives to sit on the Capitation Committee and on other external committees as deemed necessary
- 3.10 seek from the Capitation Committee a proportion of the capitation fund adequate to meet the needs of University Societies and of the Committee.
- 3.11 reserve to itself the right to seek other sources of funding within and without the University of Dublin and Trinity College to meet the needs of University Societies and of the Committee in pursuance of the Primary Object.
- 3.12 provide training to and education of the Officers of University Societies in the means, and for the purposes, of running the same, and of fulfilling the requirements enjoined by the respective Committee and Executive Policies and Protocols.

#### 4 POLICY OF THE CSC

- 4.1 The policy of the Committee shall be enacted either at meetings of the Committee, hereafter General Meetings, or of the Executive. Policy enacted at General Meetings shall take precedence over policy enacted at meetings of the Executive.
- 4.2 The Committee shall maintain a Recognition Policy Document to govern and regulate the granting of recognition to University Societies both by the Executive, in the first instance, and the Committee. This Policy shall also stipulate the regulations to which each recognised University Society must adhere so as to maintain its recognition status. The Executive shall normally submit any amendments to this policy document for adoption as CSC policy at the Michaelmas Term General Meeting. The motion shall be proposed by the Secretary and seconded by the Chairperson at the behest of the Executive.
- 4.3 The Committee shall maintain a Grants Policy Document to govern and regulate the granting of funds to University Societies by the Executive. This Policy shall also stipulate the regulations incumbent on officers of each recognised University Society in dealing with financial matters. The Executive shall normally submit any amendments to this policy document for adoption as CSC policy at the Michaelmas Term General Meeting. The motion shall be proposed by the Treasurer and seconded by the Honorary Treasurer at the behest of the Executive.
- 4.4 Both the Recognition Policy Document and the Grants Policy Document shall be considered extensions of this Constitution and amendments to either document must be proposed in accordance with Section 11 below.
- 4.5 The Executive may instigate protocols to better govern and regulate the functioning of the Officers and the Executive in implementing their respective constitutional duties. Such protocols shall at all times be in accordance with this Constitution and its articles. All such protocols shall be interpreted in light of this Constitution and its articles and not vice versa.

5 CRITERIA FOR MEMBERSHIP OF THE COMMITTEE

5.1 Membership of the Committee shall be limited to individual persons who are:

- (i) members of the University, who are either registered students currently engaged in academic studies or research, or who are staff of the University,

and who both

- (ii)

- a) hold the Office of Treasurer of a fully-recognised University Sodality or Association,

and

- b) have submitted all requisite grant applications before the end of the Michaelmas Teaching Term immediately following the Committee's Annual General Meeting;

or who

- (iii) have been elected to serve on the Executive, in accordance with Section 10 hereunder.

5.2 Hereafter the use of the term "member" in relation to the Committee or the Executive shall be read as meaning either such persons as meet the requirements of 5.1 (i) in conjunction with either 5.1 (ii) or 5.1 (iii) respectively; or such persons as meet the requirements of 5.1 (i) in conjunction with both 5.1 (ii) and 5.1 (iii).

5.3 Any member of the University who holds the Office of Treasurer of several fully-recognised University Sodalities or Associations concurrently, or who holds the Office of Treasurer of a fully-recognised University Sodality or Association in conjunction with election to serve on the Executive, shall not have plurality of membership of the Committee.

5.4 If it is that case that:

- (i) a member of the Committee ceases to meet the requirements of 5.1 (i), then membership of the Committee shall immediately terminate.

- (ii) a member of the Committee ceases to meet both requirements of 5.1 (ii), then membership of the Committee shall immediately terminate.

- (iii) a member of the Committee holds the Office of Treasurer of a fully-recognised University Sodality or Association in conjunction with election to serve on the Executive, ceases to meet the submission requirements of 5.1 (ii) a, then membership of the Committee shall immediately terminate.

5.5 Each member of the Committee is bound by a duty to act in the best interests of the Committee and of the achievement of its Primary Object, placing the interest of the Committee ahead of any personal interests.

5.6 Members of the Executive shall not hold an officership with, nor serve on the executive of, another capitated body.

## 6 THE EXECUTIVE

6.1 In accordance with sub-section 3.7 and in conjunction with the criterion of sub-section 5.1(iii), the Committee shall appoint thirteen members of the Executive. The five members that shall act as Officers of the Committee, namely the Chairperson, Treasurer, Secretary, Amenities Officer and Honorary Treasurer; and the eight remaining members shall be appointed in accordance with Section 10 hereunder.

### 6.2

- (i) The authority of the Committee resides in the Executive as a whole when acting on behalf of the Committee in fulfilling the former's Powers in accordance with its Policies; each member of the Executive shall bear equally the responsibility in acting on behalf of the Committee in fulfilling its Powers in accordance with its Policies, as required by sub-section 3.7 above.
- (ii) Additionally, each of the five Officers respectively shall bear responsibilities and duties as stipulated hereunder and shall also bear those duties which the Committee or the Executive shall from time to time require of them, providing always that such duties are not inconsistent with this Constitution.

6.3 The administration of the respective responsibilities and duties of each of the Officers shall fall to the Committee's support staff in accordance with the contractual terms instigated pursuant to subsection 3.6 above.

### 6.4 The Officers

#### 6.4.1 The Chairperson

The responsibility and duties of the Chairperson shall be:

- (i) the chairing of meetings of the Committee and Executive.
- (ii) the responsibility for the overall running of the Committee.
- (iii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iv) pursuant to subsection 3.14, to ensure the provision of training for the chairing of University Societies
- (v) the responsibility, in conjunction with the Honorary Treasurer, for support staff employment and relations.
- (vi) the responsibility for the Committee's organisational structure of Freshers Week and the Freshers Fair (vii) to act as the primary liaison with the Provost's Office; the Office of the Chief Operating Officer; the Student Life Committee, its sub-Committees, and its constituent members; and such College Offices and Departments engaged with the

logistics of Freshers Week and the Freshers Fair in accordance with subsection 6.4.1 (vi) above; and all such bodies or persons not covered in the briefs of other Officers.

#### 6.4.2 The Treasurer

The responsibility and duties of the Treasurer shall be:

- (i) the oversight of all financial matters of the Committee.
- (ii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iii) to act in conjunction with the Honorary Treasurer in drawing up budgets and drafting a Grants Policy Document.
- (iv) the oversight of the finances of all University Societies saving those with very large turn-over, the oversight of which shall fall to the Honorary Treasurer.
- (v) ruling on the adherence of the financial records of a University Society to the criteria defined for the same within the Grants Policy Document, and on whether said financial records satisfy the obligations upon University Societies stipulated by the articles of this Constitution and the duly enacted Policies of this Committee, which records are submitted in accordance with the requirements of this Constitution; and for asking the Executive to declare such accounts as fail to reach said criteria to be non-satisfactory
- (vi) the oversight of the preparation, in conjunction with the Honorary Treasurer, of the Committee's annual financial records.
- (vii) to act in conjunction with the Honorary Treasurer in all the Committee's dealings with banks and other financial institutions.
- (viii) pursuant to subsection 3.14, to ensure the provision of training for treasurers of University Societies.
- (ix) pursuant to subsection 3.9 above, to be ex officio the Committee's primary representative on the Capitation Committee and to act as the primary liaison with such other bodies as appoint representatives to the Capitation Committee. In so acting the Treasurer shall consult with the Honorary Treasurer. The Treasurer shall not hold a position on the Capitation Committee in any other capacity.
- (x) to chair meetings of the Committee and Executive in the absence of the Chairperson, the Honorary Treasurer and the Secretary.

#### 6.4.3 The Secretary

The responsibility and duties of the Secretary shall be:

- (i) the oversight of the preparation of agendas and minutes for meetings of the Committee and Executive, the keeping and proper archiving of the Committee's records, and the general correspondence of the Committee.

- (ii) to have oversight of all of the Committee’s communications and publications, regardless of medium, and to ensure the maintenance of the Committee’s online presence and the provision and advertisement of up-to-date editions of the Committee’s Constitution, Grants Policy Document and Recognition Policy Document and all other relevant Policies, Protocols and documentation as are necessary for the efficient operation of the Committee.
- (iii) the oversight of the constitutional affairs of the Committee and of all University Societies; and the oversight of the drafting of the Recognition Policy Document as an extension of this Constitution in accordance with sub-section 4.4 above.
- (iv) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (v) ruling upon the degree of adherence of the reported activities of each University Society, as reflected within its Annual Activity Report, to the criteria for its activities as defined by its constitution, and on whether said Activity Report satisfies the obligations upon University Societies stipulated by the articles of this Constitution and the duly enacted Policies of this Committee, which Activity Reports are submitted in accordance with the requirements of this Constitution; and for asking the Executive to declare such reports as fail to reach said criteria to be non-satisfactory
- (vi) the formulation of recommendations to the Executive in respect of the provisional recognition of prospective University Societies; and the formulation of recommendations to the Committee in respect of the full recognition of provisional University Societies.
- (vii) pursuant to subsection 3.14, to ensure the provision of training for secretaries of University Societies
- (viii) to represent the Committee on any national Student Society Organisation to which it may affiliate.
- (ix) to chair meetings of the Committee and Executive in the absence of the Chairperson and the Honorary Treasurer.

#### 6.4.4 The Amenities Officer

The responsibilities of the Amenities Officer shall be:

- (i) the allocation and maintenance of University Society rooms and facilities.
- (ii) the procurement of capital items on behalf of the Committee and for University Societies as appropriate.
- (iii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof

- (iv) to act as the primary liaison with the College authorities relevant to amenities of the Committee, and to be the Committee's primary representative on any committee concerned with amenities to which the Committee is entitled to send representatives.
- (v) to act as the nominated safety officer of the Committee.
- (vi) to act as the nominated recycling officer of the Committee.
- (vii) to chair meetings of the Committee in the absence of the Chairperson, the Honorary Treasurer, the Secretary and the Treasurer.

#### 6.4.5 The Honorary Treasurer

The responsibilities of the Honorary Treasurer shall be as follows:

- (i) the oversight of the financial affairs of University Societies with a large turnover and advising the Treasurer on the quality of said financial records prior to the Treasurer's ruling on said financial records.
- (ii) to act in conjunction with the Treasurer in drawing up budgets and drafting a Grants Policy Document.
- (iii) to provide a report to the Executive and the Committee respectively on duties undertaken in the period between meetings thereof
- (iv) the oversight of the formulation of the Committee's long-term financial policy.
- (v) the oversight of the preparation, in conjunction with the Treasurer of the Committee's annual financial records, and the presentation of the same to the Committee at the appointed General Meeting.
- (vi) pursuant to subsection 3.9 above, to be ex officio the Committee's second representative on the Capitation Committee and to act in a consultative capacity pursuant to subsection 6.4.2 (vi)) above. The Honorary Treasurer
- (vii) shall not hold a position on the Capitation Committee in any other capacity.
- (viii) the presentation of the Committee's annual financial records to the Capitation Committee at the appointed meeting of said committee.
- (ix) the responsibility, in conjunction with the Chairperson, for support staff employment and relations.
- (x) to act as Vice-Chairperson of the Committee and Executive.
- (xi) The Honorary Treasurer shall not be entitled to vote at any meeting of the Committee or its Executive, other than a casting vote when in the Chair or when meeting under the provisions of 7.10 hereunder.

6.5

- (i) Pursuant to subsection 3.8 and subsection 4.5, the Executive may, from its own numbers, and from time to time, appoint those to such roles as it shall consider requisite to the better attainment of the Primary Object, provided always that those appointed shall not already serve on the Executive as Officers.
- (ii) Any such role shall be clearly defined by the Executive prior to any appointment and the duties pertaining shall be such that they are not inconsistent with this Constitution.

6.6

- (i) Pursuant to subsection 3.9 above, the Executive shall elect from that of its number two additional representatives to serve on the Capitation Committee, who shall not hold a position on the Capitation Committee in any other capacity.
- (ii) At least one of these positions shall normally be elected from the non-Officer members of Executive. In the event of there being no nomination from the aforesaid group then nominations from the Officer members of Executive may be taken to ensure that all the representative positions on the Capitation Committee are filled.
- (iii) In case that either the Treasurer or the Honorary Treasurer is unable to attend a specific meeting of the Capitation Committee, the one present shall fulfil the duties to the one absent for the purpose of that meeting.
- (iv) In the case that any of its ex officio or elected representatives be unable to attend a specific meeting of the Capitation Committee, the Executive shall elect of its number another to act as a proxy at that meeting in accordance with subsection 6.6 (ii) above.

6.7 Representatives of the Committee, appointed by the Committee or the Executive to any committee or body external to the Committee, shall normally be members of the Executive and may be mandated. Failure to adhere to any mandate at any meeting of the external committee, shall pursuant to subsection 5.5 above and subsection 7.7 below, result in the termination of representative status, and in the case of a member of the Executive, removal from the Executive.

## 7 MEETINGS OF THE EXECUTIVE

7.1 Meetings of the Executive shall be convened at the behest of the Secretary upon the basis of a decision of the Executive, or at the written request of any three members of the Executive.

7.2 All applications for recognition as a University Society must be made in the first instance to the Executive through the Secretary of the Committee.

7.3 All applications by a University Society for monies must be made in the first instance to the Executive.

7.4 The quorum at meetings of the Executive shall be in excess of half the current voting membership, always providing the presence of any two of the vote-bearing officers being: the Chairperson, Treasurer, Secretary, or the Amenities Officer.

- 7.5 In the absence of the Chairperson, the meeting shall be chaired by the Honorary Treasurer; in the absence of both, by the Secretary; in the absence of these three, by the Treasurer.
- 7.6 In accordance with subsection 5.5 the Executive operates on the basis of collective and collegiate responsibility. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings. Nonetheless meetings are held *in camera* to allow members an opportunity to freely voice their opinions within the meeting.
- 7.7 If a member of the Executive is absent from three successive meetings and if the Executive is not satisfied with any excuse proffered, the Executive is obliged to deem the member's place vacant, save in the case of the Honorary Treasurer who is not required to attend every Executive Meeting.
- 7.8 At meetings of the Executive all members of the Executive shall be eligible to cast one vote saving two exceptions. The Officer in the Chair shall in addition hold a casting vote. The Honorary Treasurer shall hold no vote other than a casting vote when in the Chair.
- 7.9 Decisions of the Executive may be reversed by a simple majority of those present, eligible to vote and voting, at a General Meeting of the Committee.
- 7.10 The Executive shall have power to request the attendance of any officer of a recognised University Society at its meetings. Such persons shall have no voting rights.
- 7.11
- (i) In the case that an item of pressing business is brought to the attention of the Secretary and it proves impossible to convene a meeting of the Executive to address said business, the Secretary may, after consultation with those Officers whose duties encompass the business, have a proposal forwarded by written and recorded electronic communication to all members of the Executive for its consideration.
  - (ii) In such a case all members of the Executive will be asked to reply by the close of business on the third full business day following the issue of the Secretary's communication.
  - (iii) If no written objection to the proposal has been received by the Secretary prior to above deadline then tacit agreement will be assumed and the proposal shall be deemed adopted.
  - (iv) If any objection to the proposal is received by the Secretary prior to above deadline then the proposal shall be deemed not to have been adopted and the business postponed until a meeting of the Executive can be convened.
- 7.12
- (i) Executive power may be given to the Officers at the discretion of the Executive. In the event of such power being given, the quorum shall be a simple majority of the Officers. Meetings of the Officers under this provision shall be convened at the behest of the Secretary. At meetings of the Officers under this provision the Chairperson shall not hold a casting vote and the Honorary Treasurer shall hold a vote.

- (ii) Meetings of the Officers under provision 7.6 shall not have the powers to grant recognition to any prospective University Society nor of ratifying major capital expenditure.

7.13 Decisions made at meetings held under the provision of section 7.11 above may be reversed by a meeting of the Executive or by a simple majority of those present, eligible to vote and voting at a General Meeting of the Committee.

## 8 MEETINGS OF THE COMMITTEE

8.1 Ordinary General Meetings of the Committee shall normally take place in the second week of Michaelmas and Hilary Arts Lecture Term and these shall be designated Term General Meetings. The Annual General Meeting shall normally take place in week 10 of Hilary Arts Lecture Term.

8.2 Extraordinary General Meetings shall be convened at the behest of the Secretary by decision of the Executive, or at the written request of any three members of the Executive, or in excess of one sixth of the members of the Committee.

8.3 Notice of all General Meetings shall be sent to all members at least fourteen days in advance.

8.4

- (i) The quorum for General Meetings of the Committee is that proportion of the total membership of the Committee which must be present in order that business before the meeting might legitimately be transacted.

- (ii) The quorum for Ordinary General Meetings shall be one third of the members of the Committee; the quorum for the Annual General Meeting, or for any Extraordinary General Meeting, shall be two fifths of the members of the Committee. If the application of either of the aforesaid proportions should yield a whole number, that is quorum; if it yield a non-integer then quorum shall be taken as the immediately larger whole number.

- (iii) All University Society Treasurers attending a General Meeting shall register attendance for the purposes of the Committee's records. This record shall also be used to determine if the meeting is quorate.

- (iv) Notwithstanding subsection 8.4 (i) above, in the case that a General meeting is determined to be inquorate at the outset of the meeting, no business other than that of items 1 thru 4 of the agenda as set out on at subsection 8.6 may be transacted, and the meeting may not vote on any matter, save as allowed for in subsection 8.4 (vi) below

(v)

- a) The arrival or departure of members of the Committee during the course of a General meeting may cause the meeting to become quorate or inquorate.
- b) Any member of the Committee present at a General meeting may request a determination of quorum during the course of a meeting. This determination shall be

by counting of hands of those members present or, if necessary, by roll call from the meeting registration list.

- c) If the determination is that the meeting has become inquorate no further business may be transacted and the meeting cannot vote on any further matters, save as allowed for in subsection 8.4 (vi) below.
- d) Notwithstanding the determination that the meeting has become inquorate, all business transacted and voted upon prior to the call for determination of quorum shall be considered to have been transacted and voted upon at a quorate meeting.
- (v) In the case that a General meeting is determined to be inquorate, whomsoever is chairing the meeting, in accordance with subsection 8.5 below, shall table a motion of adjournment.
  - a) The motion of adjournment shall set a time and date for the General Meeting to reconvene, and at which the remaining items of business are to be transacted. No additional items of business may be introduced on to an adjourned meeting agenda.
  - b) The motion of adjournment requires a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.
  - c) If the motion of adjournment is not carried, then the meeting is deemed closed and all remaining items of business are brought forward to the subsequent General Meeting.

#### 8.5

- (i) Pursuant to subsection 6.4.1 (i) above, the meeting shall normally be chaired by the Chairperson
- (ii) Pursuant to the duties ascribed in 6.4.1 above in the absence of the Chairperson, the meeting shall be chaired by the Honorary Treasurer; in the absence of both, by the Secretary; in the absence of these three, by the Treasurer; and, in the absence of these four by the Amenities Officer.
- (iii) In the case that an Officer of the Committee is unable to attend a General Meeting the requirements under items 3 and 4 of the agenda as set out at subsection 8.5 may be fulfilled by another of the Officers.
- (iv)
  - a) In the absence of all of the Officers from a duly and properly convened meeting of the Committee, the Committee may nominate and second, from the floor, a member of the Executive to act as Chairperson for the duration of the meeting.
  - b) In the case that no member of the Executive is available then the Committee may proceed to nominate and second, from the floor, a member of the Committee to act as Chairperson for the duration of the meeting.

- c) In the case that more than one nomination be received and seconded, the Committee shall proceed to a show of hands to determine which of the nominees shall act as Chairperson.
- d) The requirements under items 3 and 4 of the agenda as set out at subsection 8.5 shall be suspended until the following General Meeting.

8.6 The Agenda at General Meetings shall be as follows:

1. Minutes of the previous General Meeting.
2. Matters arising from the minutes.
3. Reports of the Officers.
  - i. The Officers shall report in order: Chairperson, Treasurer, Secretary, Amenities Officer, Honorary Treasurer.
  - ii. The Honorary Treasurer's report at the Hilary Term General Meeting shall include an audited financial statement for the previous financial year.
4. Matters arising from these reports.
5. Motions for the recognition or withdrawal of recognition of University Societies (See the Recognition Policy Document).
6. Motions to amend the Constitution (Section 11 below).
7. Elections (Section 10 below).
8. Motions.
9. Any Other Business.

8.7 The general procedures for Motions shall be as follows:

- (i) Any and all motions tabled shall be coherent and consistent with this Constitution and its Primary Object as expressed in Section 2 above and shall not require of the Committee the exercise of powers outside of those Powers stipulated within this Constitution as expressed in Section 3 above, save in the case of a motion for a constitutional amendment tabled in accordance with Section 11 below, which would seek to amend such Powers. Rulings upon the coherency and consistency required by this subsection shall be determined in accordance with the requirements of Section 11 below.
- (ii) Any members of the CSC shall be entitled to table motions under parts (5) & (8) of the agenda, on giving seven days prior written notice to the secretary of the Committee. Said motions shall be distributed to University Societies at least forty-eight hours in advance, save a motion of adjournment introduced in accordance with subsection 8.5 (v) above.
- (iii) All motions must be proposed and seconded by members of the Committee, save a motion of adjournment introduced in accordance with subsection 8.5 (v) above.

- (iv) A motion to reorder items 5 thru 9 of the agenda as set out on at subsection 8.6, or for the Committee to proceed to a subsequent item of business whilst awaiting the outcome of an election count, may be introduced at any time, but requires a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.
  - (v) A motion to impeach any Member of the Executive shall require a 2/3 majority of those members of the Committee present, eligible to vote and voting, to be carried.
- 8.8 No motions shall be entertained at a General Meeting, save as provided for at subsection 8.7; unless they constitute valid amendments to such motions; or as provided for at Section 11; or are introduced in accordance with subsection 8.5 (v) above.
- 8.9 At meetings of the Committee the eligibility of those attending to vote shall be determined as follows:
- (i) Each member of the Committee, with the exception of the Honorary Treasurer, shall hold in virtue of said membership only one vote.
  - (ii) Notwithstanding Section 8.8 (i) preceding, members of the Executive shall not be eligible to vote in elections or upon a motion to impeach a member of the Executive.
  - (iii) In virtue that the right of an individual to be a member of the Committee based upon the fact that such a member holds the Office of Treasurer of a fully-recognised University Sodality or Association supersedes the right of membership based upon election to the Executive thereof, such members as hold both the office of Treasurer of a fully-recognised University Sodality or Association and membership of the Executive shall be eligible to vote in all elections and upon all motions, provided always that the individual is eligible in accordance with Section 8.8 (ii) above.
  - (iv) On foot of the election of a member of the University, who is currently engaged in academic studies or research, or who is staff of the University, to the office of Treasurer of a fully recognised University Sodality or Association, the Secretary of the Committee must be informed immediately and must also be informed of the date of the assumption of said office of Treasurer. If this information is not forthcoming in writing, before 1p.m. on the day of any General Meeting of the Committee, it shall be assumed that the previous holder of the office of Treasurer remains in possession of said office and shall be empowered to act accordingly.
- 8.10 Whomsoever is chairing the meeting, in accordance with subsection 8.5 above, shall keep order at General Meetings and this Chair's decisions on matters of order shall be final.
- 8.11 General Meetings are open to all staff and students of Trinity College Dublin and to this end the dates of such meetings shall be advertised on the Committee's information sites. Attendance under this provision does not entail the right to address the meeting.

## 9 PROXY VOTES

### 9.1

- (i) If a member of the Committee is unable to attend a General Meeting of the Committee, that member may appoint a representative to act a proxy at said meeting provided always that said member is eligible to vote in accordance with subsection 5.4 above.
- (ii) No member of the Executive may appoint a representative to as a proxy under any circumstances.
- (iii) A member of the Committee who wishes to exercise the privilege of appointing a representative to act as a proxy is constrained always by the requirements that said appointee must both be a member of the University as a registered student who is currently engaged in academic studies or research, or who is member of staff of the University, and is also a member of the committee of the same University Sodality or Association as said holder of the office of Treasurer.
- (iv) A member of the Committee who wishes to exercise the privilege of appointing a representative to act as a proxy voter is bound to inform the Secretary of the Committee in writing by 1p.m. on the day of the meeting, naming said representative appointed to act as proxy and must also inform the Secretary of the Committee as to the position said representative holds within the committee of the said University Sodality or Association. Failure to so inform the Secretary of the Committee shall render the appointment of a representative to act as a proxy null and void.
- (v) Notwithstanding the appointment of a proxy, should the member attend the meeting for which the representative to act as a proxy has been appointed, the status of the representative as proxy voter shall be rendered null and void and the right to vote shall revert to the holder of the office of Treasurer of said fully-recognised University Sodality or Association.

## 10 ELECTIONS

- 10.1 Only such members of the University as are registered students who are currently engaged in academic studies or research, or who are staff of the University, shall be eligible to be elected to the Executive or as an Officer of the Committee.
- 10.2 At the A.G.M. the Chairperson, the Treasurer, the Secretary, the Amenities Officer, and the eight ordinary members of the Executive, shall be elected in that order, for the following year.
- 10.3 Nominations for Officerships and for seats on the Executive may only be made by those members of the Committee who hold the Office of Treasurer of such fully-recognised University Sodalities or Associations as have submitted a grant application before the end of Michaelmas term in any given academic year. Representatives appointed in accordance with section 9 above and attending a general meeting of the Committee shall not be eligible to nominate individuals for seats on the Executive.

- 10.4 Nominations for the positions of any of the Officers and for seats on the Executive shall be submitted in writing to the Secretary at least seven days in advance of the General Meeting at which the election is to be held.
- (i) Nominations for the positions of any of the Officers shall not be taken from the floor, except in accordance with section 11.9 below.
  - (ii) A nomination for the position of any of the Officers shall be taken as an automatic nomination for a seat on the Executive; entailing that an unsuccessful candidate/s in an election for the positions of any of the Officers automatic nomination shall be rendered null and void in the case of the successful candidate in an election for the positions of any of the Officers, or if an unsuccessful candidate/s in an election for the positions of any of the Officers states that he/she repudiates the said nomination.
  - (iii) Nominations for seats on the Executive shall not be taken from the floor, except that there be insufficient nominees to fill the requisite eight seats of the Executive.
- 10.5 The Honorary Treasurer's term of office will be of three years' duration (The Honorary Treasurer shall normally be a member of the college academic or administrative staff). In the event of a by- election taking place for this Office, the term of office will be until the third A.G.M. after such election. At an A.G.M. where it arises, the election for the Office of Honorary Treasurer will take place between that of the Amenities Officer and that of the ordinary Executive members.
- 10.6 The new Executive will take office within seven days of election.
- 10.7 In the case of any office becoming vacant the Executive shall appoint one of its members to fill this post until an election may be held. In the case of vacancies arising amongst the ordinary seats on the Executive, the Executive shall co-opt that person who shall have received the next highest vote to the last person elected to that position at the previous A.G.M. of the Committee until an election may be held. In the event of that person being unavailable or unwilling to take up the position, the executive shall co-opt that person with the next highest number of votes and so on until the position has been filled.
- 10.8 All elections shall be held by a system of proportional representation using the single transferable vote.
- 10.9 If only one nomination is received for an officership, then a yes/no vote shall take place to ensure that he/she is acceptable to the Committee. If this position is not filled, a new election shall take place immediately; nominations shall be taken from the floor. If no further nominations are received or if a further rejection takes place, the election to fill that post shall be carried over to the following General Meeting.

## 11 CHANGES IN THE CONSTITUTION

- 11.1 Amendments to this Constitution may only be made at a General Meeting of the Committee, and not by the Executive.
- 11.2 Notice of a motion to amend this Constitution must be communicated in writing to the secretary of the CSC with the names of the proposer and seconder at least twenty-one days prior to the

General Meeting at which it is to be proposed. Amendments may only be proposed and seconded by members of the CSC

- 11.3 Details of any proposed amendments shall be circulated to members by the Secretary of the CSC at least fourteen days prior to the meeting.
- 11.4 No amendment shall be made except by the affirmative vote of two thirds of the members of the Committee present, eligible to vote and voting.
- 11.5 Amendments to this Constitution shall become effective at the end of the General Meeting of the Committee at which such amendments have been approved.
- 11.6 Any point of clarification or interpretation of this Constitution which may be required shall be determined by the Executive. Any such determination shall be binding unless reversed by a motion put to a General Meeting of the Committee.