

# *Constitution of Trinity South Asian Society*

1. Name.
  - a. The Society shall be known as Trinity College South Asian Society.
  
2. Objectives.
  - a. To celebrate and unite the various cultures of South Asia, within and around the subcontinent.
  - b. To help smoothly integrate South Asian students into the Trinity College student life.
  - c. To help others learn about South Asian culture.
  - d. To host events in which all will feel welcome.
  
3. Membership
  - a. Membership is open to all capitated students and staff of the University of Dublin. Capitated students must pay a fee of €2.00, to become ordinary members of the Society.
  
4. The Committee.
  - a. The Committee shall consist of the following officers: the Chairperson, Secretary, Treasurer, Public Relations Officer (PRO), three Inclusion Officers, and up to three OCMs.
  - b. No individual may hold more than one position on the committee.
  - c. All members shall be elected as laid out in Article 8.
  
5. Committee Meetings.
  - a. The committee shall meet up once a week during the term.
  - b. Accurate minutes of the meeting shall be recorded and distributed as outlined in Article 11.
  
6. Annual General Meeting and Extraordinary General Meetings.
  - a. The Annual General Meeting of the Society shall be held on the Final week of Hilary Term.

- b. A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than three days before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.
  - c. At the meeting, the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.
  - d. Any member of the college may attend an AGM or EGM but only fully-paid members of the Society are entitled to vote.
  - e. No person who attains a Society membership less than 24 hours prior to an AGM or EGM shall be entitled to vote at the meeting.
  - f. All such meetings will be chaired by the Chairperson of the Society.
  
7. Calling of an Extraordinary General Meeting.
  - a. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.
  - b. The items brought before an AGM must be exceptional in nature, and should refer to changes in the constitution, or to bring about an election to fill a vacancy in the committee.
  - c. Notice for the EGM must be given in accordance with Article 6b.
  
8. Election of Committee Members.
  - a. Each election shall be carried out through a secret ballot.
  - b. In the case of there being only one candidate for a position, the members shall be given a yes/no option.
  - c. Candidates must be fully paid members of the Society to be considered for a position on the committee.
  - d. Select committee positions shall be elected at the AGM and EGM.
    - i. AGM -> Chairperson, Treasurer, Secretary, PRO, Events Officer, Two Inclusion Officers.
    - ii. EGM -> Two Inclusion Officers, an Events Officer and Three Ordinary Committee members.
  - e. Each candidate may have hustings or have someone seek on their behalf during the AGM.
  
9. Removal of Persons from the Committee.
  - a. Any committee members who, while on Society business, break or attempt to break Society 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.

- b. Any member of the committee may step down at any point in time during the year by formally offering their resignation with at least one week's notice.
  - i. Senior officers will then replace the member in accordance with Article 10.
- c. Upon the death or incapacitation of a committee member, they may be replaced in accordance with the procedure outlined in Article 10.
- d. A committee member who has failed to fulfil their duties as outlined in Article 11 may be impeached through a committee vote whereby a supermajority of 75% 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.
  - ii. The vote must be held through a secret ballot.
  - iii. The committee's decision to remove a committee member may be overturned by a motion at an EGM.
- e. If a member resigns from their position or is removed from it, they may not be elected to the committee again during that Society session.

#### 10. Co-opting of a Committee member.

- a. If a committee member resigns, dies or is promoted, an eligible member may temporarily co-opt to fill in the vacant position, until the next AGM or EGM.

#### 11. The Role of Committee Members.

- a. All committee members shall attend meetings and events, participate in any training offered by the CSC and others, promote their Society, and be answerable to their committee.
  
- b. Along with the common duties of all committee members, the Chairperson shall:
  - i. Oversee the general running of the Society.
  - ii. Chair each meeting including AGM and EGM.
  - iii. Be the casting voter of all hung votes with the exception of fiscal votes, whereby the treasurer will retain the right of veto.
  - iv. Pass down all necessary information and advice to their successor.

- c. Along with the common duties of all committee members, the Secretary shall:
  - i. Take and record the minutes of each Society and committee meeting, as well as swiftly share these minutes with all relevant members.
  - ii. Be responsible for all societal correspondence.
  - iii. Provide a written record of all Society activities during their term in office to the secretary of the CSC no later than the date for the report submission.
  - iv. Promptly inform the CSC of any changes to the constitution of the Society.
  - v. Have an up-to-date, confidential record of Society members. The auditor and treasurer are permitted to have access to this information, to perform their duties.
  - vi. Send a weekly email to Society members entailing the Society's events for the week.
  - vii. Pass down all necessary information and advice to their successor.
  
- d. Along with the common duties of all committee members, the Treasurer shall:
  - i. Be responsible for all finances related to the Society.
  - ii. Have the final say in any matters related to the spending of Society finances.
  - iii. Collect the annual subscription from members.
  - iv. Maintain the Society accounts.
  - v. Communicate with the CSC regularly, on the allocation of finances.
  - vi. Apply for grants from the CSC.
  - vii. Pass down all necessary information and advice to their successor.
  
- e. Along with the common duties of all committee members, the PRO shall:
  - i. Be responsible for all aspects of the Society's promotion.
  - ii. Create, organise, and share any material for the Society such as posters, membership cards, leaflets etc.
  - iii. Pass down all necessary information and advice to their successor.

- f. Along with the duties of all committee members, the Events Officers shall:
  - i. Be responsible for organising and overseeing all events.
  - ii. Book venues where necessary.
  - iii. Pass down all necessary information and advice to their successor.
  
- g. Along with the common duties of all committee members, Inclusion Officers shall:
  - i. Ensure members are not excluded or isolated from the Society.
  - ii. Voicing any concerns of Society members.
  - iii. Ensuring there is no discrimination towards a particular ethnicity or group of people.
  - iv. Pass down all necessary information and advice to their successor.
  
- h. Along with the common duties of all committee members, OCMs shall:
  - i. Assist senior officers in their duties.
  - ii. Pass down all necessary information and advice to their successor.

## 12. Finances.

- a. The Auditor, 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.
- b. If a Prima Facie case exists that the 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 have their degree conferred.
- c. The Treasurer shall close their accounts according to CSC guidelines, and as soon as may be possible, 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.
- d. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Auditor, Treasurer, and Secretary.

## 13. Amendments.

- a. The constitution can only be amended by a minimum of 75% of those present at an EGM or AGM.

- i. The CSC must be informed of this proposal to amend the constitution prior to the AGM or EGM.
- b. The committee may change the schedule of this constitution if 75% of those present at a quorate committee meeting vote in favour.
- c. The 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 is available to members of the Society upon request.