

CENTRAL SOCIETIES COMMITTEE

Sample Draft Constitution

Please note that your constitution may be laid out in articles or under various headings (as is the case here).

1. **Name:** The Society shall be known as *(name here, with either a D.U. or T.C.D. prefix.)*

2. **Objects:**
(list aims)

3. **Membership:** Membership shall be open to all capitated students of the University. Ordinary membership shall be granted to capitated students in return for a subscription of *(price)*

or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

(please note that the limit set at present is #2.00)

(Provision should also be made to allow members of staff of the College to become members of the Society)

4. **The Committee:**

The Committee shall consist of the following officers: the Auditor/Chairperson, the Secretary, the Treasurer *(and a number of ordinary committee members)*

5. The Committee shall meet at least once during the term *(usually committees meet at least once a week during term)*

(provision may be made here for the general function of the committee)

(a quorum may be established here for a committee meeting at which a motion may be passed or decisions of general importance made)

6. Officers and Committee members may be removed from office before the completion of their term of office only by

(Number and percentage necessary should be set by the Society here)

of those members of the Society present at an Extraordinary General Meeting whichever is the lesser (see also below).

7. **The Annual General Meeting and General Meetings:**

The Annual General Meeting of the Society shall be held

(e.g. in the 3rd week of Trinity Week)

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.

8. The meeting shall be open to

(whoever, usually all students and members of the academic staff)

but only full/ordinary members of the Society shall be entitled to vote.

(provision should be made here for chairing the meeting)

9. 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.

10. A general meeting of the Society may be called by the Committee or by

(insert a number or percentage here)

members of the Society presenting a signed petition to the Committee. Three days notice as provided for in the case of an Annual General Meeting shall be given.

11. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.

12. Candidates for election must be full/ordinary members of the Society, and each candidate must be nominated and seconded by a full/ordinary member of the Society.

13. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

14. The Officers:

The Auditor/Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.

15. The Secretary shall be responsible for all the correspondence of the Society and shall keep a record of it, and for keeping the minutes of all meetings of the Society and of the Committee and to provide the Secretary of the C.S.C. with a record of the Society's activities during his/her term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee.

16. The Treasurer shall be responsible for all the finances of the Society, for the collection of subscriptions and the maintenance of accounts and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.

17. The Treasurer and the Auditor/Chairperson shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Auditor/Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Auditor/Chairperson and the the Treasurer on such a matter, then the Auditor/Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question. If only one of the said officers dis-associate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.

18. The Treasurer or the Auditor/Chairperson or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or mis-appropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned 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.

19. The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C. and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.

20. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Auditor/Chairperosn, Treasurer and Secretary.

21. The ordinary members of the Committee shall be delegated any other duties by the Auditor/Chairperson as are seen fit. (if these posts are already fixed in any Society, the various duties attached should be listed here)

22. Amendments:

This constitution may be amended by a vote of a majority of those present at an Extraordinary General Meeting or an Annual General Meeting.

(The Society may set the size of majority necessary, e.g. two-thirds)

Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of that meeting before he/she takes the chair.

23. This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

Draft Constitution

May 1997