

TRINITY COLLEGE STUDENT SOCIETIES

AN OFFICER'S GUIDE



CSC



WELCOME TO THE HIGHLIGHT OF YOUR COLLEGE LIFE

Pretty much everyone who runs a student society will say that it was the highlight of their time in Trinity. With Freshers' Week behind you, you've already taken the first step on the path to a great year for your society, not to mention you!

This Officers' Guide has been produced by the Central Societies Committee (CSC) to make sure that society officers have all the information they need and more to run a successful and well-organised society.

Much of what is involved in running a society is behind the scenes, so it can be easy for key aspects to go unnoticed or for you not to realise certain responsibilities, so we explain them here. Moreover, college have lots of rules that, like it or not, you have to follow, and we detail them here.

That said, there will always be further questions, and new things come up which we've never dealt with before, and that's why we have an office in House 6 where you can pop in and ask us any society-related question you have. Really anything, we're here to help.

[Rob Farhat, CSC Chair](#)



WHAT IS THE PURPOSE OF A STUDENT SOCIETY?

A student society is a body in college that has been recognised - usually through the CSC - as a legitimate expression of student interest. Societies exist because students want them to exist and are run entirely by the students of this college. A society persists in time so that when your current committee has long gone from College, the society can still exist.

What makes each society different, and something unique in and of itself, is its Constitution, which determines what it does and to a degree how it is to do it. The aims in your society's constitution are what makes the society unique. If every society were to ignore their aims, they would all wind up doing the same things, and what would the point in that be? The objects of each constitution determines what societal activity consists in. Thus the Comedy Society exists to promote comedy among its members: if the officers of the society were to stop promoting comedy started playing chess instead then they would be behaving unconstitutionally and the society's members would be entitled to remove them from office. Similarly if the officers were to simply concentrate on organising parties or club nights and failed to pay attention to their aims they would be failing the Constitution and their members.

Understandably many societies do have a 'social' element, however the 'societal' objectives must take precedence, and a society committee should never lose sight of the purpose for which the society ultimately exists. As an elected officer, you have a duty of care for your society and its constitution. To learn more about constitutions, turn to page **10**

THE CSC

The Central Societies Committee (CSC) is the College body which oversees the activities and longterm care of the student societies of Trinity College. We promote the interests of student societies within College and consider applications for new societies. We distribute grants to societies, enabling them to independently run their activities.

The CSC is working constantly to promote and safeguard the interests of you and your societies in the eyes of College. Every year we seek a proportion of the Capitation Committee Grant adequate enough to meet the needs of all the student societies in College and we elect representatives to sit on the Capitation Committee and other College committees to represent you.

Most importantly, the CSC is there to help societies. Any advice society members need, and questions they have, we are more than happy to be on the receiving end of them. There is no question that is "too stupid". Our office in House 6 provides committee members with pretty much everything they need to run their society – computers, printers, photocopiers, phones, and more – and all for free. So do make use of it, and our officers and staff are there to help you with anything.

THE CAPITATION COMMITTEE

The CSC is one of five "capitated bodies" in College. The other four are: The Students Union (SU), The D.U. Central Athletics Committee (DUCAC), The Publications Committee (PUBS) and the Graduate Students Union (GSU).

Each student, undergraduate and postgraduate, pays an annual fee to College, part of which goes to the "Capitation Committee" for distribution to the five bodies. Each capitated body has representatives who sit on this committee, which is chaired by the Senior Dean.

The Committee meets each term. The CSC's representatives on the Committee are the Treasurer, the Honorary Treasurer and two members of Executive who are elected internally. The Administrative Officer also attends, but does not have a vote.

WHO ARE THE MEMBERS OF THE CSC

Membership of the CSC is made up of the Treasurer of each of the fully recognised societies, and the CSC Executive:

- Fully Recognised Society Treasurers:

Only treasurers of those societies that are fully recognised may vote at the termly general meetings (i.e. brand new (provisional), or Associative Societies do not have a vote, but should attend the Term General Meetings so they know what is going on.) As Treasurers, you have a responsibility to the CSC, in the same way that the CSC has a responsibility to you and your society.

As members of the CSC you are in a position to improve things that are not satisfactory in the current operation. Your suggestions are welcome at any time.

The service offered by the CSC to societies, cannot be improved if we are not made aware of the problems. Please remember, we are here to help you!

- The CSC Executive:

The Executive are your elected representatives, and are appointed to carry out the day to day running of the CSC .

The CSC Exec is made up of the four student officers and eight ordinary members who are elected by the treasurers of the societies at the end of each year. The Honorary Treasurer who is usually a postgraduate or member of staff, is elected on a three year basis.

The Exec meets regularly, normally once a week, to make decisions on grant applications, recognition of societies, and other society and CSC business.

CSC STAFF

Joseph O’Gorman - Strategic Development Officer (SDO)

The SDO, not unsurprisingly, is responsible for the development of the CSC’s long term strategy. The SDO ensures that the support that the CSC gives societies matches their needs as much as possible. The SDO works with the College Civic Development Officer and the Dean of Students to ensure that College neither forgets the importance of societies to the well-being of students and of the College nor that societies exist for students not for College’s own strategic aims. The SDO is responsible for the training and mentoring of the CSC Executive and Officers.

sdo@csc.tcd.ie

Lucy O’Connell - Administrative Officer

Lucy is in the office three days a week – Tuesday to Thursday. She will help you with any queries, but in particular with your grant – applying for it, claiming it, recording your finances, etc. She has been working with Trinity societies for an awfully long time..... please make use of all that experience, and be sure to call in or email if you have any queries.

Lucy@csc.tcd.ie

Emma Matthews - Administration/Marketing Officer.

Emma offers help to with anything societies need in the daily running of your society. She can assist you with any issues or queries related to your society website, the CSC website and your society email. She will also help with anything related to the promotion of your society, particularly your sponsorship and PR needs. Oh and if there is anything wrong with the computers tell her! Drop in for a chat !

Emma@csc.tcd.ie

ROB FARHAT



CHAIRPERSON - is the head of the CSC. He acts as the liaison between the CSC and other College bodies and oversees meetings of the Exec and general meetings of the committee. The Chairperson is the public face of the CSC. chair@csc.tcd.ie

SECRETARY - is responsible for the upkeep of communications between societies, and the CSC. The Secretary liaises with students wishing to found new societies. The Secretary can advise on writing a constitution, and makes recommendations to the Exec. secretary@csc.tcd.ie

HOLLY FURLONG



TREASURER - with the Honorary Treasurer, he is responsible for the CSC's finances, and the distribution of grants to societies. He makes recommendations to the Exec on societies' grant applications and can advise on how to financially manage your societies. treasurer@csc.tcd.ie

SEAN GILL



AMENITIES - many societies have private rooms containing the facilities students require to run their activities. The Amenities Officer monitors the upkeep and use of these rooms and their facilities: amenities@csc.tcd.ie

CIAN MC CARTHY



Hon Treasurer - is usually a member of staff, and who holds his/her position for 3 years. He/she is responsible for the long term development and financial planning of the CSC, but does not have a vote at executive meetings.

RONAN HODSON



Each member of the CSC executive is a **Societies Ambassador**, with approximately 13 societies assigned to them. They make sure society officers are aware of help CSC can give and addressing any queries you may have. Ambassadors will endeavourr to attend society events, organise informal meetings and just generally be on hand to support and help society committees to have the best year possible. Here they are!

ANNA COSGRAVE



CAOIMHE NI DHONAILL



EMILY NEENAN



JAMES KELLY



KATE CUNNINGHAM



MARC ATKINSON



OWEN MURPHY



STEPHEN DENHAM



NOTES ON RUNNING A SOCIETY COMMITTEE

As elected officers you have a duty of care to your societies. You also have a relationship with the CSC. If you are experiencing any difficulties with regards to running your society, please either call into the office to have a chat, or contact us and we will try to fix the problem together.

Committee Responsibilities

There are numerous roles within a society, the main ones being Chairperson, Secretary Treasurer and in most cases a PRO. Depending on their objectives some have officers responsible for equipment, equipment, activities, library, press, debates or individual projects etc. The CSC realises that each society committee is unique, and that it is students who know how best to divide the responsibilities attached to running their societies.

Society Records

It will be of interest and benefit to future generations of your society, if you can leave a decent archive of material. The CSC encourages societies to keep records and memorabilia pertaining to each society. Please ensure that you have the facilities to do this. You may apply for minutes books on your grant, and the CSC will provide you with a filing cabinet or lockable cabinet. Although each society should furnish the CSC with annual reports and these are kept in the CSC Office, such items as minutes of society meetings, posters, programmes, invitations, etc. will not find their way to the CSC.

DUTIES OF SOCIETY OFFICERS TO THE CSC

As elected officers, you have a duty of care to your society, but you also have certain responsibilities towards the CSC. If you are experiencing any difficulties with regards to running your society, please either call into the office to have a chat, or contact us and we will try to fix the problem together. Don't hesitate to call into the office, ring us , email us withany queries.

THE CHAIRPERSON IS THE GUIDING FORCE BEHIND A SOCIETY.

Chair Responsibilities

The CSC regards the Society Chairperson as being ultimately responsible for its activities and for the society's relations within College and outside. You should oversee the members of the society committee and ensure that the Treasurer and Secretary of the society are keeping in touch with the CSC. At the end of the day, the buck stops with the chair. He/she is ultimately responsible for both a society's success and its failures

Chairing Meetings

You will obviously chair all committee meetings of the society, and should be aware when general meetings of the CSC are taking place so that you can involve your committee in decisions that are to be voted on by your Treasurer on the Society's behalf. Even though the treasurer alone holds the power to vote, you may of course attend all general meetings.

Financial Management

The Chairperson is jointly responsible with the Treasurer, for the society's finances. It is advisable for you to keep an eye on the books, as you can be held personally liable for any debts incurred

The Chairperson must work with the Treasurer and the rest of the committee in deciding what activities they plan on running during the year and so what funding is needed...

Applying for Grants

Go to the CSC officers' webpage: <http://www.csc.tcdlife.ie>

Once the committee, lead by the chair has decided on their needs for the year they must fill out the Grant Application Form. The chair and the Treasurer may be asked to attend an Executive meeting of the CSC to run through the application and explain any queries the Exec may have. You should include as much detail as possible on the actual Grant Application Form, but if you need something before the form is circulated, or at any stage later in the year, you can apply on a supplementary grant application form which is available online at the same address.

THE SECRETARY IS RESPONSIBLE FOR COMMUNICATING WITH THE SOCIETY'S MEMBERS AND WITH THE CSC

Secretary Responsibilities

The role of Society secretary includes being a link between the society and the CSC. You should ensure that the CSC has an up-to-date list of the Committee and society officers for the year, and inform the CSC if they changes. The secretary also is responsible for documenting activities, submitting a travel report to the CSC following any funded trips and their society's constitution.

Documenting your Society events

One of your main responsibilities is to ensure that all of your events are entered into the Event Calendar and ensure that the CSC is kept aware of society activities. To do this, go to webmail.csc.tcd.ie, use your society login and password, and click on Calendar in the top left. This is your Google Calendar, and you should make an entry for every event you have (you can simply copy and paste from your Facebook events). This is essential in order for your society's events to appear on our calendar, timetable, and weekly email to give your society's event as much coverage as possible.

Secretary's Report for submission to CSC

Before the CSC can consider your Grant Application, a Secretary's report for the previous academic year must be submitted and passed as satisfactory. This allows future society committees to access useful information about the activities and operation of their society. The CSC will monitor the regular updating of the society event calendars for the purposes of assessing society activity. The annual secretary's report should contain a list of committee members and details of all the events held by the society in the previous academic year. It should be emailed to lucy@csc.tcd.ie

Society Constitution

The Secretary is responsible for the Society Constitution. Each society has a constitution which lays down its rules of operation. The constitution should be able to answer all of your questions about holding meetings, duties of committee, elections etc. Your constitution will have a very clear definition of what your society does under 'aims' or objectives'. Officers must familiarise themselves with their constitution. It is important to note that the activities of a society should primarily be those which fall in line with their constitutional aims. Only these activities are grant-aided by the CSC. Any Constitutional changes must first be passed by an EGM or AGM of the society and then ratified by the CSC Exec. Please read through your constitution and check that it is up-to-date.

THE TREASURER, IS THE SOCIETY'S REPRESENTATIVE ON THE CSC.

With a little bit of organisation, some good book keeping and a pinch of common sense, the role need not take up too much of your time.

Essentially the role of the Treasurer's is to manage the society's finances and to represent the society on the CSC. This involves attending each CSC Term General Meeting, to learn about decisions made by the executive committee, to vote on issues affecting societies in Trinity and to voice the thoughts of their society.

It is your responsibility to record all transactions to and from the society bank account in the online accounting system (http://www.cscgrants.com/grant_app/). This is a relatively simple, intuitive & effective way to manage your society accounts.

For further information on how to navigate the system, please contact Lucy O'Connell, the CSC administrative officer, who will be more than happy to offer you assistance. Soon you will also be able to view the "Society Accounts – An Introduction" video on the CSC website (www.trinitysocieties.com) which will offer an interactive guide to effective accounting.

Key Point of Information

- You must have a receipt for all monies spent - All money claimed from the CSC is on a receipt only basis.
- Those monies that aren't claimed from each grant allocation will also have to be presented to the CSC at the end of the year (Each accounting period begins on the 1st March of each year and runs to the end of February of the next year).
- The CSC only pays out money on receipts; so you have to spend your money first, get receipts and then submit them to the CSC to get your grant.
- Usually payments/reimbursements from the CSC will be made directly to the society bank account.
- All monies received by the society (cheques, cash, etc) should be lodged to the society bank account.
- It is important that you lodge your membership money separately and not use it as petty cash, as the CSC uses these lodgements to calculate your society's membership. Also, certain grants that the CSC gives are calculated on your membership numbers, so it really is in your interest to lodge all money taken in during Freshers' week.

However, the only elements of your grant that ARE based on membership numbers, are your main meeting grant (drink money), and your travel grant. Otherwise it doesn't matter whether you have 100 members or a 1000 – your grant will be based on the activity of the society, not on how many members you manage to sign up.

Grant Application

One of the CSC's main responsibilities is to distribute the grant received from the Capitation Committee, to the societies under its control. In order to be able to budget with some degree of accuracy, we ask societies to submit a grant application form, outlining its projected expenditure for the coming year.

As Treasurer, you should co-ordinate among your committee the filling out of the society's Grant Application Form in October/November.

After the form is completed electronically and submitted, , if it's deemed necessary, the Treasurer, the Chair and other relevant committee members will be invited to meet the CSC executive to discuss the allocation request and to offer an insight into how it will benefit the members of their society. The CSC Executive will then consider each application and allocate under each heading (Outlined in the Grants Policy Document [GPD]). The society will be allocated a grant of a certain amount, but in order not to drastically overspend, the CSC will set a "budgetary limit". The society may then spend within its grant allocation, up to that limit. If it still has projects to do, it may come back to the CSC and request that the budgetary limit be raised to allow further activity within the society. Section 7 of the GPD elaborates on what criteria determine the society's grant

Accounts Preparation

It is your responsibility to prepare the accounts to be audited at the end of each year. The financial year runs from the 1st March of one year to the end of February of the following year, so it is extremely important to make sure that that you are aware of all the transactions carried out by the previous treasurer during the time already elapsed between March and now.

If the previous Treasurer is in her/his last year it will be very difficult to make your accounts a priority one month before their exams. So it is always a good idea to contact the previous Treasurer as quickly as possible to discuss their expenditures and to ensure that the online accounting system is up-to-date. It will greatly assist in keeping track of all the incoming/outgoing payments during your term.

By entering into the system your society transactions as you go along will mean that – with perhaps a bit of tweaking at year's end – you will be able to press a button and print out the accounts in one fell swoop.

To access the accounting system, go to www.csc.tcdlife.ie and login using your society username and password (available from lucy@csc.tcd.ie if you don't have it.)

Go to the Society Accounts section. There is a section for opening balance (which will be fixed from last year), outgoings and income, and one for submitting the accounts at the end of the year.

As you go along, you can enter in all your payments out and lodgments into the bank account. Although it is a very straightforward system, it is often easy to run into some issues. So if you need any help or advice, please ask either of the CSC treasurers (treasurer@csc.tcd.ie, hontreas@csc.tcd.ie) or Lucy to explain further.

Your completed accounts must be handed in by the 30th June each year. It is important to know that between the end of February and until your accounts are handed in, you will be unable to claim any money from the so again, the sooner you complete them, the better.

Bear in mind that if a society fails to hand in satisfactory accounts for two consecutive years, it will be put up for automatic de-recognition.

Petty Cash

The CSC advises that all of your business be transacted using cheques/ electronic payments (direct debit, standing order, cross border transfer, etc) but there may be inevitable cases where this simply doesn't work and you'll need to use cash.

The simplest system for dealing with petty cash is to, at the start of the year, cash a cheque for an adequate amount (Recommended €50). As you spend the petty cash, store the receipts along the way with the remaining petty cash. Eventually, you will have spent nearly all the cash you had at the outset, but you will have the equivalent amount's worth in receipts. Staple all of these receipts together and write & cash a cheque for this amount. Thus, the bundle of receipts acts as an overall receipt for the second cheque and you now have €50 petty cash again. This process can be repeated as often as required during the year.

Prior to the end of the accounting period year end (end of February), you carry out the second step as outlined above and then lodge the €50 you have just generated into your account. This lodgement acts as the receipt against the first cheque – because in your statement you have a balancing of money in and out.

If done correctly, this method of managing petty cash should make the management of the accounts very easy. Otherwise, petty cash can become the bane of any treasurer's existence.

Credit Card

The CSC offers societies the option to purchase society items online or over the phone using the CSC credit card. Please call in to the office and speak with us if you would like to avail of use of the card. In order to keep accurate records, you must forward receipts of all transactions to lucy@csc.tcd.ie. This will prevent matters from arising later in the year during the exams period.

Society Bank Account

In order to set up your society bank account or to change the signatories on the account (those with the authority to write cheques on behalf of the society), you must obtain a letter from the CSC giving you permission to do so with the bank. This can be done with either Emma or Lucy in the office during the week (Mon-Thurs, 10am-5pm Friday 10am-4pm).

They will also provide you with the correct bank forms that must be filled out by the Treasurer, the Chair and the Secretary of the society and submitted to the bank. Note, that a proof of birth, address and student status (Trinity student card) will be required by the bank in order to fulfill your request.

If you are having any financial difficulties or have any concerns/questions, please let us know. We have an excellent relationship with the bank and can authorize temporary overdrafts, or additional services, for your society if it justifiably needs short-term bridging. Even if you can't make it into the office, you can always ring between 10am & 5pm and we can arrange things over the phone, or to meet in person to discuss.

Remember, it is very easy to spend someone else's money and as such, it is a privilege to be tasked with the role of ensuring that all society monies are put to the best possible use.

Respect the position and have a great year!

How to...MANAGE A COMMITTEE

- First and foremost respect the role that everybody plays on your committee and respect that they too are dedicating their time and effort to the society. It is important to work as a team, communicate with each other and recognise that everybody's ideas and contributions are valid. In the age of emails and mobile phones, communication between each other should be easy to maintain. Try and keep everybody in the loop and included.
- The secret to running a society and getting a degree, is successful delegation and teamwork! Your constitution should be clear on the responsibilities of the three main officers: Chairperson, Treasurer and Secretary. You may have to allocate different duties to other committee members, but try to make sure that everyone knows their own responsibility. Once these jobs have been established, let everyone get on with them. Don't tell people how to do their jobs, but do support one another and make sure that every committee member pulls their weight.
- Hold regular committee meetings. If you don't have access to a society room, you may use the Eliz Rooms during the day for these meetings. Ask in the CSC office to book the room.
- Make a provisional plan of activities for the year, This need not be set in stone, but it will give you a starting point.

How to...BOOK AND USE ROOMS

- 1) Go to the Enquiries Office, up Exam Hall Steps, and on your right. enquiries@tcd.ie ph:01 8961724/1897 Give them details of times, dates, numbers expected etc. They will allocate you a room and give you a confirmation document. You should have this confirmation document on you when you go use the room.
- 2) The Enquires Office will request a deposit cheque which will only be cashed if any damages occur. Similarly, if you cancel your event, tell the Enquires Office. Somebody else may wish to use the room!
- 3) When you have finished with the room, make sure you take any rubbish with you. This is respectful to the cleaning staff who have more important things to do than clean up after you!

Accessibility: Please bear in mind that we must cater for those students and staff members who may have mobility impairment of some kind, so when deciding about a venue's suitability, try to ensure that the rooms you book are accessible to all.

ROOMS AVAILABLE...

The Eliz Room and Room 50

The **Eliz Rooms** is in House 6 and **Room 50** is in the Atrium. Both these rooms may be booked through Enquiries.

Room 50 holds about 50 people. Chairs may be stacked at the side of the room, so it may be suitable for meetings. If there is no alternative venue available, it may be possible to hold receptions in Room 50, but these have to be agreed with the Junior Dean on a case by case basis.

The Eliz Rooms may be used for meetings requiring conference style seating. It is used during the day as an overspill from the CSC office and if you wish to hold committee meetings in there, just check in the office. The Eliz Rooms may be used for receptions and the adjoining kitchen may be useful in this case.

The Arts Building

Enquiries will allocate you a room in the Arts Building depending on the numbers you anticipate attending. The larger Theatres on the ground and lower ground floor may need to be booked far in advance, but you can usually get a smaller room without much trouble. **Receptions are not permitted in these rooms**

Goldsmith Hall and the Parlour

These spaces may be used for a variety of events. Goldsmith may be booked through enquiries. Contact the JCR parlourspace@gmail.com about using the Parlour if it's suitable.

Aras an Phiarsaigh

Rooms here may be used similarly to the Arts Buildings rooms.

The Graduates' Memorial Building (GMB)

The Chamber (ground floor) is unavailable on Monday, Wednesday and Thursday evenings. It is possible to use the Chamber on Tuesday and Friday nights.

The Phil & Hist Conversation Rooms (ground floor and first floor) may be used with the permission of the relevant society. The President/Auditor of the Phil/Hist must give permission for the use of their respective conversation rooms. You will be given a form by the Enquiries Office which you will need to get signed by the Phil President/Hist Auditor.

The Resource Room (3rd Floor). For smaller meetings, the small library on the Top Floor of the GMB may be booked. The Resource Room may not be used for drink/food receptions. You will be levied with a security charge for using the GMB – in the region of €120 for an evening meeting, up to €200 for a weekend meeting.

The GSU Common Room, House 6. Society Membership of the Common Room may be purchased for deposit cheque of €150 and a fee of €65. Member Societies may then book the Common Room for evening events (room hold up to 50 people). Permission must be received from the GSU with a maximum of 3 bookings per week from societies

HOW TO...BOOK A DRINKS RECEPTION

To hold a drinks reception, you MUST have the permission of the Junior Dean. Permission is applied for on line, go to:

www.tcd.ie/Junior_Dean/Parties/index.php

Thereafter the Dean will assess your request and may lay down conditions for the permission WHICH MUST BE ADHERED TO. The CSC advises that notice for a reception be given at least 8 working days in advance of the meeting. There may be security charges involved for some rooms (e.g. The GMB). The CSC will cover a maximum of 2 security charges per term - these will be paid directly by CSC. If you go over your maximum of two per term, you will be asked to reimburse the CSC.

HOW TO...INVITE A GUEST

The best approach to getting a guest, tends to be by writing – either letter or email – and follow up within two weeks with a phone call. Remember if you think that the person you are writing to is too important to simply e-mail, they are probably important enough to have someone deal with their mail anyway so they never get to see it before they issue their reply.

You can tell an overseas speaker that you can cover their travel expenses up to approx €200, entertainment expenses of up to €60 (to cover guest + 1 committee member) and offer them accommodation for 2 nights up to a maximum of €110 per night. (These figures from year to year can be found in the Grants Policy Document. Irish speakers may be given travel expenses but only 1 night's accommodation. Dublin speakers should only be promised entertainment.

The CSC credit card may be used to book flights, accommodation, etc. from the office

HOW TO...COMMUNICATE WITH YOUR MEMBERS PUBLICISE YOUR SOCIETY AND EVENTS.

A society is made up of more than just its committee. As officers, you already know what events your society is planning on hosting. The rest of your members do not, they have signed up and paid membership so it's your responsibility to keep them informed.

Planning ahead is the key to a successful event. There is no point only letting your members know that an event is happening on the day before!

1) Postering. There are numerous poster boards around Trinity campus that are reserved exclusively for student societies to advertise their activities. Please read the College and CSC regulations on postering

2) Emailing. webmail.csc.tcd.ie When members sign up to your society in Freshers' Week, you should take their email address. Mailing lists can then be set up and regular emails should be sent informing your members of upcoming events and any other goings on in the society. Not too regularly though...you don't want to be accused of spamming! Remember to ALWAYS put your list into the "bcc" field, so that you are not sending the entire email list round to each of the recipients. This is important, as to do so, is a breach of the Data Protection Act.

3) Text Messages. If (and only if) a member has given you their mobile number AND permission to contact them about society events, then text messages are an extremely effective way to publicise an event (particularly last minute). Be wary though, texting all your members can get expensive.

4) Websites.

Many of you will have inherited websites from your predecessors. If your society is hosted on TCDLife, contact Emma to be set up as an administrator. Having a website and online presence is an invaluable resource for a society. Keep your websites updated with information about your society, your committee and your upcoming events.

5) Google Calander.

Go to webmail.csc.tcd.ie, use your society login and password, and click on Calendar in the top left. This is your Google Calendar, and you should make an entry for every event you have (you can simply copy and paste from your Facebook events). This is essential in order for your society's events to appear on our calendar, timetable, and weekly email to give your society's event as much coverage as possible.

6) The CSC Website www.trinitysocieties.ie

The CSC website contains information about every single society.

Each society has its own profile with a calendar of society events which must be kept up to date. It is your responsibility to make sure that the content is correct and up to date.

The site also contains, photogalleries of past events and a featured events section, email emma to request that your event be advertised as a Featured Event or to add images to the gallery. The site is visited by hundreds of people each day but it is of little value unless you as society officers use it. Email emma@csc.tcd.ie for more information.

7) Facebook. Facebook is a very useful tool for promoting your societies and your events. Set up Facebook groups and use the event invitations to create a buzz and inform people of your events. Remember to 'like' the CSC facebook also and we will promote your events through it.

8) Information Stands. There is space available in the Arts Building and the Hamilton Building for student societies to set up information and ticket stands. These are a great way to publicise your events and your society, it gives you the opportunity to speak to people face to face. Only a limited number are permitted each day. To book a stand, visit the security desk in both buildings in advance.

9) College Media. We're fortunate to have numerous media outlets to publicise your societies and events. Consider promoting your events on one of Trinity FM shows - trinityfm@csc.tcd.ie

Trinity TV is a society set up to record and produce programs about Trinity, Speak to them if you have an event you'd like them to film.

trinitytv@csc.tcd.ie

Trinity has two papers open to covering societies. Email them if you have anything you'd like submitted or ask Emma for the deadlines

Trinity News: editor@trinitynews.ie

The University Times: editor@universitytimes.ie

10) Yearbook. We have started a Societies Yearbook, which will be available at the end of the year with the highlights of Trinity Societies' activities. The yearbook team will be attending events throughout the year and producing the publication for everyone to keep!

FILLING IN YOUR GRANT APPLICATION

One of the CSC's main responsibilities is to distribute the grant received from the Capitation Committee, to the societies under its care. Societies must submit a grant application, outlining its projected expenditure for the coming year. The CSC Executive will consider each application and allocate under each heading. The society will be allocated a grant of a certain amount, but in order not to drastically overspend, the CSC will set a budgetary limit or a 'Cap'. The society may then spend within its grant allocation, up to that limit. If it still has projects to do, it may come back to the CSC and request that the cap be raised to allow further activity within the society.

Following the Term General Meeting on 4th October, the Grants Application Forms will be made available on line, with links to the CSC Policy Document. www.csc.tcdlife.ie

- **Basic Administration**

The Executive will base its allocation primarily on a society's general level of activity. It is intended to fund posters, web hosting, envelopes, tea & coffee, etc. The CSC will not, however, fund web or graphic design. The maximum grant is €635.

- **Meeting Expenses**

In order to qualify for funding, it is necessary for a society to adequately publicise events and meetings. In order to ensure that this occurs, societies are required to ensure that details of all meetings and events including the names of speakers, etc. are published on the CSC website - www.trinitysocieties.ie. All submissions must be made online in advance of the event taking place.

- **Speakers' Expenses**

CSC will cover entertainment, travel and accommodation expenses at rates which will be specified in the current Grants Policy Document. There is also an allowance that can be granted to allow committee members expenses to be covered as well.

Receipts should have printed clearly on the reverse the names of all those attending for whom money is being claimed and should be signed by the guest.

Speakers will not normally be funded for meetings held on Saturdays, Sundays or out of term or for meetings held off campus. Special arrangements must be made for such meetings.

- **Main Meeting**

Reception expenses may also be provided but only where the reception is open to all members of the society and the meeting has been well publicised. In order to satisfy this requirement, the meeting must be published on the CSC website.

If a society wishes, and after the sanction of the CSC, this grant may be spent on an item of unusual expenditure instead of a reception.

- **Instruction**

Societies wishing to hold classes or instruction sessions which are relevant to the aims of the society may have the expenses involved defrayed by the CSC. Details of all costs and admission charges will be required. A society will not normally be permitted to pay students or staff of the college for providing instruction.

The CSC will normally provide funding on a profit-and-loss basis.

- **Hire of Halls / Security**

College accommodation is usually available without charge. The CSC will normally cover a maximum of 2 security charges per term. Further charges may be considered in unusual circumstances. CSC will cover college cleaning charges where they are applied. Returnable deposits on halls will not be subsidised.

- **Materials**

Where a society uses consumable materials or articles for short-term hire, the cost of hiring or purchasing these may be subsidised. A detailed breakdown must be submitted of what items are required and to what purpose they are to be put.

The CSC will not normally pay for the hire of films or videos for display at society meetings, so long as these are in accordance with the aims of the society. The CSC recognises the fact that societies will wish to show films and videos from time to time. The College has a licence which allows societies to show rented or purchased films from most major distributors to their members. No fee may be charged. Illegal video showings are considered a major disciplinary matter within College.

- **Equipment & Capital Items**

When a Society needs to purchase specialist equipment or other expensive items necessary for its continued existence, an application should be made in a similar form to 'Materials' above, including details of what security arrangements are intended to safeguard the items.

Any items valued at more than €130 should be notified to the CSC to ensure that they are included on our insurance cover.

- **Competition Entry Fees**

Where a society wishes to enter an individual or team in a competition which is of direct interest to the furtherance of its aims, the entry fees may be subsidised by the CSC.

- **Affiliation Fees**

Necessary affiliation fees to external organisations may be granted. Details of the body to which the society wishes to be affiliated and the benefits accrued must be presented. CSC will fund for branch or group affiliation only and not for individual members.

- **Travel**

Society officers should especially note the stipulations regarding travel in the Grants Policy Document and that there is a finite budget for travel with travel grants awarded on a first-come, first-serve basis.

Societies are reminded that any travel must be for bona fide purposes to further the aims of the society and that only those trips agreed beforehand will be funded. The trip should be open to all and only paid-up members of the society. Only capitated students who are fully paid-up members of the society will be subsidised.

A list of those who are to travel must be given to the CSC prior to the trip. This list is to be submitted on line and will contain the following details: name of member travelling; College ID; society membership number; name of next of kin and contact details for next of kin. If this list is not with the CSC prior to the trip no grant will be issued.

An itinerary of the proposed trip must be submitted with the grant application. (Societies are advised to allow at least one term-time week for the processing of such applications.) In order to conserve resources the Executive may limit the number of persons that will receive a subsidy. Any cancellation fees incurred by the society will not be subsidised by the CSC. A report on the trip should be submitted to CSC within 3 weeks of taking place. The Executive has determined that when necessary, checks will be made to ensure that the itinerary as presented, has been fully undertaken.

Students travelling on society trips will not have personal accident cover or travel insurance. Third party bodily injury or property damage insurance may be provided on a case by case basis on consultation with the CSC.

- **Conferences**

Conferences, congresses or field trips may be funded by the CSC. Part-payment of conference fees, should they be incurred, may also be considered. The number of participants subsidised in a given year shall not exceed 20% of membership, or 40 people, whichever is the lesser.

You can also apply for a grant if you are running a conference. You will be asked to meet the CSC treasurer in advance, and outline the projected income and expenditure of the event.

- **Library Expenses**

Where a society currently operates a library, funding may be provided to purchase books and/or periodicals. Only societies who already operate efficient libraries will normally be funded and the secretary of the CSC will inspect its operations prior to funds being released.

- **MISCELLANEOUS**

A society may apply for subsidy for anything not covered above, provided it is demonstrated that the purpose is to further the aims of the society. Very detailed information is required in order to allow the fair consideration of such application. Applications under this heading will be considered on their individual merits.

- **Special Grants**

A society may apply for subsidy for a special one-off event where costs would not be met by one of the grant headings above. Very detailed information is required in order to allow the fair consideration of such applications.

- **Sponsorship**

A society may raise funds itself which can be used at its discretion provided it is used to further the stated aims of the society. A separate account of fundraising activities should be kept and presented to the CSC. Fundraising events will not be subsidised by the CSC.

GRANTS TO ASSOCIATIVE AND PROVISIONAL SOCIETIES

Grants to associative societies will, in line with section Section 11.1.1 of the CSC Constitution be for minor administrative outlays only.

Provisionally recognised societies are not given grants for the following: Rooms expenses, society travel, or capital items, unless the Executive can be satisfied that such grants are necessary to the survival of the society.

IMPORTANT: It is essential that you consult the Grants Policy Document prior to filling out your application. It is available on the CSC site and provides further detail of the various specifications in each particular section of the granting process. Also, please don't hesitate to contact Lucy O'Connell or either of the two CSC Treasurers for assistance at any point during the year.

SPONSORSHIP AND ADDITIONAL FUNDING

Funding granted by the CSC may not stretch far enough to cover everything the society wishes to do. If this is the case, Sponsorship or fundraising are options.

Sponsorship must be beneficial to all parties involved. A sponsor will always look for a situation whereby they will get a good return on their investment, so approaching relevant companies with the right proposal for them is vital.

Assess your societies needs and be clear on them. Then identify who the main sponsors on campus are, look at what companies get involved in the college Careers Week and research companies for whom you and your peers are the target market.

Importantly when you have identified them, find out when they allocate their budgets. Most organisations do not have the money to spend on sponsorship as they come in! Timing is vital.

There is no right or wrong way of constructing a proposal – how it is structured will depend on the nature of what is being requested. Clearly state: What you want, Why, When. How they can help, how they will benefit, how much it will cost. A company is more likely to sponsor an event that is in keeping with their objectives and their audience.

TIP: Convincing a company that partnering with you will be a beneficial investment is key. Before you do anything you should think about what you have to offer a company instead of simply what you need from them. A proposal is best approached from the point of view of the company as they will always want to know what is in it for them. Try to match the sponsor with the activity involved. It helps if there is a connection between what the Society is doing and the sponsor's product range, image or market orientation.

Benefits to a company could include; Raising brand, product or company awareness. Goodwill. Corporate Social Responsibility. Creating valuable relations with potential employees. Association with an event or society

Ask yourself:

- How will the partnership help them meet their objectives?
- Does your society/event fit in with their image and products?
- Will partaking in this offend or upset their audience? For example, banks will generally not sponsor political organisations. They will be asking themselves if this is an efficient way of connecting with their target audience.

How you manage your relationship with your sponsor/potential sponsor is fundamental to the level of support that you will receive, both now and in the future

SOME BIG NO-NOS REGARDING SPONSORSHIP

- 1) Sponsorship received from a drinks company must only be accepted in monetary rather than material form, in other words they cannot give you free alcohol!
- 2) You cannot do a deal whereby the sponsoring company is given a stall/place to sell its products on campus. Your sponsor must receive due recognition for its contribution but College limits what any outside body can do on campus.
- 3) The College has entered into an agreement with the Bank of Ireland which has given this bank exclusive rights of access to and operation within the campus. If you are seeking sponsorship from any commercial banks other than BOI it is advised you speak with the CSC to ensure that your proposal is not in breach of this agreement.

AMENITIES AND FURNISHINGS

Most fully recognised societies have the use of a room (usually shared with two or three other societies). These rooms should be functional and comfortable. If you need equipment or furnishings, log into www.csc.tcdlife.ie and complete an Amenities Request .

The CSC's Amenities Officer will deal with each request as a separate issue - in some cases he/she may buy the item required for you, in others, he may authorise you to buy it and reclaim the money from CSC. The kind of things you might be looking for ... Amenities - kettle, cups, spoons, etc. and Furnishings - chairs, tables, filing cabinets, lockers, etc.

Please be as detailed as possible about your requirements, e.g. dimensions, make or model. This will allow a speedy provision of your request. This is a separate grant and doesn't effect your society grant.

SOCIETY ROOM KEYS

If you have a society room 2 keys are available in the CSC office for a personal (i.e. not out of society coffers!) deposit of €30, which is refunded at the end of the year when your key is returned. If further keys are needed you can apply on a case by case basis to CSC Executive. We have a 'spare' in the CSC office for each room, which can be borrowed by leaving dropping in and leaving your ID card. Keys borrowed in this way should not be held overnight.



It is official College policy to dispose of waste in a responsible and legal manner and to encourage the reduction of waste and promote recycling throughout College.

There is a comprehensive webpage at www.tcd.ie/GreenPages which gives details of current waste management procedures and recycling facilities in College and other useful information on how to make College a greener place to be. Each Society Room should have a "recycling pack" which includes a map detailing locations of recycling facilities around College.

For further information on recycling, you can get in touch with the CSC Amenities Officer.

The College has rules about postering within its walls.

General Regulations and Information

Section III - Conduct and College Regulations paragraph 8

"8. Only College Societies and Clubs may advertise in College. Notices may not exceed 75 x 55 cm (2'6" x 1'9") and must be placed on the student notice-boards provided. Chalked notices, stickers and (except in special cases with the permission of the Junior Dean) unattended free standing notices are forbidden. Not more than one copy of a notice may be displayed on the same board or within 15m (16 yards) of a similar notice. Advertisements from a particular event must be removed not later than 48 hours after the event. All notices must identify their origin."

Poster Content

The content of posters is also of concern to College. Posters which contain offensive or inappropriate photographs; abusive language or offensive written content; advertisements for or photographs of alcohol are not acceptable.

The CSC does not operate a policy of censorship but it requires that Societies show an awareness of the sensibilities of others. If any Society is in doubt regarding the proposed content of a poster it should ask for guidance from the CSC. Should any society disregard these broad guidelines the CSC may implement its discretionary powers, outlined in section 6 of the Grants Policy Document.

Who may poster where?

Please do not poster on non-CSC boards and remember that you are entitled to remove non-society posters from our boards. The only way this system can work, is if we police it ourselves. The notice boards in College are divided between the SU and CSC as follows:

Arts Building: board on the left as you go up the ramp - one board for CSC use one for SU use. The big boards beyond the Lecky are split 50:50.

Front Arch: split 50:50. The SU uses the board on an angle facing you on the right hand on the way out and the right hand on the way in, CSC uses the ones on the left on the way out and left on the way in. The middle board on the right as you leave College may be used by any authorised College body.

Aras an Phiarsaigh: The SU uses 1 of the boards, CSC uses the other two.

Players Theatre: 1/3 SU, 1/3 CSC, 1/3 Players.

Pearse St Computer Labs: 1 board each.

Hamilton Entrance: SU uses the board on the right at the door, CSC uses the 2 to the left.

Hamilton first floor lobby: SU uses the first 2 on the right, CSC uses the next 3 boards on the right.

Chemistry Building: 1/3 SU, 1/3 CSC & 1/3 Chemistry Dep notices.

Buttery/Catering Complex: split 50/50 The Director of Catering & Accommodation has informed the CSC that postering will only be permitted in the Catering Complex on the designated boards. If any posters are placed on walls, doors or any other unauthorised surface, the Society responsible will be billed for repair to the fabric and decoration of the area in question.

College
Regulations

SUSPENSION OF
A SOCIETY

6.1 - Suspension of a society

A society may be suspended if any of the following circumstances occur:
(ii) The society is deemed to have behaved in a grossly improper manner, which is likely to bring the name of the University and/or the CSC into disrepute. The application of this clause will be decided upon by the Executive at the recommendation of the Chair and, if necessary in consultation with the College authorities.

6.2 - Result of suspension

A society which has been suspended will suffer the following restrictions pending a resolution of the suspension:

- (i) Loss of society rooms should it have such rooms.
- (ii) Suspension of the right to book rooms within College.
- (iii) Restriction of grants to those allowed for provisionally recognised societies as laid down in section [12].
- (iv) And other such penalties as the Executive feels are appropriate for the specific case in question. /..."

All societies may book rooms in College to hold meetings for their members.

Members of the College community may attend any meetings within the walls. The Senior Dean has asked us to

inform societies of the following with regard to hosting meetings:

"While College respects the rights of a Society under the auspices of the CSC to invite guest speakers into College to talk to its members, no Society or indeed Department in College, has the right to organise an "Open" or "Public Meeting" using College premises without first seeking the express permission of College. [The Senior Dean is] the College Officer who in consultation with appropriate College Staff grants or denies such permission."

General Regulations and Information in the Calendar

Section III - Conduct and College Regulations paragraphs 13 and 24

"13. Individuals or groups wishing to hold meetings in College rooms or halls on or off campus are required to make application, normally one week in advance, at the Enquiries Office, West Theatre. Permission to hold a meeting likely to give rise to a need for additional security must be sought from the Senior Dean two weeks in advance, through the Enquiries Office, and the cost of extra security and other special arrangements must be borne by the organisers. The cost of any damage caused as a result of such a meeting will also be charged to the organisers, who may be required to lodge a deposit beforehand. Failure to apply in time for permission to hold a meeting, the plans for which turn out to require special security, will be grounds for refusing permission for that meeting.

24. **As there is no general right for members of the public to enter the College precincts...**Therefore College Society meetings are not "Public Meetings" in the sense that members of the general public do not have a right to attend. Invited speakers aside, members of the public should not be encouraged to attend meetings within College either explicitly or implicitly.

Posters for the meetings within College must not state the words "Public Meeting" or synonymous phrasing. Neither should posters advertising a society meeting, taking place in the College, be put up outside of College as this implies that members of the public might attend it.

THE ALCOHOL POLICY

Along with all other Irish Universities, the College has a policy on the consumption of alcohol.

The entire document is available at <http://www.tcd.ie/Secretary/Policies/alcohol.html>, but the part which most applies to us is; *"College does not approve of the practice whereby drinks companies appoint a student representative to promote their products on campus; drink company sponsorship of student society events should primarily be in monetary rather than material form; but, where sponsorship is provided in the form of product, this arrangement must be made through a nominated member of the relevant capitated body and a monitoring system should be in place to ensure that no more than two free drinks are given to anyone attending the event; recruitment by student societies during Freshers' Week should not identify access to free or cheap alcohol as a primary incentive to membership. The advertisement of specific events by student societies should not identify access to free or cheap alcohol as a primary incentive to attendance; posters or other advertisements promoting alcohol consumption should only be displayed in at the Pavilion bar; no events should be organised which encourage the rapid consumption of alcohol, nor should alcohol be awarded as a prize or reward for competitive events."*

ROOM USE

The Societies of Trinity College are lucky to have considerable space for their use. It may not be ideal, but what we have, we need to hold on to. Due to the pressures being put on us to maintain safety and hygiene standards, the CSC in agreement with the College Safety Officer, has put into operation a number of rules. All society members are expected to adhere to the regulations laid down by the College and State Legislation to ensure the maintenance of fire safety, health regulations and security in the areas designated by the CSC for Society usage. Failure to comply with all pertinent regulations places the future usage of CSC space in jeopardy and is detrimental to the long-term interests of all Societies.

- 1) Smoking in Society rooms is absolutely forbidden.
- 2) Open Society rooms must not be left unattended - it is the responsibility of key-holders to ensure that the rooms are locked when not in use. If a non-key-holding member of a Society is left in a Society

room they MUST close the door upon exit.

3) Keys of Society rooms may not be loaned except in compliance with the CSC's key-lending regulations.

4) Keys are not to be copied under any circumstances.

5) Society members must keep Society rooms tidy. Rubbish should be placed in the bins in the designated areas. Rubbish left in rooms is a fire hazard. Reports of a society room left in an untidy state may result in suspension of access to that room.

5) The use of Society rooms for the preparation of food is forbidden.

6) The use of any and all electrical equipment must be carried out responsibly and all such equipment must be unplugged before a Society room is closed.

7) Society rooms are appointed for the furtherance of a Society's aims. These rooms are meant to be used by Society members for committee meetings and the storage of Society property and effects. Further the rooms might be used as a place where Society members might meet and converse with one another. The use of Society rooms for "crashing" or any other activity falling outside the foregoing usage description is forbidden.

8) Upon a fire alarm sounding students must immediately leave Society rooms and move to the buildings designated evacuation zone. Tampering with any and all fire safety equipment is a criminal offence and might endanger the lives of others, such activity is forbidden.

9) All students must comply with society room access hours.

Access to rooms are not permitted outside of these hours.

House 6 - Weekdays: 8am - 10.15pm. 8am-6pm during the summer break. Saturdays & Sundays: 9am - 6pm. If the front door of House 6 is locked it may be opened using the key-holders College ID in the card swipe reader; the door must be closed after entry.

The Atrium - Weekdays only: 10am until 10pm during term.

Goldsmith Hall - Weekdays only: 10am until 10pm during term

COLLEGE
REGULATIONS

BANNERS

The Senior Dean must also be contacted to request permission to fly or display a flag or banner. He has informed the CSC, that in the case of National flags, provided these are flown or displayed properly, the request will normally be granted on seeking the permission of the Senior Dean, provided of course there is a justifiable reason for doing so that meets with approval. However, the display of banners towards the city, for example out of a House 6 society room window onto College Green, is not allowed.

WHO'S WHO IN COLLEGE?

The CSC is your representative body, and College sees it as such. If you are experiencing issues please come to the CSC first, and we can assist you. If you are planning to hold an event that is out of the ordinary, ALWAYS come to us in the CSC first. We can discuss the best way in which to proceed and make sure you talk to the right person.

Provost: Dr Patrick Prendergast.

Is the Head of Trinity College Dublin and is very supportive of society activity within College.

Senior Dean: Professor Moray McGowan.

As the Chair of the Capitation Committee, he is the officer who connects the CSC to College.

Dean of Students: Dr Amanda Piesse.

This position is responsible for liaising between the student bodies and the College, and for implementing the student based objectives of the Strategic Plan.

Junior Dean: Dr Tim Trimble.

A society needs to apply to Dr Trimble for permission to hold receptions. This is done through the Enquiries Office.

Arts Building Superintendent: Mr Norman Richardson.

Is responsible for procuring all equipment you might need for a meeting - overhead projectors, video machines, slide projectors, etc. His office is in the Arts Building, past the security desk and on the right.

Facilities Officer: Mr Noel McCann.

Mr McCann is the person you need to talk to if you wish to arrange an event in College that is slightly different. E.g. an open-air event; one that requires unusual equipment, etc.

Safety Officer: Mr. Tom Merriman.

Health and Safety is an important issue. Societies have a fair amount of space on campus and it is important that we hold onto it. Please ensure that Mr Merriman has no cause for complaint - i.e. rooms must be kept tidy.

Chief Steward: Mr Pat Morey.

Mr Morey must be contacted if you have a very high-profile speaker or politician attending a meeting. He will liaise with the Guards about security, etc.

Enquiries Office: Mary McGetrick and Liz McWilliams.

Liz and Mary will book rooms for meeting/receptions etc for you. Up the Exam Hall steps and through the glass door to your right.

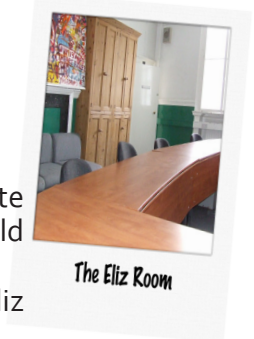
CSC OFFICES HOUSE SIX FRONT SQUARE

At Trinity we are lucky enough to have office space, facilities and staff dedicated entirely to helping students run their societies.

The front office is equipped with 9 computers, each with internet access, photoshop, indesign and printing facilities just for society use.



- The kitchen can be used by societies holding events in the Eliz Room.
- Wine glasses and a burco boiler that can be borrowed through the office by societies to facilitate receptions.
- We have 2 black and white photocopiers and a scanner for society use.
- There is also a scanner, 4 phone lines and a fax machine!



Behind the front office, is the Eliz Room. This is a private room, managed by the CSC that societies can use to hold meetings or run events.

We also own Room 50 in the Atrium. If you need the Eliz Rooms during the day, speak to Emma or Lucy.

**COME UP ANY TIME. DON'T HESITATE
TO SPEAK TO EMMA, LUCY
OR A MEMBER OF THE EXEC.**

WE'RE HERE TO HELP!

E-Mail: Each society has a CSC email address that can be accessed at webmail.csc.tcd.ie.

Members Mailing List: To set up a members mailing list. Go to "contacts"; "groups" and "create group" and add your members' email addresses in here.

Society Web Sites: Once you have an CSC e-mail account, it is possible to set up a web-site on TCDlife. ISS will set up one Webadmin for each society with permission to upload to the server, email Emma and she will get ISS to set you up.

Credit Card: The CSC has a credit card which societies may use to book flights, buy books, materials, music, etc. All bookings must be done in the CSC Office.

Phones: Society phonecalls may be made free of charge from the CSC. Dial 9 for an outside line in Ireland. If you need to make an international call, ask a member of staff.

Fax: You may send or receive society faxes in the CSC. The number is 01 6778996. If you want to send a fax, ask a member of staff or an officer.

Postage: The CSC will post letters for you at no cost to your society, up to a reasonable amount.

Mail: Each Society has a postal address. Some societies receive mail c/o their departments, but most have a mail box, either in the Atrium or in Regent House.

Laminator: Ask in the CSC office. €80 deposit required.

Ballot Box: We have a large ballot box which may be borrowed.

Wine Glasses: The CSC has wine glassed that can be used for your receptions. Please ask before borrowing them, deposit of 20euro required .

Projectors: 1 in situ in Eliz Rooms; 2 portable which may be borrowed. Deposit of €400 required.

Film Licence. The CSC has an 'MPLC Umbrella Licence' which allows the 'public performance' of DVDs from many distributors. Viewing may take place on campus or in Halls providing

1. The viewing is open only to your society members and advertised only to them
2. You do not charge your members to view the film.

SEVERAL TIMES A YEAR, WE GATHER TOGETHER TO RECOGNISE THE EFFORT THAT STUDENTS PUT INTO RUNNING THEIR SOCIETIES AND CELEBRATE OUR INDIVIDUAL ACHIEVEMENTS AS A COMMUNITY.

SOCIETY OF THE YEAR

Representatives from each society attend the annual black tie CSC Ball, to celebrate the year's successes. The CSC recognises the remarkable work done by society committees and so is happy to subsidise the night. Awards are presented to societies that have excelled themselves.

4TH WEEK

The 4th Week Trinity Societies Showcase takes place in the 4th week of Michaelmas Term and aims to highlight the central position which student-led activity plays within the lives of students during their time in College. Societies are invited to run special 4th week events that are free and open to all students and a special grant is available to those who do. It is a great opportunity for students to try out societies they might have missed in Freshers' Week, and for you to recruit new members!

BICS

Trinity is a member of the Board of Irish College Societies. BICS is a national organisation, constituted in 1995, dedicated to providing a national forum for the societies in Ireland's Universities, Colleges and Institutes of Education. The Board is responsible for the promotion of interest in the activities of Irish college societies and of contact and co-operation between them.

Emma is currently Vice Chair of BICS and the CSC secretary is an ordinary member.

Every year, the CSC nominates certain societies or individuals to represent Trinity College nationally at the Board of Irish College National Student Societies Awards. where nominees come together from many Colleges in Ireland.

WHO CAN RUN FOR A CSC OFFICERSHIP AND EXEC?

To become an Officer, i.e. Chairperson, Treasurer, Secretary or Amenities Officer, you must be proposed and seconded by the Treasurer of a fully recognised society, at least one week in advance of the election. It is useful for a CSC Officer to have served on the Executive for at least a year previously.



Eight ordinary members of Executive are also elected at the AGM. Nominations for places on the Executive are taken from the floor. Proposers and seconders must be Treasurers of fully recognised societies, or their proxies.

The Honorary Treasurer's term of office is a three year one, and his or her nomination must also be submitted to the CSC at least a week in advance of the election. (The Hon. Treasurer is usually a member of the College academic or administrative staff, or a post-graduate student.)

WHO CAN VOTE? Only the Treasurers of fully recognised College societies are eligible to vote in an election. Elections are held by a system of proportional representation using the single transferable vote, unless there is only one candidate in which case a yes/no vote is used.

MEETINGS

Meetings of the CSC Executive take place at least once a week during term time. Meetings are taken up with considering society grant applications, formulating CSC policy on certain issues, considering new societies for provisional recognition, and authorising office and other expenditure. Members of the Executive take on specific responsibilities, and get involved in policy making and implementation.

Results of CSC meetings, will be made available to all societies.



CONTACT US
CENTRAL SOCIETIES COMMITTEE
HOUSE 6,
TRINITY COLLEGE,
DUBLIN 2.

TEL: 01 896 1827
FAX: 01 677 8996
EMAIL: ENQUIRIES@CSC.TCD.IE

WEBSITE
WWW.TRINITYSOCIETIES.IE

Produced by the Central Societies Committee

Photographs of Trinity College, **Patrick Theiner**



University College of Dublin, Trinity College
Central Societies Committee
Lar-Choiste Na gCumann

