



The Constitution of the  
**Trinity College Students' Union**

As at 20/01/15

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Note that this constitution must comply with aspects of s 22(2) of the Education Act 1994 – any amendments proposed must be reviewed in light of that Act. This constitution should be read in conjunction with White Book Appendix D, Trinity College Code of Practice for Student Complaints, and Ordinance VI.

**1. 1. NAME**

1. There shall be a student union, the name of which shall be "Trinity College Students' Union" (for the rest of this document it shall be referred to as TCSU).

**2. AIMS AND OBJECTIVES**

1. To advance the education of its members
2. To promote the general welfare of its members
3. To encourage student societies, sports and social activities
4. To act as a channel of communication between its members and the fellows of Trinity College and other bodies
5. To ensure that its members are not discriminated against on the grounds of race, religion, nationality, social background, sex, disability, sexual orientation, or other irrelevant ground, provided that this provision shall not invalidate the clauses concerning the election of the Overseas Welfare Officer, the Male Welfare Officer and the Female Welfare Officer.

**3. MEMBERSHIP**

1. All undergraduates at Trinity College, Cambridge shall be full members of the TCSU unless they choose not to be. In addition, all persons who hold office in the TCSU or sabbatical office in the CUSU shall be members, provided they were elected to such office whilst members of TCSU.
2. All postgraduates at Trinity College, Cambridge have the right to membership of the TCSU, which will be granted upon request to the TCSU president.
3. TCSU shall have the power to confer honorary membership upon such terms as it may from time to time decide at an Open Meeting.

**4. AFFILIATION TO EXTERNAL ORGANISATIONS**

1. The TCSU Committee may decide that TCSU shall affiliate with any organisation external to the College, that is to say enter into an form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College, provided that such affiliation shall be consistent with the aims and objectives of TCSU set out in section 2 above. Immediately following any decision that TCSU shall affiliate with any organisation external to the College, the President shall notify the Council in writing, and shall post a notice on the screens, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation.
2. At the first Open Meeting following such a resolution, or before any subscription becomes payable, whichever is the earlier, a motion shall be put to an Open Meeting for the approval of the current affiliations of TCSU to organisations external to the College. If the motion is disapproved, then separate resolutions in respect of each such affiliation shall be put. Such affiliations as are not approved shall be put for approval by TCSU in a referendum conducted in accordance with section 9 below. Any affiliation not approved by such referendum shall be discontinued forthwith, and no further subscriptions or donations shall be paid in connection with any such affiliation. The President shall notify the Council in writing of the results of any such referendum.
3. The continuation of all existing affiliations shall be put for approval by an Open Meeting in the Lent Term each year. If the motion is disapproved, then separate resolutions in respect of each such affiliation shall be put. Such affiliations as are not approved shall be put for approval by TCSU in a referendum conducted in accordance with section 9 below. Any affiliation not approved by such referendum shall be discontinued forthwith, and no further subscriptions or donations shall be

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paid in connection with any such affiliation. The President shall notify the Council in writing of the results of any such referendum.

4. In the case of any organisation external to the College to which TCSU is affiliated, a referendum to determine whether such affiliation shall be continued may be requisitioned by five percent of the members of TCSU by petition to the President or, in the President's absence, the Vice-President. Such referendum shall otherwise be conducted in accordance with section 9 below. If continued affiliation is not approved in such referendum, then affiliation shall be discontinued forthwith, and no further subscriptions or donations shall be paid in connection with any such affiliation. The President shall notify the Council in writing of the results of any such referendum.

## **5. OPEN MEETINGS**

1. The Open Meeting shall be the supreme governing body of the TCSU.
2. An Ordinary Open Meeting shall be called once a term. One of the Open Meetings in Full Michaelmas term shall be the Annual General Meeting. Other "Emergency" Open Meetings shall be called by presenting 20 TCSU members' signatures to the president. The quorum will be twenty people present and entitled to vote.
3. All Open Meetings shall be convened and conducted in accordance with Schedule 3 (The Standing Orders).

## **6. THE COMMITTEE**

1. The Executive Committee shall be constituted as follows:
  - A. The President
  - B. The Vice President
  - C. The Treasurer
  - D. The Entertainments Officer
  - E. The Secretary
  - F. The Male Welfare Officer
  - G. The Female Welfare Officer
  - H. The Overseas' Welfare Officer
  - I. The Computing Officer
  - J. The Access and Admissions Officer
  - K. The Junior Steward
  - L. The Environmental Officer
2. In addition there shall be a Welfare Sub-Committee. The Welfare Sub-Committee shall be constituted as follows:
  - A. The Male Welfare Officer and the Female Welfare officer, who shall lead the Sub-Committee
  - B. The Overseas Welfare Officer
  - C. The President of the TCSU
  - D. The Treasurer of the TCSU
  - E. An LGBT+ Officer
  - F. A Women's Officer
  - G. A Mental Health and Disabilities Welfare Officer
  - H. A Black and Minority Ethnic (BME) Officer
  - I. Additional officers may be co-opted at the discretion of the TCSU Committee or following a resolution of an Open Meeting.
3. The Welfare Sub-Committee shall have at least 20% of the TCSU's annual Amalgamated Clubs Committee grant at its disposal for the provision of Welfare.

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4. In addition there shall be, at the discretion of the appropriate officers, committees to assist with other areas of TCSU. Societies recognised by the Amalgamated Clubs Committee may also be recognised as subcommittees of the TCSU Committee.
5. The members of the Committee (including the welfare sub-committee) shall be elected in accordance with Schedule One.
6. The function of the Committee shall be to control generally all matters appertaining to the facilities and social, cultural and athletic life of the membership and the welfare of the students, and to carry out the wishes of the general body as expressed by resolution of Open Meeting. The Committee shall be responsible for the day to day administration and finance of TCSU.
7. There shall be a Senior Treasurer appointed by the College Council who shall be a nonvoting member of the Committee, and shall act in an advisory capacity only.
8. The President or any two members of the committee can call a meeting with three days notice. The quorum shall be six full members of the Committee. In addition the President shall be obliged to call a Committee meeting within 24 hours of notice being received from any three full members of the Committee.
9. In the event of a member of the Committee failing to attend two consecutive official meetings without sending acceptable apologies to the President s/he shall be deemed to have resigned. The President shall be responsible for deciding if the reason for absence is acceptable but shall seek the advice of the Committee. Any member of the Committee thus deemed to have resigned may appeal for reinstatement at the following Open Meeting by notifying the President of his/her intentions within 24 hours of the President's decision to enforce the resignation. S/he shall require the support of a simple majority of those present and voting at the Open Meeting to be reinstated. For the purposes of this clause an official meeting shall be any Open Meeting, Emergency Open Meeting or Committee meeting.
10. The committee will provide plans of action at the beginning of each term and reports of their progress at the end, and these shall be publicly displayed on the TCSU notice board and website, and be briefly reported at the first open meeting of each term.
11. An Open Meeting may enforce the resignation of any member of the Committee who is not performing the duties of his/her office satisfactorily. Such enforced resignations shall require the support of two-thirds of those present and entitled to vote.
12. The President and Treasurer shall be ex-officio members of all TCSU committees and subcommittees.
13. The Committee may co-opt any other member of TCSU to sit on any TCSU committee or sub-committee as ex-officio members upon such terms as it may, from time to time, decide.
14. Any two members of TCSU may notify the President of an unconstitutional action (or dereliction of duty) by a committee member, including the President. The President must ensure that the committee member complies with the constitution or remove the committee member from the committee as soon as practicable (and certainly within two weeks of term after the notification has been received). Should the President fail to carry out this duty, the President will be deemed to have automatically resigned and a by-election must be called. The Senior Treasurer is responsible for ensuring this.

## **7. CLUBS AND SOCIETIES**

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1. All recognised Trinity clubs and societies shall be formed and administered in accordance with Schedule Two.

## **8. MINUTES**

1. At all Open and Committee meetings minutes shall be taken and circulated to the members of the Committee within 48 hours of the close of the meeting. If no objections are made to the minutes within a further 24 hours the minutes shall be deemed confirmed. If an objection is made the minutes shall be corrected and confirmed at the following Committee meeting. Copies of the confirmed minutes shall be posted on the TCSU website as soon as possible after confirmation.

## **9. REFERENDA**

1. Save as provided by Section 4, referenda may only be called by Open Meeting.
2. No referenda may be held outside Full Term.
3. A call for a referendum shall require the support of two thirds of those present and entitled to vote at the Open Meeting.
4. A referendum motion to change the constitution shall be passed if at least 100 members have voted, and at least two-thirds of those voting have voted for the motion. A referendum motion other than to change the constitution shall be passed if a simple majority have voted for the motion.

## **10. AMENDMENTS**

1. The main body (Sections) of the Constitution may only be amended by referendum. All such amendments are governed by section 9.
2. The Open Meeting shall be the sole body competent to amend Schedules of the Constitution.
3. All amendments to the Schedules shall require the support of two thirds of those present and entitled to vote.
4. By Ordinance VI.A.3: No alteration of the Constitution shall be effective without the approval of the Council.

## **11. REVIEW OF THE CONSTITUTION**

1. The Constitution of TCSU shall be submitted to the College Council for review and approval at least once every five years.

## **12. INDEMNITY**

1. Every member of the Committee, appointee or member of staff of TCSU shall be entitled to be indemnified out of the assets of TCSU against all losses or liability which s/he may sustain or incur in the course of his or her office or otherwise in relation thereto. Provided that nothing in this clause shall affect their liability for the consequences of any negligent act on their part.

## **13. INTERPRETATION**

1. In the event of a dispute as to the interpretation of any part of this Constitution, the ruling of the President shall be sought. In the event of a challenge to the President's ruling, the decision of the Open Meeting shall be final.

## **14. SCHEDULES**

### **Schedule 1: ELECTIONS**

1. The President shall be the returning officer for all elections unless the Executive committee decides otherwise, in which case they shall appoint another member of TCSU. The returning officer shall be responsible for the good conduct of elections, and shall submit a report thereon to the College Council.
2. The term of Office of the Executive Committee shall be for one year from midday on the Friday following the day of elections. The term of office of the

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Welfare-Sub Committee shall be for one year from midday the Saturday following the day of the Welfare-Sub Committee elections.

3. There will be two series of elections. The elections for the executive committee shall take place annually on the third Friday of Full Lent Term. Elections for the non executive positions of the welfare committee shall take place annually on the fourth Friday of Full Lent Term.
4. Elections will take place electronically via the TCSU website, [www.tcsu.net](http://www.tcsu.net), and the ballot will be open for 12 hours opening at 10:00am Friday morning, and closing at 10:00pm Friday evening.
5. The dates of all elections, a list of the posts to be contested and a copy of this schedule shall be posted on the TCSU notice board, on the website, and sent via email to TCSU members by the first Friday of Full Lent Term.
6. Nomination forms must be submitted to the returning officer by midnight on the Sunday preceding the election. Nomination forms must be signed by the candidate, a proposer and a seconder, who must all be full members of TCSU, and state the post that the candidate is standing for. Candidates for posts only on the welfare sub-committee do not need a proposer and a seconder. Two paper copies of the candidate's manifesto and an electronic copy (.pdf format), all of which must include a photo of the candidate, must also be submitted alongside the nomination form, electronic copies should be sent to [president@tcsu.net](mailto:president@tcsu.net). The returning officer shall have the right to rule out any manifesto that s/he deems to be publicity rather than a statement of the candidate's views and intentions. If no nominations are received for a particular post, the returning officer can reopen nominations for that post for 36 hours following the initial closing of nominations, enabling nominations to be submitted until Midday on the Tuesday preceding the election.
7. A complete list of all candidates and the positions that they are standing for shall be displayed by the returning officer on the TCSU notice board and website within twenty-four hours of the close of nominations. Manifestos shall also be displayed in the Great Court mailroom at this time.
8. No candidate may stand for more than one named officer post (excluding President) in the same election, but any candidate contesting a named officer post may at the same time stand for President. Candidates must submit separate nomination forms for each post that they are contesting. No candidate may submit more than one manifesto for each position. If elected to a post, a candidate who is contesting more than one post will be deemed to have withdrawn from the ballot for less senior posts. For the purposes of this clause, the order of decreasing seniority shall be President, then other Committee posts. Candidates who are unsuccessful in the executive committee elections may stand for election to the welfare committee.
9. Any full member of the TCSU may stand for election to any position, with the following exceptions
  - A. Only self-identifying female members may stand for the post of Female Welfare Officer.
  - B. Only self-identifying male members may stand for the post of Male Welfare Officer.
  - C. Only overseas members may stand for Overseas' Welfare Officer.
  - D. Only members who self-identify as LGBT+ may stand for the post of LGBT+ Officer

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- E. Only those who self-identify as Women may run for the post of Women's Officer
  - F. Only those who self-identify as Black and Minority Ethnic stand for the post of BME Officer
10. Hustings shall be held on the Wednesday preceding the election.
  11. The returning officer shall publicise the arrangements of the elections and make sure that all full members of TCSU are able to vote if they wish.
  12. All full members of TCSU may vote in the elections, except in the following cases
    - A. Only overseas members may vote in the election of the Overseas' Welfare Officer
    - B. Only those who self-identify as LGBT+ may vote for the LGBT+ Officer
    - C. Only those who self-identify as Women may vote for the Women's Officer
    - D. Only those who self-identify as Black and Minority Ethnic may vote for the BME Officer
    - E. Only students who self-identify as having a disability or mental health condition may vote for the Mental Health and Disabilities Students' Welfare Officer
  13. Voting shall normally be by electronic direct record voting. e-Voting 'papers' shall bear the name of each candidate and the office being contested. Voting papers shall bear the name of each candidate and the office being contested. STRAWSON (Sorry To Reject Applicants, Want Second Opening of Nominations) shall be included as a Candidate on every 'e-Voting Paper', by which Members of TCSU can vote to re-open nominations for a particular post. The ballot box used will be open for voting for a minimum of 4 hours. Membership and eligibility to vote shall be proved electronically by Raven authentication.
  14. The single transferable system of voting shall be employed to determine the result of the election.
  15. The result shall be announced in the college bar immediately after the completion of the count, and displayed on the TCSU website within 24 hours of the count.
  16. By-elections for the Executive committee
    - A. If any of the Executive posts fall vacant a by-election shall be arranged by the returning officer. Subsections 1, 5-16 of section 1 of this schedule shall apply. The by-election shall be held within two full Term weeks of the post falling vacant. The returning officer shall give notice of the by-election at least four days before the close of nominations.

## **Schedule 2: CLUBS AND SOCIETIES**

1. Recognition
  1. Any club or society (hereinafter 'club') shall normally be recognised by the Amalgamated Clubs Committee (ACC), provided that the club annually provides to the ACC:
    - A. A constitution that includes the following:
      - i. The name of the club
      - ii. The aims and objectives of the club
      - iii. Regulations relating to membership eligibility
      - iv. Provision for the election of a committee or officers by a vote of the membership

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- v. The responsibility of such officers
  - vi. Provision for meetings of all club members
  - vii. Provision for the presentation of any accounts
  - B. A letter from a senior member of the College stating that he or she is willing to be a Senior Treasurer for that club. Senior Treasurers shall act in an advisory capacity only.
  - C. The date of the society's changeover of committee
2. Trinity recognised clubs shall exist principally for the benefit of existing student members of this college (referred to in this Schedule as 'Trinity student members'). Clubs' constitutions should therefore normally differentiate between Trinity student members and other members (referred to in this Schedule as 'other members'). In particular, only Trinity student members should be eligible to run for positions on club committees; clubs' constitutions may also confine voting rights to Trinity student members. Clubs should normally charge a subscription fee to other members; where all members are charged a subscription fee, other members should normally be charged a higher fee than Trinity student members.
  3. All clubs' aims and rules must comply with the general law.
  4. When a club amends its constitution, it shall promptly lodge with the Amalgamated Clubs Committee (via the Junior Steward) a copy of the revised constitution in order to enable a review of the club's recognised status in light of the amendment. Clubs intending to make substantial amendments to their constitutions are advised to contact the Junior Steward in advance of any amendment for guidance with drafting and regarding potential implications for continued recognition of the club.
2. Funding
    1. Any club that is recognised shall be eligible to apply for funding from the ACC; for that purpose, in addition to the requirements in section 1 above, the club must provide;
      - A. In the case of existing clubs:
        - i. Detailed accounts for the previous year, signed by the club's Senior Treasurer.
        - ii. Reasons to justify any claim greater than [a specified percentage, depending on projected income from college fee each year] the previous year's grant.
      - B. And in the case of all clubs:
        - i. A budget for the coming year
        - ii. Demonstration that the club has maximised/will maximise its potential subscription, through sponsorship or other income.
        - iii. Demonstration that the club keeps its own bank account solely for the purposes of the club
        - iv. Demonstration that the Senior Treasurer of the society is a signatory on the club bank account.
    3. Upon the dissolution of any club that has received funding from the ACC, any assets remaining after liabilities have been met must be returned to the ACC.
    4. If a club fails for two successive years to file the required documentation for continued recognition, the ACC shall have the power, in consultation with the Senior Treasurer of the club in question, to dissolve that club and to close any bank account, in order to retrieve funds for the Amalgamated Clubs Fund.

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5. The recognition of a club shall be withdrawn by the ACC if evidence is received of its contravening its constitution.
6. The Amalgamated Clubs fund shall be administered by the ACC, which shall be constituted as follows:
  1. The TCSU President
  2. The TCSU Treasurer
  3. The TCSU Junior Steward
  4. The TCSU Senior Treasurer, who shall act in an advisory capacity only
  5. A representative of the Trinity College BA Society.
7. In addition to functions already described above, the functions of the ACC shall be to make decisions regarding the recognition of clubs, and recommendations to College Council regarding the allocation of the Amalgamated Clubs Fund to recognised clubs, in accordance with this Schedule of the TCSU Constitution, which is the ACC constitution.
8. The TCSU Junior Steward shall request applications to the Amalgamated Clubs fund from all recognised clubs and new clubs seeking recognition at the start of Michaelmas Full Term.
9. The ACC shall meet during the Michaelmas Full Term to make initial grant proposals. These shall be notified to clubs, who shall then be afforded an opportunity to appeal. The ACC shall meet to consider appeals and then finalise a list of proposed grants, to be taken by the Senior Treasurer to College Council before the end of term for approval.
10. A report on the grants for the current academic year shall be prepared by the Junior Steward for presentation to the next Open Meeting following the meeting of College Council at which the grants are approved.
11. Applications for recognition and short-term funding may be made by new societies at other points during the academic year. The ACC shall meet as necessary to consider such applications. The ACC, acting principally through the Junior Steward, shall advise new and existing clubs regarding drafts of their constitutions and amendments to them.
12. The proceedings of the ACC at all stages of the Amalgamated Clubs fund allocation shall be fully publicised by the TCSU Junior Steward.

### **Schedule 3: STANDING ORDERS**

1. Standing Orders (S.O.) shall apply to all Open Meetings of TCSU.
  1. Only full members of TCSU may speak and vote at Open Meetings. Other people may be present but cannot vote and shall only speak on the invitation of the chairperson.
  2. The Secretary of TCSU shall be responsible for the production of minutes of all meetings. The Secretary shall also be responsible for ensuring that at every Open Meeting a copy of the constitution and schedules shall be present without which the meeting shall not be in order.
  3. Convening Open Meeting - all Ordinary Open Meetings and Annual General Meetings shall be convened by the Secretary in accordance with the constitution. Seven days notice of the meeting shall be given on the screens. The notice shall include details of how to submit motions. An Emergency Open Meeting shall be convened within seven days of the receipt by the President of the written request of twenty members, or at the request of the Committee. Such requests must state a single motion to be discussed, and no other motions shall be proposed at such meetings. Notice of the meeting

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and the motion to be discussed shall be posted on the screens within 24 hours of the President receiving the request.

## 2. Agenda

1. The business of meetings shall be taken in the following order.
  - A. Minutes of the previous meeting.
  - B. Matters arising.
  - C. Committee reports.
  - D. Statements.
  - E. Questions to committee.
  - F. Questions to representative of CUSU.
  - G. Motions submitted.
  - H. Any Other Business.

## 3. The Chair

1. The President shall take the Chair at Open Meetings. If s/he is absent or relinquishes the chair it shall be taken by the Vice President or another member of the Committee nominated by the President.
2. The Chairperson shall be responsible for keeping the meeting in order. S/he shall not otherwise participate in debate. When the chairperson speaks all other members shall be silent.
3. Members wishing to speak shall raise their hand and when chosen by the Chairperson shall speak through the Chairperson. The Chairperson shall decide right of priority in speaking.
4. No member may speak more than once on the same motion except by the discretion of the chair or:
  - A. To answer questions on a report.
  - B. As indicated in s5 ss4 of this schedule.

## 4. Voting

1. Each member shall have one vote. The Chairperson shall have a single vote and shall use it only as a casting vote.
2. No votes shall be recorded on behalf of any member not present.

## 5. Motions

1. Motions shall be submitted to the Secretary at least seventy-two hours before the start of the Open Meeting. The Secretary shall post an agenda containing all of the motions to be discussed on the screens within 24 hours of this deadline.
2. Every motion shall have a proposer and a seconder. The proposer shall have the motion, it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.
3. At the start of each motion being discussed the Chairperson shall set a time for debate before the vote is taken.
4. The proposer of any motion shall have the right to sum up on the debate immediately before the vote is taken. The Chairperson shall also offer the right for an opposing summation that shall come before the proposer's summation.
5. There shall be no new information during the summing up speech.
6. Emergency motions may be moved if and only if they deal with matters which have arisen since the date for submission of motions and if a two-thirds majority vote for the discussion of this motion. Emergency motions

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may only be discussed if all properly submitted motions have been discussed.

7. In the absence of any discussion the Chairperson shall ask if there be any further speeches and if not shall put the motion to vote.
  8. Subject to s5 ss9 of this schedule, all amendments to motions must be handed to the Secretary in writing 24 hours before the start of the meeting with a proposer and a seconder. The Secretary shall provide copies of a full agenda containing all motions at the start of the meeting.
  9. Amendments may also be made at Open Meeting, during debate. Anyone wishing to do this must make their intentions clear to the Chairperson and submit the amendment in writing with a proposer and seconder. Procedure for debating such an amendment will be the same as for amendments described in Clause 19 of standing orders.
  10. There shall only be one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed
  11. The proposer of the amendments shall have the right to sum up before a vote is taken on it.
  12. In the event of any amendment being carried which was not accepted by the proposer of the original motion, the amended motion shall become the substantive motion and the proposer of the amendment shall become the holder of that substantive motion.
  13. When all amendments have been voted upon the substantive motions shall be debated.
6. Procedural Motions
1. The following procedural motions may be put:
    - A. A vote of no confidence in the chairperson.
    - B. A challenge to the Chairperson's ruling.
    - C. That the motion not be put.
    - D. That the motion now be put.
    - E. That (a) specific standing order(s) be temporarily suspended.
    - F. That the meeting be temporarily adjourned for a specific time.
    - G. That the matter lie on the table.
    - H. That the motion be referred to the appropriate TCSU committee.
    - I. That the motion be referred back for investigation or re-examination.
    - J. That the meeting be adjourned.
    - K. That the motion be voted on in parts.
    - L. That the guideline be extended for a specific period.
  2. Procedural motions shall have a proposer and a seconder.
  3. Procedural motions shall, save as provided for below, be debated in the order listed above.
  4. Procedural motions a, b, d, e and j should be moved on a point of order. All other procedural motions may only be moved by members called by the chairperson to speak.
  5. If procedural motions a or b are put the chairperson shall hand the chair to another member of the Committee. The proposer shall state his or her case, the person who has just vacated the chair shall reply and the matter shall be put straight to a vote. In the event of procedural motion a being carried s/he shall not resume the chair during the meeting.

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6. If procedural motion d or k is put the meeting shall vote immediately on the procedural motion, if d is carried the mover of the motion under discussion shall sum up immediately.
  7. If procedural motions c, e-j are put the proposer shall state his or her case, there shall be one speech against followed by a summing up and vote.
7. General Rules
1. Points of information may be raised by any member providing that the speaker occupying the floor signifies their intention to give way.
  2. Points of order, which take precedence over any other business and upon which there shall be no discussion, may be raised by any member.
  3. Motions shall require a simple majority except where otherwise specified in the constitution.
  4. Any suspension of standing orders shall apply for the duration of the matter under discussion only.
  5. In the event of any situation arising not being covered by standing orders then the chairperson shall rule on the procedure to be adopted. Such ruling shall be subject of any challenge under procedural motion b above.

#### **Schedule 4: FINANCE**

1. The Treasurer shall be responsible to TCSU for the keeping of accounts using the double-entry book-keeping system, and shall exercise supervision over all TCSU finances, subject to decisions of the Committee and Open Meeting. He or she shall account to the Committee and to the Senior Treasurer for all expenditure out of the funds of TCSU and for all receipts of TCSU.
2. The Treasurer shall be responsible to TCSU for keeping an updated list of all assets.
3. The accounting year shall end on the first Friday of Full Lent Term, the day that TCSU members are notified of the forthcoming election.
4. Expenditure of the outgoing committee in their remaining two weeks of office shall be restricted to expenditure relating to the Burrell's Changeover Ent, held on the Saturday following the election, any expense required for the organisation of the election, and any standard periodic expenditure (e.g. Newspapers, Sky).
5. The Senior Treasurer or some person or persons nominated by the Senior Treasurer shall audit the accounts.
6. TCSU shall hold a bank account in the name of 'Trinity College Students' Union'. There shall normally be three authorised signatories:
  1. The President
  2. The Treasurer
  3. The Senior Treasurer
7. Cheques must be signed by two of the authorised signatories.
8. A sub-account shall be held for the purposes of a savings account. Savings should be maintained to, inter alia, ensure adequate funding is available for renewal of television and audio equipment.
9. The Committee shall control the bank account. Save as provided below, all expenditure must be authorised in advance by a meeting of the Committee and duly minuted.
10. The Treasurer shall have the power to authorise expenditure up to £100.00 provided that a subsequent Committee meeting ratifies such expenditure.

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11. The Senior Treasurer shall not be liable for any debt or other obligation of TCSU except where he or she has personally authorised it in writing.
12. The Treasurer shall, on the request of any member of the Committee, present the accounts as they stand to the Committee at the Meeting of the Committee following the receipt of the request for their presentation. The Treasurer shall be obliged to respond to any such request only if it has been made at a meeting of the Committee. In addition, any member of TCSU may request an electronic copy of the accounts as they stand with one week's notice.
13. The Committee shall present audited accounts for the past accounting year and provisional accounts for the current year to date to each Annual General Meeting.
14. The Committee shall present a proposed budget at the first Open Meeting following its election, and a further budget for the remainder of its term of office at the first Open Meeting of the Michaelmas term.

#### **Schedule 5: PORTFOLIO OF THE TCSU COMMITTEE**

1. The job descriptions outlined below represent broad guidelines for the duties of each office. They are not intended to be seen as minimum requirements as additional responsibilities shall be assigned by the President as events dictate. All TCSU Committee members will be expected to help at all TCSU events and all elections held in Trinity College. If it appears that any member of the TCSU Committee is failing to perform the duties of his/her office satisfactorily, any two members of TCSU may propose a motion at an Open Meeting calling for his/her resignation in accordance with s6 ss9 of this constitution.
2. The President shall be responsible for the overall co-ordination of the activities of the Committee, its business and financial interests and the participation of TCSU in all committees on which TCSU is represented, and ensuring that:
  1. The Committee acts in accordance with the constitution.
  2. All members of the Committee perform the duties of their post.
  3. Policy from Open Meetings is enacted.
  4. S/he shall represent TCSU at CUSU Council.
3. The Vice-President shall act as immediate deputy to the President. If at any stage the President is absent, the Vice-President shall take over as Acting President. The Vice-President shall act as an intermediary between the President and the rest of the Committee in the matter of grievances about the way in which the business of the Committee is being conducted. The Vice-President shall act with the President and Secretary to remind the Committee members of their duties. The Vice-President shall act as the main channel of communication between TCSU and CUSU, NUS, and other bodies outside the College. S/he shall represent TCSU at CUSU Council, act as CUSU representative at Open Meetings in the absence of a member of the CUSU Executive, and act as returning officer in College for CUSU elections. S/he shall publicise CUSU and NUS activities, and organise the distribution of material received from these bodies.
4. The Secretary shall have responsibilities consistent with the constitution for setting agendas, taking and distributing minutes and booking rooms for all Committee, Open and Liaison meetings. The Secretary shall be responsible for written communication with the Fellows of the College and other bodies unless the communication falls directly under the responsibility of another post. The secretary shall have responsibility of the Freshers' Handbook. The secretary

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shall be responsible for liaising with the editors of Travisty, The Fountain, and the Annual Record. The secretary shall be responsible for creating TCSU Bar and Cleaning Rotas.

5. The Treasurer has responsibilities outlined in Schedule 4.
6. The Entertainments Officer shall be responsible for the smooth running of all TCSU entertainment events and the maintenance and usage of all property of TCSU used for entertainment purposes. The Ents Officer will be responsible for advertising and publicising any TCSU entertainments.
7. The Computing Officer shall be responsible for the maintenance of the TCSU website, which shall contain a minimum of Committee minutes, Committee contact details and the Constitution. S/he shall be responsible for control of College-wide e-mail lists. In addition, s/he shall be a member of the College Computing Committee.
8. The Female and Male Welfare Officers shall provide pastoral support for female and male TCSU members respectively, whilst also co-ordinating joint welfare events for all TCSU members. They shall represent their welfare and equal opportunities needs in liaison with College authorities. They shall liaise with the CUSU Welfare team, and shall be a member of the College Pastoral Care Committee. They shall lead the Welfare Committee which shall include, but will not be limited to, the co-opted positions as outlined in Section 6.2. They shall be responsible for overseeing TCSU representation on matters pertaining to gender, ethnic minority, disability, sexuality or any other issue of inequality. The Welfare Officers will manage the College Families Scheme and the Academic Contacts scheme. The Welfare Officers shall be responsible for advertising and promoting any TCSU welfare events.
9. The Overseas' Welfare Officer shall provide pastoral support and represent the needs of overseas members of TCSU in liaison with College authorities. S/he shall be responsible for the production of an Overseas' Handbook for Freshers. S/he shall be a member of the College Pastoral Care Committee.
10. The Environmental Officer shall provide pastoral support and represent TCSU members' housing and environmental needs in liaison with College authorities. S/he shall be a member of the College Pastoral Care Committee. S/he shall be a member of the College Costs Committee. S/he will take responsibility for 'green' issues in the college. S/he shall be a member of the College Green Council.
11. The Junior Steward shall be responsible for liaison with the Catering Department. S/he shall be responsible for running the TCSU bar. This includes maintenance of any equipment, purchase and monitoring of stock. S/he shall act as Secretary for the Food Group. S/he shall have responsibility for the implementation of Schedule 2.
12. The Access and Admissions Officer shall be responsible for co-ordinating TCSU participation in all Admissions related projects. S/he shall organise a contact scheme for interview candidates at Trinity. The Access and Admissions Officer will recruit and run the Access Committee.
13. The LGBT+ Officer shall provide pastoral support and represent the needs of LGBT+ members of TCSU in liaison with College authorities and 1TQ. S/he shall liaise with the CSU LGBT+ campaign and make relevant information available through the TCSU website.

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14. The Disabled Students' Welfare Officer shall provide pastoral support and represent the needs of disabled members of TCSU in liaison with College authorities. S/he will liaise with the Disability Resource Centre and will make relevant information available through the TCSU website.
15. All officers will update and maintain an electronic officer manual. These will be presented to each incoming officer during the handover period.

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