

**CENTRAL SOCIETIES COMMITTEE
CONSTITUTION
Revised April 2009**

1. NAME

- 1.1 The name of the committee shall be the Dublin University Central Societies Committee, to be abbreviated as C.S.C.

2. OBJECTS

- 2.1 To promote the interests of student societies and to act as their representative within the University of Dublin and Trinity College.
- 2.2 To consider applications for, and to grant, recognition as University societies; and to regulate the continuing recognition of such societies.
- 2.3 To elect representatives to sit on the Capitation Committee.
- 2.4 To elect representatives to sit on other committees as appropriate.
- 2.5 To seek from the Capitation Committee a proportion of the capitation fund adequate to meet the needs of societies.
- 2.6 To distribute grants to societies out of the money allocated to the C.S.C. by the Capitation Committee, and to oversee the usage of said monies.
- 2.7 To oversee the auditing of the accounts of societies.
- 2.8 To develop an overall policy for the maintenance, use and extension of the accommodation and facilities available to societies, and to implement any such policies by the acquisition by the CSC or its duly appointed nominees of property by purchase, lease, hire, exchange or otherwise.

3. STRUCTURE OF THE CSC

The membership of the C.S.C. shall consist of:

- 3.1 The Treasurers of the fully recognised societies, who shall annually elect an Executive.
- 3.2 The Executive.

4. POLICY OF THE C.S.C.

- 4.1 The policy of C.S.C. shall be formulated at either meetings of the Executive or General Meetings of the C.S.C. Policy formulated at General Meetings of C.S.C. shall take precedence over policy formulated by the Executive.
- 4.2 The Executive shall annually agree a draft Grants Policy Document. This document shall be proposed for adoption as CSC policy at the Michaelmas Term General Meeting, by a motion proposed by the Treasurer and seconded by the Honorary Treasurer.

5. THE EXECUTIVE

- 5.1 The Executive shall consist of five officers (Chairperson, Treasurer, Secretary, Amenities Officer and Honorary Treasurer) and eight ordinary members.
- 5.2 All applications by societies for monies must be made in the first instance to the Executive.
- 5.3 Meetings of the Executive shall be convened by the Secretary by decision of the Executive, or at the written request of any three members of the Executive.
- 5.4 The quorum at meetings of the Executive shall be in excess of half the current voting membership.
- 5.5 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 will deem his or her place vacant.
- 5.6 Decisions of the Executive may be reversed by a simple majority of those present and voting at a General Meeting of the C.S.C.
- 5.7 The Executive shall have power to request the attendance of any officer of a recognised society at its meetings. Such persons shall have no voting rights.
- 5.8 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 by the Secretary.

6. THE OFFICERS

- 6.1 There shall be five officers, a Chairperson, a Treasurer, a Secretary, an Amenities Officer and an

Honorary Treasurer; who shall be appointed in accordance with Section 10 hereunder.

- 6.2 The responsibilities of the Chairperson shall be as follows:
- (i) The chairing of meetings of the Committee and Executive.
 - (ii) The appointing of chairpersons to any sub-committees of the Executive or the Committee.
 - (iii) Responsibility for the overall running of the Committee.
 - (iv) Responsibility for staff employment and relations.
 - (v) Liaison with other capitated bodies and chief negotiator with bodies or person not covered in the briefs of other Officers.
- 6.3 The responsibilities of the Treasurer shall be as follows:
- (i) All financial matters of the Committee .
 - (ii) The overseeing of society finances and ruling on the quality of society accounts.
 - (iii) Drawing up budgets in conjunction with the Honorary Treasurer and drafting a Grants Policy Document.
 - (iv) All dealings with banks and other financial institutions in conjunction with the Honorary Treasurer.
- 6.4 The responsibilities of the Secretary shall be as follows:
- (i) The preparation of agendas and minutes for meetings of the Committee and Executive.
 - (ii) The keeping and proper archiving of the Committee's records.
 - (iii) The general correspondence of the Committee.
 - (iv) The legal affairs of the Committee.
 - (v) The constitutional affairs of the Committee and of societies.
 - (vi) Making recommendations to the Executive regarding provisional recognitions of societies.
 - (vii) All C.S.C. Publications.
 - (viii) Represent the Committee on any national Student Society Organisation to which it may affiliate.
- 6.5 The responsibilities of the Amenities Officer shall be as follows:
- (i) The allocation and maintenance of society rooms and facilities.
 - (ii) Researching and making capital purchases for the Committee.
 - (iii) Dealing with College authorities relevant to amenities.
 - (iv) To act as the nominated safety officer of the C.S.C.
 - (v) To act as the nominated recycling officer of the C.S.C
- 6.6 The responsibilities of the Honorary Treasurer shall be as follows:
- (i) Overseeing the financial affairs of societies with a large turnover and ruling on the quality of their accounts.
 - (ii) Formulation of the Committee's long-term financial policy.
 - (iii) Preparation, in conjunction with the Treasurer of the Committee's annual accounts.
 - (iv) Responsibility for staff employment and relations.
 - (v) Acting as Vice-Chairperson of the Committee and Executive.
- 6.7 The Honorary Treasurer shall not be entitled to vote at any meeting of the C.S.C. or its Executive, other than a casting vote when in the Chair or when meeting under the provisions of 5.8 above.
- 6.8 The Officers of the C.S.C. are furthermore obliged to ensure the following:
- (i) All members of C.S.C. are given an up-to-date copy of this constitution and the policy document at the beginning of each academic year.
 - (ii) All members are informed of the amount spent during the previous year and the total budget given for that year.

7 REPRESENTATIVES ON THE CAPITATION COMMITTEE AND OTHER BODIES

- 7.1 The Treasurer and Honorary Treasurer shall be two of the representatives on the Capitation Committee. The Treasurer or Honorary Treasurer shall not hold a position on the Capitation Committee in any other capacity. The other representatives on this Committee shall also be members of the Executive and shall be elected by the Executive and shall not hold a position on the Capitation Committee in any other capacity. Should any representative of the CSC be unable to attend a specific meeting of the Capitation Committee, the Executive shall elect another to act as a proxy at that meeting.
- 7.2 The Amenities Officer shall be a representative on any committee concerned with amenities to which the C.S.C is entitled to send representatives.

- 7.3 Any representatives of the C.S.C., appointed by the C.S.C. or the Executive to any body shall normally be members of the Executive and may be mandated. Failure to adhere to any mandate shall result in the removal of said representative(s). Constitutional Amendments recommended by the Constitutional Review sub-Committee appointed by CSC Executive

8 MEETINGS OF THE C.S.C

- 8.1 Ordinary General Meetings of the C.S.C. shall take place in the second week of Michaelmas and Hilary Arts lecture term, where possible, and these shall be designated Term General Meetings. The Annual General Meeting shall take place in week 10 of Hilary Arts Lecture Term.
- 8.2 Extraordinary General Meetings shall be convened by the Secretary by decision of the Executive, or at the written request of either the Chairperson of the C.S.C. 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 The quorum for Ordinary General Meetings of the C.S.C. shall be one third of the members of the C.S.C., except at the Annual General Meeting, when a simple majority of the members of the C.S.C. shall be the quorum. The quorum for an Extraordinary General Meeting shall be a simple majority of the members of the C.S.C. Inquorate meetings may transact no business other than that contained in parts (1) to (4) of the agenda as set out at Section 8.5, and may not take a vote on any matter.
- 8.5 The procedure 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.
The Honorary Treasurer's report at the Hilary Term General Meeting. shall include an audited financial statement for the previous financial year and at all Ordinary General Meetings shall include statements of sums granted to societies since the previous Ordinary General Meeting.
 - (4) Matters arising from these reports.
 - (5) Motions for the recognition or withdrawal of recognition of societies.
 - (6) Motions to amend the Constitution (see Section 12 below).
 - (7) Elections (see Section 10 below).
 - (8) Motions.
 - (9) Any Other Business.
- 8.6 Any members of the C.S.C. 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 C.S.C. Said motions shall be distributed to societies at least forty eight hours in advance.
- 8.7 No motions shall be entertained at a General Meeting, save as provided for at section 8.6; unless they constitute valid amendments to such motions, or as provided for at section 12.2.
- 8.8 All motions must be proposed and seconded by members of the C.S.C.
- 8.9 A motion to adjourn or to suspend standing orders may be introduced at any time, but requires a 2/3 majority of those members of the Committee present and voting to be carried.
- 8.10 A motion to impeach an Officer or Member of the Executive shall require a 2/3 majority of those members of the Committee present and voting to be carried.
- 8.11 The Chairperson shall keep order at General Meetings and the Chair's decisions on matters of order shall be final.
- 8.12 All staff and students of Trinity College Dublin shall be entitled to attend General Meetings.

9 PROXY VOTES

- 9.1 If the treasurer of a society is unable to attend a General Meeting of the Committee, the committee of that society may appoint another representative to act as a proxy voter, provided that the society shall so inform the Secretary of the C.S.C. in writing by 1p.m. on the day of the meeting, naming their proxy who must be on the committee of that society.
- 9.2 The Secretary of the C.S.C. must be informed of every newly elected society treasurer and of the date of his/her assumption of office immediately upon his/her election. If this information is not forthcoming in writing, before 1p.m. on the day of any C.S.C. General Meeting, the previous treasurer will still be considered as the society's representative on the Committee and empowered to act accordingly.

9.3 No person may hold more than one vote.

10 ELECTIONS

- 10.1 Only representatives of fully recognised societies that have submitted a grant application before the end of Michaelmas term in any given academic year shall have a vote in elections at subsequent General Meetings of the C.S.C. held within the same academic year.
- 10.2 Only staff and registered students of the College shall be eligible to be elected to the Executive or Officerships of the CSC.
- 10.3 Should an Officer or an Executive member go off the register of the College (or in the case of staff, leave the employ of the College), before their term of office expires, they shall be obliged to resign immediately.
- 10.4 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.
- 10.5 Nominations for Officerships may only be made by Treasurers of fully recognised Societies, and those for seats on the Executive may only be made by such Treasurers, or their proxies as designated according to 9 above.
- 10.6 Nominations for the positions of any of the Officers 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. Nominations for the Officerships shall not be taken from the floor.
- 10.7 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.
- 10.8 The new Executive will take office within seven days of election.
- 10.9 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 C.S.C. 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.
- 10.10 All elections shall be held by a system of proportional representation using the single transferable vote.
- 10.11 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 ordinary membership. If this position is not filled, a new election shall take place immediately. 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.
- 10.12 Officers of the C.S.C. may not hold an Officership on the Executive of any other capitated body.

11 RECOGNITION OF SOCIETIES

There are three levels of recognition of societies: Associative; Provisional; and, Full. Applications for the recognition of a society at any of these levels shall in the first instance be made to the Executive.

11.1 Associative Recognition

- 11.1.1 Associative Recognition may be given to proposed societies for any of the several reasons here following.
- (i) That the proposed society plans activities that are seen to fall under the general ægis of the CSC but that require little by means of support other than access to office facilities and small-scale financial input.
 - (ii) That the proposed society plans activities that are seen to fall under the general ægis of the CSC but the nature of the operation and constitution of the proposed society differs from the general structure of societies under the ægis of the CSC.
 - (iii) That the proposed society has been recognised and derecognised on several prior occasions, and barring any other impediment to its recognition stipulated within this constitution and notwithstanding 11.1.2(ii) below, the Executive feels that a longer than usual probationary period is required to determine the proposed society's viability.

11.1.2 Before associative recognition can be considered, the Executive must be satisfied that the society meets the following conditions:

- (i) That the society's constitution is democratic with proper financial controls.
- (ii) That the society is likely to make a long-term contribution to student life in College.
- (iii) That the society has the support of one hundred or more capitated students.
- (iv) That the principal aims of the society are not already covered by or encompassed within the aims of any other recognised society, capitated body or group thereof.

11.1.3 In granting associative recognition the Executive shall inform the society of the reasons which underpin the Executive's decision and these reasons shall further define the recognition granted. If associative recognition is refused the Executive shall inform the Society in question of the reasons for refusal.

At its discretion the Executive may refer an application for associative recognition to the Committee and recognition thus granted shall also be further defined by the Committee's reasons for granting such recognition.

A society with associative recognition may not normally apply to the Executive for consideration for provisional recognition excepting it was granted associative recognition under 11.1.1 (iii) in which case there exists the further requirement that it fulfil the conditions stipulated in 11.3.1(i) through 11.3.1(v) below.

Associative recognition shall expire when the society has been granted provisional recognition.

Under no circumstances will a society which has associative recognition be considered for full recognition.

Associative recognition may be withdrawn from a society on the basis of a motion to this end brought before the Executive, save in the case where associate recognition was given in the first place at a meeting of C.S.C., in which case, recognition must be withdrawn by a decision made at a meeting of the C.S.C. A motion to withdraw associative recognition from a society shall automatically be put to a meeting of the Executive if for the two consecutive years prior to the current academic year, that Society fails to either produce satisfactory accounts of its finances or its activities, or elect a committee, or be declared by the C.S.C.'s external auditor to be insolvent.

11.2 Provisional Recognition

11.2.1 Before provisional recognition can be considered, the Executive must be satisfied that the society meets the conditions laid out in 11.1.1(1) through 11.1.1(iv) above.

11.2.2 If provisional recognition is refused the Executive shall inform the Society in question of the reasons for refusal.

11.2.3 Notwithstanding the requirement of satisfaction of condition 11.1(ii) above, the Executive, if it considers the activities proposed by the applicant group worthwhile whilst being doubtful of the immediate viability of the proposal, may at its discretion offer the applicant group associative recognition.

11.2.4 At its discretion the Executive may refer an application for provisional recognition to the Committee.

11.2.5 Provisional recognition shall expire after a period of eighteen months, or after the society has been considered for full recognition at an Annual General Meeting of the C.S.C.

11.3 Full Recognition

11.3.1 Before a provisionally recognised society can be proposed for full recognition it must first supply the Executive with:

- (i) A satisfactory constitution, as per 11.1(i) above.
- (ii) Satisfactory accounts of income and expenditure for at least one financial year.
- (iii) A report on the activities of the society for the same period.
- (iv) Evidence that it has a membership of 50 or more paid up persons.
- (v) Evidence that it has shown itself to be a worthwhile society, that is, be sufficiently active during its period of provisional recognition and to be of interest to the students of the College.

11.3.2 If the Executive is satisfied with all the former it may recommend the society for full recognition by the A.G.M. of the C.S.C.

- 11.3.3 A motion for the derecognition of a society shall automatically be put to the A.G.M. or T.G.M. of the C.S.C. if for the two consecutive years prior to the current academic year, that Society fails to either produce satisfactory accounts or elect a committee, or be declared by the C.S.C.'s external auditor to be insolvent.
- 11.3.4 The granting or withdrawal of recognition of a society by the C.S.C. shall be communicated to the Capitation Committee for its information.

12 CHANGES IN THE CONSTITUTION

- 12.1 Amendments to this constitution may only be made at a General Meeting of the Committee, and not by the Executive.
- 12.2 Notice of a motion to amend the constitution must be communicated in writing to the secretary of the C.S.C. 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 C.S.C.
- 12.3 Details of any proposed amendments shall be circulated to members by the Secretary of the C.S.C. at least fourteen days prior to the meeting.
- 12.4 No amendment shall be made except by the affirmative vote of two thirds of the members of the Committee present and voting.
- 12.5 Amendments to the constitution shall become effective at the end of the General Meeting at which such amendments have been approved.
- 12.6 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 C.S.C.

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