

**Constitution of  
TCD Sign  
Language Society**

1. The Society shall be known as:  
T.C.D. Sign Language Society

**2. Objects:**

The aims of the society are to learn about deaf culture, to encourage communication between deaf and hearing people, and to facilitate the study of sign languages by arranging Sign Language classes for members.

3 Membership shall be open to all capitated students of the University and staff of the University on payment of an annual subscription as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

**4 The Committee:**

The Committee shall consist of the following officers: the Auditor, the Secretary, the Treasurer and P.R.O. and up to six ordinary committee members. The Committee shall hence have a maximum of ten members.

5. The Committee shall meet weekly during term at an agreed day and time.

6. Officers and ordinary committee members may be removed from office before the completion of their term of office only by majority decision of members of the Society present at an Extraordinary General Meeting. A motion to remove said committee members must be proposed and seconded by two members of the Society, and must be submitted in writing to the Committee at least three days before the date of the Extraordinary General Meeting.

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

The Annual General Meeting shall be held in Trinity Term. A notice shall be posted on the Society noticeboard should one exist, or otherwise published to members not less than three days before the meeting giving the date and time of the meeting and the fact that elections to the committee will take place thereat. Quorum for the Annual General meeting and for an Extraordinary General Meeting shall be ten persons, or one tenth of membership of the Society, whichever is the larger.

8. Only paid-up members of the Society shall be entitled to vote at the Annual General Meeting or an Extraordinary General Meeting.

9. At the Annual General Meeting the Auditor, Treasurer and Secretary shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.

10. An Extraordinary General Meeting of the Society may be called by members of the Society presenting a petition to the Committee, signed

by a minimum of five members of the society. Three days' notice as provided for in the case of an Annual General Meeting shall be given.

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

12. Candidates for election must be members of the society, and each candidate must be nominated and seconded by a member of the society.

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

**14 The Officers:**

The Auditor shall oversee the general running of the society and shall be answerable to the committee.

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

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

17. The Treasurer and the Auditor shall be jointly responsible for the financial affairs of the society. Although the affairs of the society shall be in general conducted according to the vote of all of the members of the committee, if the committee over-rules the advice of the Auditor and the Treasurer on such a matter, then the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question.

If only one of the said officers disassociate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the society in which case such former officer shall bring the case to the notice of the C.S.C.

18. The Treasurer or the Auditor or any persons may be requested to appear before the C.S.C., or officer of sub-committee of the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning

the finances of the society. If a prima facie case exists that society funds have been misused or misappropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the college, in which case they may not be permitted to register for the following academic year or to have their degree conferred.

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

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

21. The ordinary members of the committee shall be delegated any other duties by the auditor as are seen fit.

22 **Amendments:**

This constitution may be amended by a vote of a majority of those present at an extraordinary general meeting or an annual general meeting. Notices of such amendments must be given to the committee before the time set for such a General Meeting and to the chairperson of that meeting before he/she takes the chair.

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

**March 2013**